



# 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: Aug 6, 2024

File ID #: 24-2017

Purchase Order #: 5805

Requesting Department: Division of Transportation	Department Contact: Dan Nowak
Contact Email: daniel.nowak@dupagecounty.gov	Contact Phone: 6909
Vendor Name: Knight E/A, Inc.	Vendor #: 11046

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

The County has determined that the contract issued to Knight E/A, Inc. for Professional Phase II Design Engineering Services for the CH 21 / Fabyan Parkway from IL 38 to County Line requires additional work beyond the original scope of the project resulting in an increase to the contract in the amount of \$76,405.80.

Increase the upper limit of the contract by \$76,405.80.

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

The Fabyan Parkway - IL 38 to County Line project is progressing through Phase II engineering. During the environmental coordination of the project, IDOT instituted work restrictions on part of the project site due to proximity to a detention pond used by a threatened and endangered common gallinule. This restriction requires major changes to the maintenance of traffic plans, which was not expected by Knight E/A. Additionally, during the course of the land acquisition process, the property owner requested impacts to their business sign and retaining walls be avoided. This work requires a redesign of the proposed curb line and storm sewer and changes to the proposed plans, which was also not expected by Knight E/A. All of this work is not included in the original scope of the contract.

**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 24 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 qualifications of the firm and understanding key issues of the project, experience of the firm and key personnel on similar projects, and any strategies to ensure timely completion of the phase I updated and design phase are met. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Knight E/A, Inc. 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.

1. Supplement the contract to Knight E/A, Inc. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Knight E/A, Inc. is the most qualified to perform this work and has been awarded a design engineering contract for this work.
3. Do not supplement the current contract. Not recommended as the DOT does not possess the staff resources or the technology to perform this work and must contract for these services.

**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.

The FY24 fiscal impact for this supplement is anticipated to be \$76,405.80. The DOT has sufficient funds to account for this increase.