



SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID #: 24-2005	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$539,499.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 08/20/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$539,499.00
	CURRENT TERM TOTAL COST: \$539,499.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Christopher B. Burke Engineering, LTD.	VENDOR #: 10234	DEPT: Division of Transportation	DEPT CONTACT NAME: William C. Eidson
VENDOR CONTACT: Michael J. Matkovic	VENDOR CONTACT PHONE: 847-823-0500	DEPT CONTACT PHONE #: 630-407-6900	DEPT CONTACT EMAIL: william.eidson@dupagecounty.gov
VENDOR CONTACT EMAIL: mmatkovic@cbbel.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 Phase I Engineering Services - Part B - for the East Branch DuPage River Trail from St. Charles Road to the Illinois Prairie Path (Segment 1). Section No. 19-0002-07-BT, for a contract total not to exceed \$539,499.00			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To provide professional preliminary and design engineering services for the East Branch DuPage River Trail from Great Western Trail to IL 56 (Butterfield Road) project in Glen Ellyn and Lombard.			

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 for preliminary and design engineering were sent to firms throughout the industry. Statements of Interest were received from 27 firms. 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 qualifications of the firm and any sub consultants, experience of key personnel, understanding of the project, and strategies to ensure timely completion of the project. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Christopher B. Burke Engineering, LTD, (CBBEL) was the most qualified and had the staff available to perform the work on behalf of the County. CBBEL has completed an initial feasibility to define alignment corridors and Part A of the Phase I design engineering.
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 Christopher B. Burke Engineering, LTD. This is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that Christopher B. Burke Engineering, LTD, is the most qualified and has completed prior corridor feasibility study to the satisfaction of the County and Part A Phase I design engineering. 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: Christopher B. Burke, LTD.	Vendor#: 10234	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): Aug 27, 2024	Contract End Date (PO25): Oct 31, 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		FY24-19-00002-07-BT	FY24	1500	3500	54040	EBDRT_GW T_56	100,000.00	100,000.00
2	1	EA		FY25-19-00002-07-BT	FY25	1500	3500	54040	EBDRT_GW T_56	300,000.00	300,000.00
3	1	EA		FY26-19-00002-07-BT	FY26	1500	3500	54040	EBDRT_GW T_56	139,499.00	139,499.00
										Requisition Total	\$ 539,499.00

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Phase I Engineering Services - Part B - for the East Branch DuPage River Trail from St. Charles Road to the Illinois Prairie Path (Segment 1). Section No. 19-0002-07-BT, for a contract total not to exceed \$539,499.00
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. Last invoice date 11/30/27 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.