



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#: 25-1852	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$16,166,500.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$16,166,500.00
	CURRENT TERM TOTAL COST: \$16,166,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Wight Construction Services, Inc.	VENDOR #: 26311	DEPT: DuPage Care Center	DEPT CONTACT NAME: Nick Jensen
VENDOR CONTACT: Jason Dwyer	VENDOR CONTACT PHONE: 630-969-7000	DEPT CONTACT PHONE #: 630-784-4435	DEPT CONTACT EMAIL: nicholas.jensen@dupagacounty.gov
VENDOR CONTACT EMAIL: jdwyer@wight.com	VENDOR WEBSITE:	DEPT REQ #: 7525	
<i>Overview</i>			
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 a contract to Wight Construction Services, Inc., to provide final Architectural and Engineering Design and Professional Construction Manager at Risk/Guaranteed Maximum Price method of delivery, for the modernization and upgrades of the DuPage Care Center East Building, for the period August 26, 2025 through November 30, 2029, for a total contract amount not to exceed \$16,166,500, 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/.01 et. seq.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Phase I of the Care Center renovation project was awarded on November 9, 2022, and amended on November 26, 2024. This work included a complete overhaul of the North building, South/Center buildings and entrance to the Care Center. This contract represents Phase II and includes the renovation of the East Building, specifically final architectural and engineering design, construction and IDPH permitting, and Construction Manager at Risk services to oversee the project. This work will be awarded in two contracts, the first contract awarded 75% of the architectural and engineering design on May 20, 2025, required to develop the construction costs (the guaranteed maximum price). This contract will award the remaining 25% architectural and engineering design and Construction Manager on and At-Risk basis.			

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. A Statement of Interest was issued for Professional Architectural and Engineering Services as well as Professional Construction Manager At Risk (G-Max) services for modernization and upgrades to the DuPage Care Center East Building. Seven firms responded and three firms were interviewed, Wight & Company was determined to possess the qualified staff to provide Professional Architectural and Engineering services and Wight Construction Services, Inc. was determined to possess the qualified staff to provide Construction Manager on an At-Risk basis.
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) Recommendation for the approval of a contract to Wight Construction Services, Inc. to provide Professional Architectural and Engineering Design and Construction Manager on an At-Risk basis, for the modernization and upgrades to the East building , for the DuPage Care Center. 2) Do not approve this contract to Wight Construction Services, to provide Professional Architectural and Engineering Design and Construction Manager on an At-Risk basis, for the modernization and upgrades to the East building , for the DuPage Care Center; however 75% of contract was already awarded and moving forward towards completion for the Architectural and Engineering Design.

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: Wight Construction Services, Inc.	Vendor#: 26311	Dept: Facilities Management	Division:
Attn: Jason Dwyer	Email: jdwyer@wight.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 2500 North Frontage Road	City: Darien	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60561	State: IL	Zip: 60187
Phone: 630-969-7000	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Wight Construction Services, Inc.	Vendor#: 26311	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Nick Jensen	Email: nicholas.jensen@dupagecounty.gov
Address: 2500 North Frontage Road	City: Darien	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60561	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4435	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 26, 2025	Contract End Date (PO25): Nov 30, 2029

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			Architectural and Engineering Design and Professional Construction Manager at Risk	FY25	1200	2040	54010		153,252.00	153,252.00
2	1	EA		Architectural and Engineering Design and Professional Construction Manager at Risk	FY26	1200	2040	54010		7,231,483.00	7,231,483.00
3	1	EA		Architectural and Engineering Design and Professional Construction Manager at Risk	FY27	1200	2040	54010		8,779,765.00	8,779,765.00
4	1	EA		Architectural and Engineering Design and Professional Construction Manager at Risk	FY28	1200	2040	54010		1,000.00	1,000.00
5	1	EA		Architectural and Engineering Design and Professional Construction Manager at Risk	FY29	1200	2040	54010		1,000.00	1,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 16,166,500.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract to Wight Construction Services, Inc., to provide final Architectural and Engineering Design and Professional Construction Manager at Risk/Guaranteed Maximum Price method of delivery, for the modernization and upgrades of the DuPage Care Center East Building, for the period August 26, 2025 through November 30, 2029, for a total contract amount not to exceed \$16,166,500, 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/.01 et. seq.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. August 19, 2025 Human Services Committee August 26, 2025 County Board
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.