



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: Chicago Testing Laboratory, Inc.	Vendor #: 11033

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 Geotechnical and Materials Engineering Services contract 5876-1-SERV with Chicago Testing Laboratory, Inc., Section# 20-GEOTEK-06-EG expires November 30, 2023. An extension of time until November 30, 2024 is recommended.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
 Through this contract, CTL is responsible for ongoing geotechnical work for the DOT's project to replace the Bloomingdale Road Bridge over Chicago, Central & Pacific Railroad (22-00184-12-BR). CTL's services are in-progress and expected to be required beyond the current contract expiration date. Therefore, an extension of time is the recommended course of action.

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 ongoing projects, it will be more cost effective to continue to utilize Chicago Testing Laboratory, Inc. They are in the best position to complete surveying services 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 8 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to their understanding of the project, and experience of staff to be assigned to the project. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Chicago Testing Laboratory, 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 November 30, 2024 with no change in the contract amount is the recommended course of action since Chicago Testing Laboratory, Inc. has completed the work to date in a satisfactory and timely manner. Chicago Testing Laboratory, Inc. is in the best position to continue to provide geotechnical 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.