



# 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 22, 2024

File ID #: 24-2824

Purchase Order #: 5456-0001SERV

Requesting Department: Facilities Management	Department Contact: Cathie Figlewski
Contact Email: catherine.figlewski@dupagecounty.gov	Contact Phone: 630-407-5665
Vendor Name: Wold Architects Incorporated DBA Wold Archi	Vendor #: 38503

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

Contract Extension to November 30, 2025, to provide on-call Professional Architectural and Engineering Services, for Facilities Management. No change in contract total.

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

Facilities Management is in need of continuing services related to architectural and engineering for various projects on an on-call basis.

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

A request for Statement of Interest for Architectural, Mechanical, Civil and Structural Services was issued, 19 firms responded. Staff has reviewed the qualifications of these firms and narrowed the selection to four firms to perform this consulting on behalf of the County and has determined that Wold Architects and Engineers possesses the qualified architectural and engineering staff to provide on-call professional architectural and engineering consulting services on behalf of the County.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Extend existing contract with Wold Architects and Engineering for this professional engineering contract. This option is recommended due to their in-depth knowledge of infrastructure improvement projects this upcoming year.
- 2) Select another firm to provide these consulting services. However, staff does not recommend this, and has determined that Wold Architects and Engineers possesses the qualified architectural and engineering staff to provide on-call professional architectural and engineering consulting services on behalf of the County.

**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.

Time extension only, no fiscal impact. This expense is currently budgeted under 6000-1220 and 1000-1100 for Facilities Management.