



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

Handwritten initials and signature

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1469	RFP, BID, QUOTE OR RENEWAL #: PSA	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$2,205,584.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 05/19/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$2,205,584.00
	CURRENT TERM TOTAL COST: \$2,205,584.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: FGM Architects, Inc.	VENDOR #: 37745	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Travia, P.E.
VENDOR CONTACT: Andrew Jasek	VENDOR CONTACT PHONE: 630.574.8709	DEPT CONTACT PHONE #: 630-407-6900	DEPT CONTACT EMAIL: stephen.travia@dupagecounty.gov
VENDOR CONTACT EMAIL: andyjasek@fgmarchitects.com	VENDOR WEBSITE:	DEPT REQ #:	
<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.). Professional Construction Administration Services for the Highway Maintenance Facility, Section 25-00179-36-MG, through October 31, 2029, for a contract total not to exceed \$2,205,584.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished. The DuPage County Division of Transportation is in need of Construction Administration services for the DuDOT Highway Maintenance Facility, including support for RFI's, value engineering requests, and any necessary revisions through the designer of record.			

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 FGM Architects, 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 FGM Architects, Inc. This is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that FGM Architects, 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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: DO NOT SEND PO TO VENDOR	Vendor#:	Dept: DOT Finance	Division:
Attn:	Email:	Attn:	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: 630-407-6901
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: FGM Architects, Inc.	Vendor#: 37745	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: ACH	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): May 26, 2026	Contract End Date (PO25): Oct 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		DOT-523N DuDOT Highway Maintenance Facility PHIII Administration	FY26	1500	3500	54040	DOTHWYM NTC_BLDG	500,000.00	500,000.00
2	1	EA		DOT-523N DuDOT Highway Maintenance Facility PHIII Administration	FY27	1500	3500	54040	DOTHWYM NTC_BLDG	1,000,000.00	1,000,000.00
3	1	EA		DOT-523N DuDOT Highway Maintenance Facility PHIII Administration	FY28	1500	3500	54040	DOTHWYM NTC_BLDG	500,000.00	500,000.00
4	1	EA		DOT-523N DuDOT Highway Maintenance Facility PHIII Administration	FY29	1500	3500	54040	DOTHWYM NTC_BLDG	205,584.00	205,584.00
										Requisition Total	\$ 2,205,584.00

FY is required, ensure the correct FY is selected.

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Professional Construction Administration Services for the Highway Maintenance Facility, Section 25-00179-36-MG.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. DOT to issue formal Notice to Proceed. Do not send PO to consultant.
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 & Joan.McAvoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.