



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: Apr 17, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation - 1500	Department Contact: Kathleen Black Curcio
Contact Email: kathy.black@dupageco.org	Contact Phone: 6892
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.

BLA, Inc. is requesting additional compensation for the design of the Lemont Road - 83rd Street to 87th Street improvements, Section 16-00232-00-CH. The additional cost to the contract will be \$20,663.27, with an extension to the contracts expiration date to November 30, 2024 and a revision to a sub-consultants Exhibit C.

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

In order to secure temporary and permanent land acquisition needs for the project, BLA, Inc. prepared exhibits and attended several additional meetings and site visits with property owners. Additionally, the delay in securing the land acquisition has caused the letting date to be delayed several times and BLA was needed to update the project plans, specifications and pay items to the most current version each time. None of this additional work was in BLA's original scope of services for the design 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 design engineering for the Lemont Road project, it will be more cost effective to supplement BLA, 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 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 increase in the contract amount is the recommended course of action since BLA, Inc. has completed the design to date and is in the best position to perform this work. Hiring another consultant through the QBS process would delay the project letting.

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 DOT has sufficient funds in the FY23 budget to pay for this change order.