**Decision Memo**  
**Procurement Services Division**

This form is required for all Professional Service (3090) 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: Eva Hitchcock</th>
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</thead>
<tbody>
<tr>
<td>Contact Email:</td>
<td>Contact Phone: 6900</td>
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<tr>
<td>Vendor Name: Leech Tishman Fuscaldo &amp; Lampl, LLC</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 is in need of professional legal services related to environmental matters.

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

Occasionally, during the development of a project and/or the securing of additional property to accommodate a highway improvement, environmental issues may be encountered that must be addressed. In addition, claims against the County based on environmental matters may arise that require legal counsel.

**Strategic Impact**

Financial Planning

Select one of the five strategic imperatives in the County’s Strategic Plan this action will most impact and provide a brief explanation.

Leech Tishman Fuscaldo & Lampl, LLC will advise, the County among other things, the most economical handling of various environmental matters.

**Source Selection/Vetting Information** - Describe method used to select source.

The DuPage County State’s Attorney has the sole authority to appoint outside counsel as Special Assistant State’s Attorneys to act on behalf of the County. Jennifer Sackett Pohlenz has been appointed as Special Assistant State’s Attorney to provide legal expertise and advice on environmental issues for the Division of Transportation and is employed by the law firm of Leech Tishman Fuscaldo & Lampl, LLC.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1) Do not approve this contract and review environmental legal issues with in-house State’s Attorney staff.
2) Approve the contract with Leech Tishman Fuscaldo & Lampl, LLC.

Option 1 is not recommended because the DuPage County State’s Attorney does not have in-house staff attorneys with the necessary expertise to review and advise the Division of Transportation on environmental issues.

Option 2 is recommended since it is critical to the County to have ongoing legal expertise related to review of environmental issues for the Division of Transportation. We have reviewed this matter with the DuPage County State’s Attorney’s office. Leech Tishman Fuscaldo & Lampl, LLC has the essential legal expertise through Ms. Jennifer Sackett Pohlenz and is familiar with ongoing environmental legal matters.

**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 FY19 fiscal impact for this contract is anticipated to be $20,000.00. The DOT has sufficient funds in our FY 2019 budget to pay for this portion of the contract. The remaining balance is budgeted for in the FY20 Budget.