



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$250,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: March 3, 2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$250,000.00
	CURRENT TERM TOTAL COST: \$250,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Michael Baker International, Inc.	VENDOR #: 44691	DEPT: Stormwater	DEPT CONTACT NAME: Christine Klepp
VENDOR CONTACT: Jeffrey Maczko	VENDOR CONTACT PHONE: 872-289-6807	DEPT CONTACT PHONE #: 630-407-6708	DEPT CONTACT EMAIL: klepp@dupagecounty.gov
VENDOR CONTACT EMAIL: jeffrey.maczko@mbakerintl.com	VENDOR WEBSITE: mbakerintl.com	DEPT REQ #: 1600-2606	
<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 Services Agreement with Michael Baker International for \$250,000.00 to provide professional engineering and GIS services for GIS application development.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This contract is necessary for the long term viability of the Stormwater Department's GIS applications that are integral in the department's hydraulic modeling and floodplain mapping work. Applications are outdated and need to be redeveloped using the most up to date ESRI GIS tools and configured to be more robust and secure on the County's network.			

**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. In accordance with the Local Government Professional Services Selection Act (50 ILCS 510) and the DuPage County Procurement Ordinance, Stormwater solicited for and reviewed proposals from four qualified firms. A selection team reviewed each proposal ranking each firm on certain selection criteria. Michael Baker International was chosen as best suited to perform the tasks set forth in the contract.
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. Approve contract as requested. Consultant was selected using the County's selection process. Consultant is well qualified to perform the services requested. 2. Hire a different consultant. All vetting and selection procedures were followed making this option unnecessary. 3. Do not approve the contract. This option is not recommended since it is an important part of the Department's goals and mission to model the County's watersheds and remap the floodplains in DuPage County.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Michael Baker International	Vendor#: 44691	Dept: Stormwater	Division:
Attn: Jeffrey Maczko	Email: jeffrey.maczko@mbakerintl.com	Attn: Christine Klepp	Email: klepp@dupagecounty.gov
Address: 200 W. Adams Street, Suite 1800	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60606	State: IL	Zip: 60187
Phone: 872-289-6807	Fax:	Phone: 630-407-6708	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Michael Baker International	Vendor#: 44691	Dept: same	Division:
Attn: Jeffrey Maczko	Email: jeffrey.maczko@mbakerintl.com	Attn:	Email:
Address: 200 W. Adams Street, Suite 1800	City: Chicago	Address:	City:
State: IL	Zip: 60606	State:	Zip:
Phone: 872-289-6807	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 10, 2026	Contract End Date (PO25): Nov 30, 2027

**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		Engineering/GIS services	FY26	1600	3000	53010		150,000.00	150,000.00
2	1	EA		Engineering/GIS services	FY27	1600	3000	53010		100,000.00	100,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 250,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.