



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 18, 2024

File ID #: _____

Purchase Order #: 3874-1-SERV

Requesting Department: Division of Transportation	Department Contact: Ryan Singer
Contact Email: ryan.singer@dupagecounty.gov	Contact Phone: 6939
Vendor Name: Alfred Benesch and Company	Vendor #: 10752

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

This contract issued to Alfred Benesch and Company for Professional Phase II Engineering Services for the intersection improvement project at CH 27 High Lake Road at Sunset Avenue expires November 30, 2024.

An extension of time until October 31, 2026 is recommended.

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

The existing intersection at CH 27 High Lake Rd and Sunset Ave is unsignalized and has a stop controlled at-grade crossing with the Union Pacific railroad. The proposed design would widen High Lake Rd to improve pavement grades of the railroad crossing and install a traffic signal to help prevent cars from stopping on the railroad. This widening would require grading onto railroad ROW adjacent to High Lake Rd. In order to minimize land acquisition and impacts to adjacent railroad property, the railroad specified a closed drainage design with a curb and gutter for the project. The design of this new drainage system is not included in the original scope of work in Alfred Benesch and Company's contract. Due to ongoing coordination with the railroad, plans, specifications and estimates of cost will need to be updated, then reviewed by IDOT prior to approval to advertise for construction.

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 and responses were received from 21 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to their understanding of the project, experience of staff to be assigned to the project, and relevant past work. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Alfred Benesch and Company is qualified and has 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. Extend the completion date of the contract with Alfred Benesch and Company. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Alfred Benesch and Company is the most qualified to perform this work and has been awarded a design engineering contract for this work.
3. Do not extend or supplement the current contract. Not recommended as the DOT does not possess the staff resources or the technology 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.

There will be no change to contract total encumbrance.