



# 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: Feb 4, 2025

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

Purchase Order #: 3335-1-SERV

Requesting Department: Division of Transportation	Department Contact: Nils Jordahl
Contact Email: nils.jordahl@dupagecounty.gov	Contact Phone: 6900
Vendor Name: BLA, Inc.	Vendor #: 10796

**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 has determined that the contract issued to BLA, Inc. for Professional Design Engineering Services for improvements along Lemont Road, from 83rd Street to 87th Street, Section No. 16-00232-00-CH, for the period July 17, 2018 through October 31, 2026, requires additional work beyond the original scope of the project resulting in an increase to the contract in the amount of \$54,999.18, and revised exhibit C's for both BLA and Huff & Huff (sub).

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

Design Approval for this federally funded project was originally obtained from the Illinois Department of Transportation (IDOT) in August of 2018. While design engineering is now substantially complete, the project letting has been repeatedly delayed due to ongoing land acquisition efforts. This proposed supplement includes tasks beyond BLA's current scope of services which are now necessary to meet a new letting date, including renewal of a previously obtained U.S. Army Corps of Engineers Permit which had expired, renewal of other expired environmental clearances, continued coordination with the Federal Aviation Administration, and revising the previously prepared Contract Plans and Documents to meet standards that have been updated during this period of land acquisition delay.

**Original 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 52 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 sub-consultants, experience of key personnel, understanding of the project, experience on similar projects, and strategies/opportunities to ensure timely completion of the project. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by BLA, 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.

The supplement is the recommended course of action since BLA, Inc. has completed the work to date in a satisfactory and timely manner. BLA, Inc. is in the best position to continue to provide design engineering services 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 more 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.

There is sufficient FY2025 funds for this supplement.