



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: Oct 20, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: Kent Kuper
Contact Email: Kent.Kuper@dupagecounty.gov	Contact Phone: 6900
Vendor Name: STV Incorporated	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.
Professional Construction Engineering Services contract 5751-1-SERV with STV Incorporated for intersection improvements at 87th Street at Woodward Avenue, Section# 13-00253-01-CH expires November 30, 2023. An extension of time until June 30, 2025 is recommended.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
The Division of Transportation has retained STV Incorporated to perform construction engineering for the intersection improvements at 87th Street at Woodward Avenue. An extension is necessary as the construction has not yet been completed due to the strike in summer of 2022 and extensive utility relocations, both of which delayed the start of the project.

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 this project, it will be more cost effective to continue to utilize STV Incorporated. 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, and relevant past work. 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 extension of time to June 30, 2025 with no change in the contract amount is the recommended course of action since STV Incorporated has completed the work to date in a satisfactory and timely manner. STV Incorporated is in the best position to continue to provide the construction engineering for this project at the lowest cost to the County. 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.
No change in the contract encumbrance.