



## Procurement Review Comprehensive Checklist

### Procurement Services Division

This form must accompany all Purchase Order Requisitions

#### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1872	RFP, BID, QUOTE OR RENEWAL #: PSA	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$4,661,460.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$4,661,460.00
	CURRENT TERM TOTAL COST: \$4,661,460.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: RM Chin & Associates, Inc.	VENDOR #: 12870	DEPT: Division of Transportation	DEPT CONTACT NAME: William Eidson
VENDOR CONTACT: Eileen Chin	VENDOR CONTACT PHONE: 312.595.2000	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: william.eidson@dupagecounty.gov
VENDOR CONTACT EMAIL: eileenC@rmchin.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 Construction Engineering Services for the Highway Maintenance Garage and yard facilities, section number 25-00179-36-MG. Not to exceed \$4,661,460.00 through May 31, 2029.			
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 construction of a new Highway Maintenance Garage and yard facilities located at the County's Government Center in Wheaton, Illinois.			

#### 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. Requests for Statements of Interest were sent to firms throughout the industry. Statements of Interest were received from 14 firms. Based on the review of the Statements of Interest, 4 firms were shortlisted and requested to submit a Statement of Qualification. The DOT staff reviewed each submittal taking into consideration the firm's technical approach and key considerations, staff organization and key staff capabilities, strategies to ensure timely completion and the firm's approach to communicating & coordinating with project stakeholders. Based on a comprehensive review of the submittals, the DOT staff determined that the project team assembled by RM Chin and Associates, Inc. was most qualified and had 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 RM Chin and Associates, Inc. This is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that RM Chin and Associates, Inc. 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 COPY TO VENDOR	Vendor#:	Dept: Division of Transportation	Division: DOT Finance
Attn:	Email:	Attn: Accounts Payable	Email: DOTFinance@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630.407.6900	Fax:
Send Payments To:		Ship to:	
Vendor: RM Chin & Associates, Inc.	Vendor#: 12870	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: 500 W. 18th St. Ste 200	City: Chicago	Address:	City:
State: IL	Zip: 60616	State:	Zip:
Phone: 312.595.2000	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 26, 2025	Contract End Date (PO25): May 31, 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	EA		FY25-25-00179-36-MG	FY25	1500	3500	54040	DOTHWYM NTC_BLDG	200,000.00	200,000.00
2	1	EA		FY26-25-00179-36-MG	FY26	1500	3500	54040	DOTHWYM NTC_BLDG	300,000.00	300,000.00
3	1	EA		FY27-25-00179-36-MG	FY27	1500	3500	54040	DOTHWYM NTC_BLDG	2,000,000.00	2,000,000.00
4	1	EA		FY28-25-00179-36-MG	FY28	1500	3500	54040	DOTHWYM NTC_BLDG	1,000,000.00	1,000,000.00
5	1	EA		FY29-25-00179-36-MG	FY29	1500	3500	54040	DOTHWYM NTC_BLDG	1,161,460.00	1,161,460.00
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 4,661,460.00

<b>Comments</b>	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Construction Engineering Services for the Highway Maintenance Garage and yard facilities, section number 25-00179-36-MG.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. DO NOT SEND PO TO VENDOR. DOT TO ISSUE FORMAL NTP.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Forward copy of PO to DOTFinance@dupagecounty.gov and Joan.McAvoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.