



# 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 21, 2024

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

Purchase Order #: 3335-1-SERV

Requesting Department: Division of Transportation	Department Contact: Daniel Nowak
Contact Email: daniel.nowak@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.

Professional Design Engineering Services for improvements along Lemont Road, from 83rd Street to 87th Street, Section No. 16-00232-00-CH expires November 30, 2024. An extension of time through 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.

Design approval was secured for this project by the Illinois Division of Transportation (IDOT) in August of 2018. During the design of the project, it has been determined that the land acquisition will need to be revised from the approved Project Development Report. Additionally, the land acquisition from the Forest Preserve District on the southeast corner of Lemont Rd. and 87th St. was revised and therefore triggering a section 4(f) de minimis evaluation. IDOT has indicated they will now require the Project Development Report to be revised as part of the design to reflect these revisions. This was not in BLA's original scope of services for the design contract. In order to complete design engineering for the Lemont Road project, it will be more cost effective to extend BLA, Inc. They are in the best position to complete the project at the lowest cost to the County.

**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.

An extension of time to October 31, 2026 with no change in the contract amount 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.

No change in contract encumbrance.