



# 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: Jun 4, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 5805-1-SERV

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 Professional Phase II Design Engineering Services for Fabyan Parkway – IL38 to County Line. Section Number 08-00210-03-FP, issued to Knight E/A, Inc. expires on June 30, 2024. An extension of time until October 31, 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 Fabyan Parkway - IL 38 to County Line project is progressing through Phase II engineering. However, the project requires land acquisition from several property owners and subsequently has delayed completion of the project. Because the land acquisition process has taken longer than expected and Knight E/A's familiarity and expertise is needed to complete the project, it is staff's recommendation that a time extension be granted.

**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 update 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.

An extension of time to October 31, 2025 with no change in the contract amount is the recommended course of action since Knight E/A, Inc. has completed the work to date in a satisfactory and timely manner. DOT does not have the staff resources in order to complete design engineering on assigned projects 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.

No change in contract encumbrance.