



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: May 13, 2024

MinuteTraq (IQM2) ID #: 24-1534

Department Requisition #: 1600-2250

Requesting Department: Stormwater Management	Department Contact: Christine Klepp
Contact Email: klepp@dupagecounty.gov	Contact Phone: 630-407-6708
Vendor Name: Cemcon, LTD.	Vendor #: 11015

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

Approval of the attached change order with Cemcon for additional contract time. The contract time would be extended from June 30, 2024 until June 30, 2025.

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

The watershed plan model dates back to 1999. Almost all elements in the model have required some kind of update given the age of the model and the complicated hydraulics in some areas of the watershed. Several areas of the watershed have been developed and were added to the model. Land use data for the watershed was updated by in-house staff.

Strategic Impact

ACT Initiative

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

Given the lengthy FEMA floodplain mapping review and approval process it is important that our map change submittal is comprehensive and up to date. The FEMA process can take up to two years before an effective floodplain map is approved.

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

Does not apply. The consultant is currently under contract with the County.

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

Option 1: Extend the contract with Cemcon so that the remaining tasks identified within the agreement can be completed.

Option 2: Hire another consultant. This option would be highly inefficient and require the duplication of certain tasks already completed under the current contract.

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.

FY2024: \$59,079.00

FY2025: \$25,000.00

No increase in contract total