



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Apr 23, 2024

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: William Eidson
Contact Email: william.eidson@dupageco.org	Contact Phone: 6900
Vendor Name: STV Inc.	Vendor #: 11016

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Additional compensation and an extension of time is needed for STV Inc. for construction engineering on the 87th Street (at Woodward Avenue) project, Section 13-00253-01-CH.
 The additional cost to the contract will be \$248,037.81.
 Extend current contract expiration date to October 31, 2025.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Due to various utility relocation delays, the construction project could not be completed by mid-2023 as per the initial proposed staff hours. Construction is now anticipated to be completed in mid-2024 and the construction engineering portion will extend to 2025 due to IDOT paperwork requirements. Utility delays caused not only a need for an extension of time but also the need for addition construction engineering.

Strategic Impact

Financial Planning Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

In order to complete construction engineering for the 87th Street improvement, it will be more cost effective to supplement STV, Inc. They are in the best position to complete the project at the lowest cost to the County.

Source Selection/Vetting Information - Describe method used to select source.

The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were sent to firms throughout the industry and responses were received from 22 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to their understanding of the project, experience of staff to be assigned to the project, relevant past work, and minority/women owned business participation. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by STV, Inc. is qualified and has the staff available to perform the work on behalf of the County.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

An increase in the contract amount is the recommended course of action since STV, Inc. has completed the construction engineering to date and is in the best position to perform this work. Hiring another consultant through the QBS process would not only delay completion of the project but would be more costly as well.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

There is sufficient funds for this increase in line 1500-3550-54040 - FY2024.