



**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 17, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: Division of Transportation	Department Contact: John Loper
Contact Email: John.Loper@dupagecounty.gov	Contact Phone: 6900
Vendor Name: Applied Research Associates, Inc.	Vendor #: 12912

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

Pavement condition rating, annual maintenance and support services for the DuPage County Pavement Management Program contract 6308-1-SERV with Applied Research Associates, Inc. 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.

The DOT contracted with ARA in 2023 for the purposes of updating its pavement condition assessment. ARA will require additional time to complete tasks related to development of the pavement condition forecasting tool due to complexity of the task. DOT also amended its pavement rating process to include a new Pavement Condition Index (PCI) rating system that requires additional time to analyze.

**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.

This contract conforms with best management practices and allows the DOT to review how its pavement performs over time. The contract contains work tasks that allow DuDOT to analyze optimal roadway maintenance practices. DuDOT utilizes these tools to program future roadway resurfacing under various budget and cost scenarios.

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

The DOT selected Applied Research Associates, Inc. as the preferred vendor after considering a variety of other vendors and applications. The vendor is considered a sole source for this application and no other vendors are licensed to provide support, maintenance and/or application upgrades.

**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 Applied Research Associates, Inc. services are required for the maintenance of the pavement database, augmenting the pavement performance model and programming services. DuDOT staff does not have time available to develop the tools in-house.

**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 the contract encumbrance.