



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

SECTION 1: DESCRIPTION

| General Tracking | | Contract Terms | |
|---|--|---------------------------------------|---|
| FILE ID#: | RFP, BID, QUOTE OR RENEWAL #: PSA | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$660,323.04 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 12/05/2023 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$660,323.04 |
| | CURRENT TERM TOTAL COST: \$660,323.04 | MAX LENGTH WITH ALL RENEWALS: | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: Ciorba Group, Inc. | VENDOR #: 11025 | DEPT: Division of Transportation | DEPT CONTACT NAME: William Eidson |
| VENDOR CONTACT: Salvatore C. DiBernardo | VENDOR CONTACT PHONE: 773-775-4009 | DEPT CONTACT PHONE #: 630-407-6900 | DEPT CONTACT EMAIL: william.eidson@dupagecoounty.gov |
| VENDOR CONTACT EMAIL: sdibernardo@ciorba.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 PHII Design Engineering Services for Army Trail Road Bridge over West Branch of DuPage River, Section 21-00240-09-BR, for the period December 12, 2023 through November 30, 2026, not to exceed \$660,323.04. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County requires professional Phase II engineering services for Army Trail Road Bridge over the West Branch of the DuPage River. | | | |

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

| | |
|-------------------------------------|--|
| STRATEGIC IMPACT | Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE |
| 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. Statements of Interest were received from 32 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 firm's understanding of the project, strategies to implement traffic control, capabilities and experience securing a DuPage County Stormwater Permit, experience with similar projects and experience of key team members. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Ciorba Group, 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 Ciorba Group, Inc. This is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that Ciorba Group, 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: Division of Transportation | Division: Finance |
| Attn: | Email: | Attn: DOT Finance | Email: DOTFinance@dupagecoounty.gov |
| Address: | City: | Address: 421 N. County Farm Road | City: Wheaton |
| State: | Zip: | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Ciorba Group, Inc. | Vendor#: 11025 | Dept: | Division: |
| Attn: | Email: | Attn: | Email: |
| Address: 8725 W. Higgins Road Suite 600 | City: Chicago | Address: | City: |
| State: IL | Zip: 60631 | State: | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Dec 12, 2023 | Contract End Date (PO25): Jun 30, 2026 |
| Contract Administrator (PO25): Kathleen Black Curcio | | | |

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 | | 21-00240-09-BR | FY24 | 1500 | 3550 | 54040 | ATR BR OVER WB | 300,000.00 | 300,000.00 |
| 2 | 1 | EA | | 21-00240-09-BR | FY25 | 1500 | 3550 | 54040 | ATR BR OVER WB | 300,000.00 | 300,000.00 |
| 3 | 1 | EA | | 21-00240-09-BR | FY26 | 1500 | 3550 | 54040 | ATR BR OVER WB | 60,323.04 | 60,323.04 |
| <i>FY is required, assure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 660,323.04 |

| <i>Comments</i> | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. Professional PHII Design Engineering Services for Army Trail Road Bridge over West Branch of DuPage River, Section 21-00240-09-BR. |
| 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 to DOTFinance@dupagecounty.gov and Joan.McAvoy2@dupagecounty.gov. |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement