



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: SM-P-0026-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$98,500.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$98,500.00
	CURRENT TERM TOTAL COST: \$98,500.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Christopher B. Burke Engineering	VENDOR #: 10234	DEPT: Stormwater Department	DEPT CONTACT NAME: Robert Covey
VENDOR CONTACT: Thomas Burke	VENDOR CONTACT PHONE: 847-823-0500	DEPT CONTACT PHONE #: 630-407-6714	DEPT CONTACT EMAIL: Robert.Covey@dupagecounty.gov
VENDOR CONTACT EMAIL: tburke@cbbel.com	VENDOR WEBSITE: https://cbbel.com/	DEPT REQ #: 1600-2528	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Contract for professional engineering services associated with the development of the Sawmill Creek Watershed Plan, in the amount of \$98,500. This contract will help identify future flood control projects and obtain associated grant funding for their construction.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Stormwater Management Department is responsible for identifying projects to reduce the potential for stormwater damage throughout the County. Additional assistance is needed to assist staff with the review, analysis and modeling associated with development of the watershed plan.			

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	Describe method used to select source. This contract was vetted based on the County's Qualified Based Selection (QBS) process, which allows for professional services to be vetted through an open and transparent process. Requests for Statements of Qualifications were sent to firms throughout the industry. A statement of interest was received from six firms. Stormwater staff utilized an evaluation team to review the Statement of interest, taking into consideration the qualification of the firm, experience of key personnel, and understanding of unique stormwater services. Stormwater staff has determined that Christopher B. Burke Engineering has the most qualified staff based on the information received to perform the necessary services.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) Award contract to Christopher B. Burke Engineering, a full-service engineering firm, for the Sawmill Creek Watershed Plan to assist with the needs of the Stormwater Management Department. 2) Hire additional in-house engineers to assist current staff. 3) Take no action. This is not recommended, as minimal to no progress would be made to develop a Watershed Plan for Sawmill Creek.

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: Christopher B Burke	Vendor#: 10234	Dept: Stormwater Management	Division:
Attn: Thomas Burke	Email: tburke@cbbel.com	Attn: Robert Covey	Email: robert.covey@dupagecounty.gov
Address: 9575 W. Higgins Rd. Suite #600	City: Rosemont	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60018	State: IL	Zip: 60187
Phone: 847-823-0500	Fax:	Phone: 630-407-6714	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	Vendor#:	Dept: SAME	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 9, 2025	Contract End Date (PO25): Jun 30, 2027

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		Sawmill Creek Watershed Plan	FY26	1600	3000	53010		60,000.00	60,000.00
2	1	EA		Sawmill Creek Watershed Plan	FY27	1600	3000	53010		38,500.00	38,500.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 98,500.00

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.