



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 17, 2025

File ID #: AS-P-0165-22

Purchase Order #: 5853-0001-SERV

Requesting Department: Animal Services	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupagecounty.gov	Contact Phone: x5670
Vendor Name: RWE Design Build	Vendor #: 21914

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

Extend contract to November 30, 2026. No change in contract amount.

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

This agreement with RWE Design Build is for Professional Construction Manager at-risk, for the Animal Services Facility Addition and space renovation. The project is substantially complete with an occupancy permit. A contract extension is requested to complete outstanding construction matters.

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

A request for two Statements of Interest were issued one for Professional Architectural and Engineering Services and one for Professional Construction Manager At Risk (G-MAX) services for the Animal Services Facility Addition; three Architectural and Engineering firms and three Construction Management firms were interviewed, RWE Design Build was determined to possess the qualified staff to provide these Professional Construction Manager Services. Knight E/A, Inc. was selected to provide the Architectural and Engineering Services as a sub-consultant to RWE Design Build.

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

- 1) Staff recommends approval to extend the contract to November 30, 2026 due to project delays of the Animal Services Facility Addition.
- 2) Not resolve final construction matters.

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 remaining dollars that were initially forecast to be spent in the FY25 budget year is a grant that may potentially not be spent until the FY26 budget. Budget code 5000-1310-54010-DAFCAP2. All ARPA dollars should be expended by November 30, 2025.