



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: _____

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

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|---|---------------------------------|
| Requesting Department: Division of Transportation | Department Contact: Bill Eidson |
| Contact Email: william.eidson@dupageco.org | Contact Phone: 6900 |
| Vendor Name: HR Green, Inc. | Vendor #: 13235 |

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

The Division of Transportation is requesting additional funds for the HR Green, Inc. Various Preliminary/Design Engineering contract 20-DEENG-03-EG to design replacement of the box culvert under Park Boulevard south of Tamarack Drive and other stormwater improvements (Work Order #6). Due to the added scope of work being requested by the County, additional funds are necessary to accomplish the requested work resulting in an increase to the contract in the amount of \$100,000.

The current contract expires on October 31, 2026. Extend contract completion date through May 31, 2028.

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

Due to conflicts with proposed work by Illinois Department of Transportation (IDOT) on adjacent roadways Butterfield Road and Illinois Route 53, it is in the best interest of the County to adjust the schedule of the Park Boulevard improvements to FY 2027 and update the plans' existing utilities and other conditions and update contract documents to current standards. Furthermore, the structural design will be revised to use cast-in-place concrete retaining walls rather than sheet piling system.

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 the design of the Park Boulevard culvert and stormwater improvements and submit plans and specifications to the DOT for review, it will be more cost effective to supplement the existing Various Preliminary/Design Engineering contract with H.R. Green, Inc. They are in the best position to complete the project on the required schedule and 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. Statements of Interest were received from 39 firms. Based on the review of the Statements of Interest, 4 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 subconsultants, 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 H.R. Green, 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.

1. Supplement contract to H.R. Green, Inc. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that H.R. Green, Inc., is the most qualified.
3. Do not supplement contract. Not recommended as the DOT does not possess the staff resources or expertise to perform this work and must contract for these services.

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.

The fiscal impact for this supplement is anticipated to be \$80,000.00 for FY26 and \$20,000 for FY27. The DOT budget has sufficient funds to account for this increase.