



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: Jun 4, 2024

File ID #:

Purchase Order #: 4557-1-SERV

Requesting Department: Division of Transportation	Department Contact: Dan Nowak
Contact Email: daniel.nowak@dupagecounty.gov	Contact Phone: 6909
Vendor Name: Knight E/A, Inc.	Vendor #: 11046

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 Design Engineering Services for replacement of the bridge carrying CH3/Warrenville Road over the East Branch of the DuPage River, contract 4557-1-SERV issued to Knight E/A, Inc., Section #14-00124-04-BR, expires on June 30, 2024. An extension of time until May 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.

Knight E/A completed the plans and specifications for the project, which was subsequently let by IDOT on April 26, 2024. However, Knight E/A's familiarity and expertise of the project is needed as a resource as the project transitions into construction, which is expected to begin this summer. In order to answer any questions that may arise from the contractor or resident engineer during construction, it is staff's recommendation that a time extension be granted to Knight E/A.

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 34 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 sub-consultants, experience of key personnel, understanding of the project, experience on similar projects and any strategies/opportunities to ensure the project schedule is met. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Knight E/A, 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 May 31, 2025 with no change in the contract amount is the recommended course of action since Knight E/A, Inc. has completed the work to date in a satisfactory and timely manner. DOT does not have the staff resources to provide design engineering and certifications on the bridge design during construction. Terminating this contract and soliciting proposals for a new contract would delay the work and result in higher 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.