



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 25, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Division of Transportation	Department Contact: John Loper
Contact Email: john.loper@dupageco.org	Contact Phone: 6900
Vendor Name: A. Epstein & Sons International, Inc.	Vendor #: 11902

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

Professional Engineering Services to establish a DuPage County Trails Plan contract 5299-1-SERV issued to A. Epstein & Sons International, Inc., Section #21-DCTRP-00-EG, expires 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 a project currently under design by A. Epstein & Sons International, Inc. requires additional time for completion. Development of the final Plan document, while within scope, will require additional time to complete. Therefore an extension of time is the recommended course of action.

Strategic Impact

Quality of Life

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 referenced plan, it will be most cost effective to continue to utilize A. Epstein & Sons International, 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.

Request for Proposal was posted on the DuPage County QBS website. Proposals were received from 8 firms. The DOT reviewed each submittal taking into consideration the firm's understanding of the project, strategies to ensure timely completion of the project, experience on similar projects, experience of key personnel and DBE/WBE participation. DOT shortlisted and interviewed two firms. Based on a comprehensive review of the submittals and presentations, the DOT determined that the project team assembled by A. Epstein and Sons International, 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 A. Epstein & Sons International, 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.