



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: Apr 24, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: Ryan Singer
Contact Email: ryan.singer@dupageco.org	Contact Phone: 6900
Vendor Name: Christopher B. Burke Engineering, Ltd.	Vendor #: 10234

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
 Professional Preliminary Engineering Services for Flashing Yellow Arrow Corridor at CH38/63rd Street, from Suffield Court to Americana Drive contract 5203-1-SERV issued to Christopher B. Burke Engineering, Ltd., Section #20-00288-05-TL, expires June 30, 2023. An extension of time until June 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 has determined that a project currently under design by Christopher B. Burke Engineering, Ltd. requires additional time for completion of right of way evaluations and approval from IDOT. Therefore an extension of time is the recommended course of action.

Strategic Impact
 Quality of Life 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 preliminary engineering of the referenced project, it will be most cost effective to continue to utilize Christopher B. Burke Engineering, Ltd. They are in the best position to complete the outstanding work orders 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 17 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to their understanding of the project, experience of staff to be assigned to the project, and relevant past work. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Christopher B. Burke Engineering, Ltd. 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 June 30, 2024 with no change in the contract amount is the recommended course of action since Christopher B. Burke Engineering, Ltd., has completed the work to date in a satisfactory and timely manner. DOT does not have the staff resources in order to complete design engineering and permitting on assigned projects and manage other projects as well. 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 total amount.