



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: Kent Kuper
Contact Email: Kent.Kuper@dupagecounty.gov	Contact Phone: 6900
Vendor Name: Patrick Engineering, Inc.	Vendor #: 10312

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 Preliminary & Design Engineering Services contract 5806-1-SERV with Patrick Engineering, Inc. for the replacement of the Geneva Road Bridge over the West Branch of the DuPage River, Section# 18-00206-10-BR expires November 30, 2023. An extension of time until November 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.

The bridge replacement project, adjacent to the Forest Preserve District (FPD)'s property, requires land acquisition (easements) for construction and compensatory storage, as determined during the design phase. To accommodate this, the consultant needs extra time to complete the surveys, prepare plat and legal documents and cost estimates so that the FPD can review the additional information and reengage in agreement negotiations with the County.

Strategic Impact

Financial Planning

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

In order to complete the design engineering, it will be more cost effective to continue to utilize Patrick Engineering, Inc. They are in the best position to complete the project on the desired schedule and 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. Statements of Interest were received from 37 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 subconsultants, experience of key personnel, understanding of the project, and experience on similar projects. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Patrick Engineering, 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 November 30, 2024 with no change in the contract amount is the recommended course of action since Patrick Engineering, Inc. has completed the work to date in a satisfactory manner. Patrick Engineering, Inc. is in the best position to continue to complete the preliminary and design engineering 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 the contract encumbrance.