



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: OTHER	INITIAL TERM TOTAL COST: \$41,763.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$41,763.00
	CURRENT TERM TOTAL COST: \$41,763.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Burns and McDonnell	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: David Naumann	VENDOR CONTACT PHONE: 816-822-4207	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: dnaumann@burnsmcd.com	VENDOR WEBSITE:	DEPT REQ #:	
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.). Recommendation for the approval of an agreement between the County of DuPage, Illinois and Burns and McDonnell, for review and completion of the 2026 Public Works rate analysis not to exceed \$41,763.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Public Works policy requires that user charges are reviewed on at least a 4 year basis by an independent rate consultant to ensure that the sewer and water rates are sufficient to support operation. This rate study will establish the proper sewer and water rates for the next 4 years to ensure continued operational viability.			

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. Utilizing the Qualification based selection (QBS) process, five (5) responses, were scored by Public Works staff. Burns and McDonnell scored highest on all of the criteria. Burns and McDonnell has a team of professionals specializing in rate analysis for municipal water and sewer utilities. They have an in depth understanding of the operational differences among public utilities and have an understanding of municipal utilities comparable in size and complexity to DuPage County Public Works.
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. Contract with Burns and McDonnell to complete the Public Works Rate Study, recommended due to their expertise in this field and their familiarity with the operations of the Public Works Department. 2. Contract with the firm with the second highest score. Not recommended due to the advanced and relevant experience and high evaluation of Burns and McDonnell. 3) Do not have a contract. Not recommended due to the need for a rate study to ensure proper sewer and water rates will fund continued operational viability.

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: Burns and McDonnell	Vendor#:	Dept: Public Works	Division: Public Works
Attn: David Naumann	Email: dnaumann@burnsmcd.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 9400 Ward Parkway	City: Kansas City	Address: 7900 S. Rt. 53	City: Woodridge
State: MO	Zip: 64114	State: IL	Zip: 60517
Phone: 816-822-4207	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:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 24, 2026	Contract End Date (PO25): Nov 30, 2026

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 for Public Works Rate Analysis	FY26	2000	2665	53090		41,763.00	41,763.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 41,763.00

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.