



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: May 2, 2024

MinuteTraq (IQM2) ID #: 24-1511

Department Requisition #: _____

Requesting Department: Stormwater Management	Department Contact: Claire Kissane
Contact Email: claire.kissane@dupagecounty.gov	Contact Phone: (630) 407-6682
Vendor Name: Village of Downers Grove	Vendor #: 10128

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

Time extension through November 30, 2024. There is no change in the contract amount

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

DuPage County's Water Quality Improvement Program (WQIP) grant program was developed to assist DuPage County entities in constructing water quality projects. Downers Grove's Curtiss and Glenview Water Quality project was awarded the WQIP grant in 2023 following recommendations by the staff selection team and approved by the Stormwater Committee. The original schedule called for project completion by June 30, 2024. However, procurement delays with the water quality structure and other equipment for the drainage improvement project have delayed the expected project completion date by several months. The Village is requesting a 5-month time extension, with the project completed by November 30, 2024.

Strategic Impact

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

The water quality benefits include the reduction of pollutants associated with stormwater runoff and enhancement of infiltration at the project's outfall into St. Joseph Creek.

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

Intergovernmental Agreement

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

1. Approve contract extension with the Village of Downers Grove
2. Do not approve the contract extension with Downers Grove. Not recommended as the time extension will allow the Curtiss and Glenview Water Quality Project to be completed, resulting in an overall water quality benefit to St. Joseph Creek and the East Branch DuPage River.

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.

Time extension, no change in contract amount.