



# 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: Nov 26, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 6416-0001 SERV

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupagecounty.gov	Contact Phone: x5670
Vendor Name: WSP USA Design, Inc.	Vendor #: 41790

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

Amendment to Resolution HHS-P-0305-22 issued to WSP USA Design, Inc. for Professional Architectural and Engineering Design Services for the modernization and upgrade of the Kenneth Moy DuPage Care Center Facility to remove the East wing from scope and decrease the funding in the amount of \$269,673.00, resulting in a final County cost of \$1,536,627.00, a decrease of 14.93%. PARTIAL ARPA ITEM

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

WSP USA Design, Inc. will not be doing the professional architectural and engineering design for the East wing at the Care Center. Therefore, we are removing the scope for this work and reducing the contract in the amount of \$269,673.00.

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

A request for Statement of Interest for Architectural and Engineering Services was issued, six firms responded. Staff reviewed the qualifications of those firms and narrowed the selection to three firms to perform this consulting on behalf of the County and it was determined that WSP USA Design, Inc. possessed the qualified architectural and engineering staff to provide 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) Staff recommends approval to reduce scope and reduce the contract in the amount of \$269,673.00 since WSP USA Design, Inc. will not be providing the professional architectural and engineering design for the East wing at the Care Center.
- 2) No other options.

**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.

This will reduce the expenditure for the Kenneth Moy Care Center Improvement project by \$269,673.00 in fiscal year 2025.