



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: Feb 19, 2025

File ID #: _____

Purchase Order #: 4861-1-SERV

Requesting Department: Division of Transportation	Department Contact: Nils Jordahl
Contact Email: nils.jordahl@dupagecounty.gov	Contact Phone: 6900
Vendor Name: V3 Companies, Ltd.	Vendor #: 10802

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

V3 Companies, Ltd., is requesting additional compensation for professional design engineering services for the Naperville Road improvements from Warrenville Road to Ridgeland Avenue, Section 16-00195-06-CH. The additional cost to PO#4861-1-SERV will be \$165,425.30 and a Revised Exhibit C.

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

This supplement serves to accomplish tasks beyond V3's current scope of services, and is needed to complete the design phase and to provide engineering support during the construction phase of this project. The supplemental tasks include updating of the project's special waste/CCDD assessment, additional utility coordination efforts, design changes resulting from the analysis of updated traffic data, and various other tasks associated with the extension of the project schedule and the production of additional submittals, reviews, and revisions as required by the DOT and project stakeholders.

Original 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. Statements of Interest were received from 33 firms. Based on the review of the Statements of Interest, 3 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the firm's understanding of the project, strategies to ensure timely completion of the project, experience on similar projects, experience of key personnel. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by V3 Companies, Ltd. was most qualified and had 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.

A supplement to the contract amount is the recommended course of action since V3 Companies, Ltd. has completed the work to date in a satisfactory and timely manner. V3 Companies, Ltd. is in the best position to continue to provide design engineering services for this project at the lowest cost to the County. DOT does not have the staff resources in order to complete design engineering and permitting on this project and manage other projects as well. Terminating this contract and soliciting proposals for a new contract would delay the work and result in higher costs.

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 are sufficient funds in FY2025-1500-3550-54040 for this increase.