



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: Oct 19, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: Dan Nowak
Contact Email: daniel.nowak@dupageco.org	Contact Phone: 6900
Vendor Name: Graef-USA, Inc.	Vendor #: 11549

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
 The Professional Surveying Services contract 6059-1-SERV with Graef-USA, Inc., Section# 22-RSURV-07-EG expires November 30, 2023. An extension of time until June 30, 2024 is recommended.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
 Through this contract, Graef-USA, Inc. is responsible for ongoing survey work for the DOT's project to replace the Bloomingdale Road Bridge over Chicago, Central & Pacific Railroad (22-00184-12-BR). Graef-USA, Inc. survey work and associated support is in-progress and expected to be required beyond the current contract expiration date. Therefore, an extension of time is the recommended course of action.

Strategic Impact
 Financial Planning Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.
 In order to complete ongoing projects, it will be more cost effective to continue to utilize Graef-USA, Inc. They are in the best position to complete surveying services at the lowest cost to the County.

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 13 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to their understanding of the project, and experience of staff to be assigned to the project. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Graef-USA, Inc. 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.
 An extension of time to June 30, 2024 with no change in the contract amount is the recommended course of action since Graef-USA, Inc. has completed the work to date in a satisfactory and timely manner. Graef-USA, Inc. is in the best position to continue to provide surveying services 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.
 No change in contract encumbrance.