



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: Aug 6, 2024

File ID #: _____

Purchase Order #: 6754-1-SERV

Requesting Department: Division of Transportation	Department Contact: Nils Jordahl
Contact Email: Nils.Jordahl@dupagecounty.gov	Contact Phone: 6900
Vendor Name: Christopher B. Burke Engineering, Ltd.	Vendor #: 10234

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

The Division of Transportation has determined that the contract issued to Christopher B. Burke Engineering, Ltd. (CBBEL) for Professional Phase I Engineering Services for the East Branch DuPage River Trail (EBDRT) from Butterfield Road (IL 56) to the Illinois Prairie Path (IPP), Section# 23-00002-08-BT, for the period November 14, 2023 through June 30, 2026, requires additional work beyond the original scope of the project resulting in an increase to the contract in the amount of \$126,429.00.

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

Given the characteristics of the proposed project location and the variety of stakeholders involved, the DOT has determined that additional effort must be anticipated for tasks relating to stakeholder outreach and public involvement. Supplement #1 addresses this by adding a specialized sub-consultant to the contract and providing additional budget to perform the services that will be needed to bring the Phase I Preliminary Engineering to a successful conclusion.

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 for preliminary and design engineering were sent to firms throughout the industry. Statements of Interest were received from 27 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 to ensure timely completion of the project. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Christopher B. Burke Engineering, LTD, (CBBEL) was the 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 Christopher B. Burke Engineering, Ltd. This is the recommended option.
2. Contract with another firm. Not recommended due to staff's determination that Christopher B. Burke Engineering, Ltd. is the most qualified to perform this work.
3. Do not 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 \$126,429.00. The Division of Transportation has sufficient funds to account for this increase.