



# 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 10, 2023

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

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

Requesting Department: Division of Transportation	Department Contact: Dan Nowak
Contact Email: daniel.nowak@dupageco.org	Contact Phone: 6909
Vendor Name: Knight E/A, Inc.	Vendor #: 11046

**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 an increase to the professional design engineering services contract to replace the bridge carrying Warrenville Road over the East Branch of the DuPage River, contract 4557-1-SERV issued to Knight E/A, Inc. Section #14-00124-04-BR. 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 \$67,650.00.

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

The existing bridge carrying Warrenville Road over the East Branch of the DuPage River is deteriorating and needs to be replaced. In order to avoid land acquisition and impacts to an adjacent residential property, a proposed retaining wall needs to be relocated for the project. Additionally, the Village of Lisle has requested that a portion of their water main that is located within the project area to be relocated and included in the project. The redesign of the retaining wall and inclusion of the relocated water main is not included in the original scope of work in Knight E/A Inc.'s contract.

### 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 the redesign of the retaining wall and include the relocated water main into the project, it will be more cost effective to supplement Knight E/A, 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 34 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 Knight E/A, 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 the contract to Knight E/A, Inc. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Knight E/A, Inc. is the most qualified to perform this work and has been awarded a design engineering contract for this work.
3. Do not supplement the current contract. Not recommended as the DOT does not possess the staff resources 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 FY23 fiscal impact for this supplement is anticipated to be \$67,650.00. The DOT has sufficient funds to account for this increase and will be reimbursed by the Village of Lisle \$7,585.00.