



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 8, 2024

File ID #: _____

Purchase Order #: 5404-1-SERV

Requesting Department: Division of Transportation	Department Contact: Dan Nowak
Contact Email: dan.nowak@dupagecounty.gov	Contact Phone: 6900
Vendor Name: Huff & Huff, Inc.	Vendor #: 11585

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 Various Environmental Screening Services, contract 5404-1-SERV with Huff & Huff, Inc., Section# 21-ENVMT-07-EG expires November 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 DOT has determined that Huff & Huff, Inc. is currently working on open work orders under this contract and requires additional time for completion. In order to complete currently open work orders, it will be more cost effective to continue to utilize Huff & Huff, Inc. They are in the best position to complete them at the lowest cost to the County. Therefore an extension of time is the recommended course of action.

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 10 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 any subconsultants, experience of key personnel, technical approach to the project and experience on similar projects. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Huff & Huff, 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 Huff & Huff, Inc. has completed the work to date in a satisfactory and timely manner. Huff & Huff, Inc. is in the best position to continue to provide various environmental screening services at the lowest cost to the County. Terminating this contract and soliciting proposals for a new contract would delay the work and result in more 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.