



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: Sep 27, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Public Works	Department Contact: Sean Reese
Contact Email: Sean.Reese@dupageco.org	Contact Phone: 630-985-7400
Vendor Name: CDM Smith, Inc.	Vendor #:

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

Approve contract time extension with CDM Smith, Inc. to provide professional engineering and project management services for the current Public Works/Facilities Management electrical infrastructure upgrades at the Woodridge and Knollwood wastewater treatment facilities and Wheaton campus.

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

Public Works had recently completed a master planning study that identified an electrical infrastructure upgrade at the Woodridge & Knollwood WWTFs as a high priority. The electrical infrastructure is original equipment constructed in the late 1980's. back-up generation systems were added to WGV in the mid 1990's and at Knollwood in the early 2000's. The current systems are outdated and in need of significant upgrades to provide reliability and safety. This contract will provide a site survey, detailed analysis of existing systems, design recommendations, design specifications, and construction management services. In addition, Facilities Management has similar electrical improvement needs for the Power Plant and Care Center at the DuPage County campus.

Strategic Impact

Quality of Life

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

The electrical infrastructure and back-up power is critical to maintaining reliable operation of the wastewater treatment facilities and campus buildings. All buildings mentioned provide 24 hour service to DuPage County residents.

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

A request for a statement of interest from qualified firms was posted and we received 14 SOI's. The evaluation team short listed 5 of the most qualified firms and conducted interviews with each firm. The team completed a consultant evaluation to rank the firms expertise in the following areas, design and modeling experience, project management & staffing qualifications, and project understanding. Through the process it was determined that CDM Smith was most qualified of the top five firms for the work needed.

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

- 1) Extend the contract with CDM Smith, Inc. as this is a current, on-going contract to design and evaluation of the electrical infrastructure. Recommended in order to continue with the on-going project due.
- 2) Do not extend the contract. Not recommended due to the fact the project has begun and is on-going at this time.

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 fiscal impact. Time extension only.