



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 15, 2024

File ID #: _____

Purchase Order #: 6887-0001-SERV

Requesting Department: Stormwater Management	Department Contact: Jamie Lock
Contact Email: jamie.lock@dupagecounty.gov	Contact Phone: 630-407-6705
Vendor Name: Atlas Engineering Group	Vendor #: 32246

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

Contract Extension, with no additional cost to the contract.

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

The Stormwater Management Department periodically requires assistance from a professional land surveyor to assist with the department's responsibilities including facility inspection, design, and layout. There are ongoing tasks under the current contract that will not be complete by the contract expiration. Extending the contract will allow for the department to utilize the remaining funds on ongoing projects without delay to their progress.

Original Source Selection/Vetting Information - Describe method used to select source.

This consultant was selected through the Quality Based Selection process. Requests for Statements of Qualifications were sent to firms throughout the industry. Statements of Interest were received from 11 firms. Stormwater staff utilized an evaluation team to review and rank firms, taking into consideration the qualifications of the firm, experience of key personnel, and understanding of unique stormwater scope of services.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Staff recommendation is to extend the contract with Atlas Engineering Group, Ltd.. Other options would be to utilize in-house staff to collect data, not collect the data, or begin a new QBS process. These other options are not recommended by Stormwater staff as we do not have the in-house capability to collect high accuracy data and we have a responsibility to ensure our facilities are operational and stable and projects can be completed in a timely manner. Starting another QBS process will cause additional delay to the projects already in progress.

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.

FY 2025 - \$12,362.50(1600-3000-53010)