### 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: Division of Transportation</th>
<th>Department Contact: Paul Krueger</th>
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</thead>
<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>
</tr>
<tr>
<td>Vendor Name: Ecology and Environment, Inc.</td>
<td>Vendor #:</td>
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</tbody>
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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 County is in need of professional engineering services for environmental review, screening and analysis for various construction and maintenance activities on an as-needed basis. The total contract cost is not to exceed $150,000.00 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.

Due to State legislation, it is required that soil removed from construction and/or maintenance activity sites, historically classified as clean construction debris, must now be certified as uncontaminated. Said certification must be supported by knowledge of historical land uses, site reconnaissance, and/or laboratory analysis before it can be disposed of at a clean construction fill site.

**Strategic Impact**

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 environmental review and analysis on various small projects, it is more cost effective to hire one firm under one contract. By combining the various environmental screening projects under one contract, staff will not have to negotiate, manage and track multiple environmental screening contracts for multiple projects. This contract will be a shared contract between Facilities Management, Public Works and the Department of Transportation.

**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 8 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, technical approach to the project and experience on similar projects. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Ecology and Environment, 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.

The nature of this work requires personnel specifically trained to perform environmental reviews, including recognizing potential sources and/or the presence of contaminants, which the Division of Transportation does not currently possess. It is the opinion of staff that working with a number of different firms on very minor projects would be time consuming and waste staff time unnecessarily. The Division of Transportation reviewed the Statements of Interest from several firms per the County QBS process and determined that Ecology and Environment, Inc. has qualified personnel readily available to perform the work and DOT feels it is in the best interest of the County to award a contract to Ecology and Environment, Inc. The Division of Transportation will monitor and oversee the work of the consultant, including the appropriate allocation of consultant staff resources to the project. The consultant will only be paid as utilized.

**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.

Division of Transportation FY20-21 - $127,500.00; Facilities Management FY20-21 - $7,500.00; Public Works FY20-21 - $15,000.00