



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 2, 2024

File ID #: _____

Purchase Order #: 4085-1-SERV

Requesting Department: Division of Transportation	Department Contact: Lee Rivera
Contact Email: Lee.rivera@dupagecounty.gov	Contact Phone: 6900
Vendor Name: TranSystems Corporation	Vendor #: 10626

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

TranSystems Corporation is requesting additional compensation for the intersection improvements at Naperville Road and IL 38 (Roosevelt Road), Section 19-00195-05-CH. The additional cost to the contract will be \$89,844.93, with an extension to the contracts expiration date to October 31, 2026.

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

The on-going Phase I study has required additional coordination with the State Historic Preservation Office (SHPO) related to potential property impacts at 17 properties along Roosevelt and Naperville Road caused by the proposed improvements along Naperville Road and Roosevelt Road. Additionally, DOT will examine other proposed geometric alternative along the dual left-turn lanes on Naperville Road in an effort to reduce impacts to adjacent properties and associated land acquisitions. These tasks were needed to ensure that the proposed intersection improvements provide an optimal level of service and safety while minimizing impacts to resources in the vicinity.

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 32 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 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 TranSystems Corporation 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 increase and extension of time is the recommended course of action since TranSystems Corporation has completed the work to date in a satisfactory and timely manner. TranSystems Corporation is in the best position to continue to provide construction engineering services for this project at the lowest cost to the County. Terminating this contract and soliciting proposals for a new contract would delay the work and result in more 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.

The DOT has sufficient funds in the FY24 budget to pay for this change order.