



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 16, 2024

File ID #:

Purchase Order #: 7112-0001-SERV

Requesting Department: Stormwater Management	Department Contact: Claire Kissane
Contact Email: claire.kissane@dupagecounty.gov	Contact Phone: (630)407-6682
Vendor Name: Glen Ellyn Park District	Vendor #: 14012

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

Time extension through November 30, 2025. There is no change in the contract amount.

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

DuPage County's Water Quality Improvement Program (WQIP) grant program was developed to assist DuPage County entities in constructing water quality projects. Glen Ellyn Park District's Churchill Park Site Improvements Water Quality project was awarded the WQIP grant in 2023 following recommendations by the staff selection team and approved by the Stormwater Committee. The original schedule called for project completion by November 30, 2024. However, permitting delays have postponed the expected project completion date by several months. The Park District is requesting a 12-month time extension, with the project completed by November 30, 2025.

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

Intergovernmental Agreement.

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

1. Approve contract extension with the Glen Ellyn Park District
2. Do not approve the contract extension with Glen Ellyn Park District. Not recommended as the time extension will allow the Churchill Park Site Improvements Water Quality Project to be completed, resulting in an overall water quality benefit to Winfield Creek and the West Branch DuPage River.

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.

Time extension, no change in contract amount.