



# 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 20, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: Division of Transportation	Department Contact: Dan Nowak
Contact Email: daniel.nowak@dupagecounty.gov	Contact Phone: 6900
Vendor Name: Civiltech Engineering, Inc.	Vendor #: 10621

**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 Preliminary Engineering Services contract 4038-1-SERV with Civiltech Engineering, Inc. for the Belmont Road/Finley Road/Ogden Avenue/Cross Street improvements, Section# 19-00173-06-CH expires November 30, 2023. An extension of time until November 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 County has decided to process the CH 2/Belmont Road/Finley Road/Ogden Avenue/Cross Street Intersection Improvements project for federal eligibility. To qualify for federal design and construction funds, a preliminary (Phase I) engineering/environmental report must be prepared for approval by the Federal Highway Administration. This process requires extensive time to coordinate the project with both IDOT and the Federal Highway Administration. Additionally, coordination with the Village of Downers Grove has been conducted in order to attain support on a preferred geometric improvement to the Finley Road / Belmont Road at Ogden Avenue intersection. This coordination has taken longer than anticipated. Because of the time it takes to meet federal requirements, and the importance of the Village's support for the project, it is staff's recommendation that a time extension be granted.

**Strategic Impact**

Financial Planning 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 this project, it will be more cost effective to continue to utilize Civiltech Engineering, Inc.. They are in the best position to complete the project 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 31 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 Civiltech Engineering, 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 November 30, 2024 with no change in the contract amount is the recommended course of action since Civiltech Engineering, Inc. has completed the work to date in a satisfactory and timely manner. Civiltech Engineering, Inc. is in the best position to continue to provide the preliminary engineering 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 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 the contract encumbrance.