



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$792,899.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 01/20/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$792,899.00
	CURRENT TERM TOTAL COST: \$792,899.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Trotter and Associates	VENDOR #: 12448	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Chris Marschinke	VENDOR CONTACT PHONE: 630-217-6284	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: c.marschinke@trotter-inc.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of an agreement between the County of DuPage, Illinois and Trotter and Associates, for design and construction engineering services related to various capital projects, such as the Digester Rehabilitation Project, Aeration Basis Upgrades, and Side Stream Equalization Basis, at the Woodridge Greene Valley Wastewater Treatment Plant, for the period of January 27, 2026, to December 31, 2030, for a total contract amount not to exceed \$792,899. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et. seq.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished. Design and Engineering services for the Woodridge Greene Valley Wastewater Treatment Plant is necessary to continue effective operation of the process. This agreement covers a variety of capital projects over the next 3-5 years, including the Secondary Digester Rehabilitation, Secondary Digester Heating, Methane Digester Rehabilitation, Acid Digester Rehabilitation, Aeration Basin Diffuser Replacement, Side Stream Equalization Basin Upgrades, and a long-term Capital Improvement Plan. The Digesters at the Woodridge Greene Valley WWTP have not been cleaned in over 20 years, resulting in downstream affects to the digestion process.</p>			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	<p>Describe method used to select source.</p> <p>A request for a statement of interest from qualified firms was posted. DuPage County Public Works received 6 SOI's. 3 firms were shortlisted and additional information was requested. DuPage County Public Works staff completed a consultant evaluation to rank the firms. After review, it was determined that Trotter and Associates, was the top firm based on their experience with the services needed.</p>
RECOMMENDATION AND TWO ALTERNATIVES	<p>Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).</p> <p>1) Contract with Trotter and Associates for this professional contract. This option is recommended due to the firms expertise and in-depth knowledge in the areas of wastewater treatment planning and design.</p> <p>2) Contract with an alternative engineering firm. Not recommended due to other SOI's not meeting the expectations and qualifications needed for this rehabilitation project.</p> <p>3) Do not have a contract. Not recommended due to the need for rehabilitation improvements of the Woodridge Greene Valley WWTP in order to continue to provide reliable wastewater treatment services to our residents .</p>

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION Select an item from the following dropdown menu to justify why this is a sole source procurement.	
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Trotter and Associates	Vendor#: 12448	Dept: Public Works	Division: Public Works
Attn: Chris Marschinke	Email: c.marschinke@trotter-inc.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecounty.gov
Address: 40W201 Wasco Road SuiteD	City: St. Charles	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60175	State: IL	Zip: 60517
Phone: 630-217-6284	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#:	Dept: Same as Above	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 27, 2026	Contract End Date (PO25): 12/31/2030

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Engineering Services	FY26	2000	2555	54030		200,000.00	200,000.00
2	1	EA		Engineering Services	FY27	2000	2555	54030		200,000.00	200,000.00
3	1	EA		Engineering Services	FY28	2000	2555	54030		150,000.00	150,000.00
4	1	EA		Engineering Services	FY29	2000	2555	54030		150,000.00	150,000.00
5	1	EA		Engineering Services	FY30	2000	2555	54030		92,899.00	92,899.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 792,899.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.