



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 27, 2023

MinuteTraq (IQM2) ID #:

Department Requisition #:

Requesting Department: Division of Transportation	Department Contact: Ryan Singer
Contact Email: ryan.singer@dupageco.org	Contact Phone: 6900
Vendor Name: Ciorba Group, Inc.	Vendor #: 11025

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 Phase I Engineering Services for CH11/Army Trail Road Bridge over West Branch of DuPage River, contract 5339-1-SERV issued to Ciorba Group, Inc., Section #21-00240-09-BR, expires on June 30, 2023. An extension of time until June 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 DOT has determined that the project currently under design by Ciorba Group, Inc. requires additional time for completion. Therefore an extension of time is the recommended course of action.

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 of the referenced project, it will be most cost effective to continue to utilize Ciorba Group, Inc. They are in the best position to complete the outstanding work orders 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 32 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 firm's understanding of the project, strategies to implement traffic control, capabilities and experience securing a DuPage County Stormwater Permit, experience with similar projects and experience of key team members. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Ciorba Group, 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 June 30, 2024 with no change in the contract amount is the recommended course of action since Ciorba Group, Inc. has completed the work to date in a satisfactory and timely manner. DOT does not have the staff resources in order to complete design engineering and permitting on assigned projects and manage other projects as well. Terminating this contract and soliciting proposals for a new contract would delay the work and result in higher 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 total amount.