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.

<table>
<thead>
<tr>
<th>Requesting Department: Department of Transportation</th>
<th>Department Contact: Paul Krueger</th>
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<tbody>
<tr>
<td>Contact Email: <a href="mailto:paul.krueger@dupageco.org">paul.krueger@dupageco.org</a></td>
<td>Contact Phone: 630 407-6914</td>
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<tr>
<td>Vendor Name: Atlas Engineering Group, LTD.</td>
<td>Vendor #:</td>
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**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 (DOT) is in need of professional preliminary and design engineering services to prepare preliminary engineering documents and contract plans as needed for various transportation projects. The total contract cost is not to exceed $250,000.00 with an expiration of November 30, 2021.

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

As noted above, the DOT periodically requires the services of a consultant to prepare preliminary engineering documents and contract plans as needed for various transportation projects. The County has applied for federal funding to construct a number of smaller projects in the near future. If successful in securing the funding, preliminary and design engineering will be needed in order to construct these projects. Preliminary and design engineering for the projects will be funded with DuPage County funds. Additionally, smaller projects that will be funded with DuPage County funds are planned and will need design engineering.

**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 perform various preliminary and design tasks for various projects, it will be more cost effective to perform these tasks under a various type contract. The other option would be to have multiple preliminary/design contracts which would take additional staff time to manage. Additional staff time would also be needed in order to facilitate additional contracts through the QBS process.

**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 39 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 Atlas Engineering Group, LTD. 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.

Staff recommendation is to award a Preliminary/Design Engineering contract to Atlas Engineering Group, LTD. Other options would be to award a Preliminary/Design Engineering contract to another firm or to perform the work utilizing in-house staff. The DOT does not have the staff resources to develop plans for this number of projects. The use of a consultant is recommended. The DOT reviewed the Statements of Interest of several firms pre-qualified by IDOT for this work. Atlas Engineering Group, LTD. has partnered with several other firms to assemble a team of well qualified personnel readily available to perform the preliminary and/or design engineering on this project. The DOT feels it is in the best interest of the County to award a contract to Atlas Engineering Group, LTD. The DOT will monitor and oversee the work of the consultant, including the appropriate allocation of consultant staff resources to the project.

**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 FY20 fiscal impact for this contract is anticipated to be $125,000.00. The DOT has allocated sufficient funds in our FY20 budget to pay for this contract. The remaining balance of $125,000.00 will be accounted for in future budgets.