



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#: 25-1141	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$724,500.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 05/06/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$724,500.00
	CURRENT TERM TOTAL COST: \$724,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Wight & Company	VENDOR #: 10076	DEPT: DuPage Care Center	DEPT CONTACT NAME: Janelle Chadwick/Nick Jensen
VENDOR CONTACT: Jason Dwyer	VENDOR CONTACT PHONE: 630-969-7000	DEPT CONTACT PHONE #: 630-784-4202/630-407-5670	DEPT CONTACT EMAIL: Janelle.chadwick@dupagecounty.gov & Nicholas.Jensen@dupagecounty.gov
VENDOR CONTACT EMAIL: jdwyer@wightco.com	VENDOR WEBSITE:	DEPT REQ #: 7506	

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 a contract to Wight & Company to provide Professional Architectural and Engineering Design, for modernization and upgrades to the DuPage Care Center East Building, for the period May 13, 2025 through May 31, 2026, for a contract total not to exceed \$724,500.00, Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/.01 et. seq.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Phase I of the Care Center renovation project was awarded on November 9, 2022, and amended on November 26, 2024. This work included a complete overhaul of the North building, South/Center buildings and entrance to the Care Center. This contract represents Phase II and includes the renovation of the East Building, specifically architectural and engineering design, construction and IDPH permitting, and Construction Manager at Risk services to oversee the project. This work will be awarded in two contracts, this first contract awards 75% of the architectural and engineering design, required to develop the construction costs (the guaranteed maximum price).

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. A Statement of Interest was issued for Professional Architectural and Engineering Services as well as Professional Construction Manager At Risk (G-Max) services for modernization and upgrades to the DuPage Care Center East Building. Seven firms responded and three firms were interviewed. Wight & company was determined to possess the qualified staff to provide Professional Architectural and Engineering services.
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) Recommendation for the approval of contract to Wight & Company to provide Professional Architectural and Engineering Design Services, for the modernization and upgrades to the East building , for the DuPage Care Center, for the period May 13, 2025 through May 31, 2026, for a contract total not to exceed \$724,500.00, Professional Services. 2) Select another firm to provide these consulting services. However, staff does not recommend this, and has determined that Wight & Company, possesses the qualified architectural and engineering staff to provide professional consulting services on behalf of the County.

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: Wight & Company	Vendor#: 10076	Dept: DuPage Care Center	Division: Facilities Management
Attn: Jason Dwyer	Email: jdwyer@wightco.com	Attn: Facilities Management Accounts Payable	Email: FMAccountsPayable@dupagecounty.gov
Address: 2500 North Frontage Rd.	City: Darien	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60561	State: IL	Zip: 60187
Phone: 630-969-7000	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Wight & Company	Vendor#: 10076	Dept: DuPage Care Center	Division:
Attn:	Email:	Attn: Facilities Management	Email: Nicholas.Jensen@dupagecounty.gov
Address:	City:	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip:	State: IL	Zip: 60187
Phone: 630-969-7000	Fax:	Phone: 630-784-4435	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 13, 2025	Contract End Date (PO25): May 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	LO		A/E East Bldg Improvements	FY25	1200	2040	54010	0000- eastbld- imp-54010	723,500.00	723,500.00
2	1	LO		A/E East Bldg Improvements	FY26	1200	2040	54010		1,000.00	1,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 724,500.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. A/E for CC East Bldg Improvements
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Christine Kliebhan, Cathie Figlewski and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. May 6, 2025 Human Services May 13, 2025 County Board
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.