



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: Mar 6, 2024

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: Dan Nowak
Contact Email: daniel.nowak@dupagecounty.gov	Contact Phone: 6909
Vendor Name: Civiltech Engineering, Inc.	Vendor #: 10621

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

The County has determined that the contract issued to Civiltech Engineering, Inc. for Professional Preliminary Engineering Services for the Belmont Road/Finley Road/Ogden Avenue/Cross Street Improvements requires additional work beyond the original scope of the project resulting in an increase to the contract in the amount of \$146,057.22.

Increase the upper limit of the contract by \$146,057.22.

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

It has been decided the project needs additional topographic survey, an additional Public Information Meeting and a retaining wall study. The additional topographic survey is needed on adjacent properties to better evaluate impacts due to the proposed improvements and be able to finalize the recommended improvements. An additional Public Information Meeting is needed to obtain Village of Downers Grove concurrence on pedestrian and bicycle improvements. A retaining wall study is needed to determine the details of a proposed retaining wall needed due to the intersection improvements. This work is not included in the original scope of work in the contract.

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 the additional topographic survey, an additional Public Information Meeting and a retaining wall study for the Belmont Road/Finley Road/Ogden Avenue/Cross Street project, it will be more cost effective to supplement Civiltech Engineering, Inc. They are in the best position to complete the project 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 31 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, experience on similar projects and any strategies/opportunities to ensure the project schedule is met. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Civiltech 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.

1. Supplement the contract to Civiltech Engineering, Inc. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Civiltech Engineering Inc. is the most qualified to perform this work and has been awarded a preliminary engineering contract for this work.
3. Do not extend or supplement the current contract. Not recommended as the DOT does not possess the staff resources or the technology to perform this work and must contract for these services.

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.

The FY24 fiscal impact for this supplement is anticipated to be \$146,057.22. The DOT has sufficient funds to account for this increase.