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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-0102	RFP, BID, QUOTE OR RENEWAL #: PSA	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: $770,583.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $770,583.00
	CURRENT TERM TOTAL COST: $770,583.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Thomas Engineering Group, LLC	VENDOR #: 12743	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Travia
VENDOR CONTACT: Greg Benske	VENDOR CONTACT PHONE: 855.533.1700	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: stephen.travia@dupagecounty.gov
VENDOR CONTACT EMAIL: gregb@thomas-engineering.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.).
Professional Phase III Construction Engineering Services for Naperville Road - Ridgeland Avenue to Diehl Road. Section 16-00195-06-CH, through May 31, 2028 and not to exceed $770,583.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The Division of Transportation (DOT) is in need of professional construction engineering services for the DOT's Naperville Road improvements project in Naperville, IL. The scope of work includes widening Naperville Road, Diehl Road, and Naperville-Wheaton Road, constructing additional auxiliary/ through lanes, traffic signal modernization, and street light replacement.

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. The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were sent to firms throughout the industry and responses were received from 28 firms qualified to perform this work. Based on the review of the Statements of Interest, 3 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the firm's understanding of the project, strategies to ensure timely completion of the project, experience on similar projects, and experience of key personnel. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Thomas Engineering Group, LLC is qualified and has the staff available to perform the work on behalf of the County.
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 a contract to Thomas Engineering Group, LLC. This is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that Thomas Engineering Group, LLC is the most qualified. 3. Do not award a contract. Not recommended as the DOT does not possess the staff resources to perform this work and must contract for these services.

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Do not send PO to Vendor	Vendor#:	Dept: Division of Transporation	Division: Finance
Attn:	Email:	Attn: DOTFinance	Email: DOTFinance@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Send Payments To:		*Ship to:*	
Vendor: Thomas Engineering Group, LLC	Vendor#: 12743	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: 2625 Butterfield Road Suite 209W	City: Oak Brook	Address:	City:
State: IL	Zip: 60523	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 13, 2026	Contract End Date (PO25): May 31, 2028

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		FY26 16-00195-06-CH E3	FY26	1500	3500	54040	NPRVL_RD GLD_DHL	100,000.00	100,000.00
2	1	EA		FY27 16-00195-06-CH E3	FY27	1500	3500	54040	NPRVL_RD GLD_DHL	540,583.00	540,583.00
3	1	EA		FY28 16-00195-06-CH E3	FY28	1500	3500	54040	NPRVL_RD GLD_DHL	130,000.00	130,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 770,583.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Phase III Construction Engineering Services for Naperville Road - Ridgeland Avenue to Diehl Road. Section 16-00195-06-CH, through May 31, 2028 and not to exceed $770,583.00.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. DOT will issue a formal NTP. Do not send copy of PO to vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Send copy of PO via email to DOTFinance@dupagecounty.gov and Joan.McAvoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.