



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 #: | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$165,000.00 |
| COMMITTEE: STORMWATER | TARGET COMMITTEE DATE: 02/13/2024 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$165,000.00 |
| | CURRENT TERM TOTAL COST: \$165,000.00 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: Fehr Graham | VENDOR #: 38645 | DEPT: Stormwater Management | DEPT CONTACT NAME: Jamie Lock |
| VENDOR CONTACT: Mark Halm | VENDOR CONTACT PHONE: 630-897-4651 | DEPT CONTACT PHONE #: 630-407-6705 | DEPT CONTACT EMAIL: jamie.lock@dupagecounty.gov |
| VENDOR CONTACT EMAIL: mhalm@fehrgraham.com | VENDOR WEBSITE: | DEPT REQ #: 1600-2402 | |
| 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.). \$165,000 - contract for professional engineering services to assist in development of a capital assessment report and reserve study for the department's flood control facilities. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Under the Stormwater Management Department, DuPage County is responsible for operation and maintenance of flood control facilities county wide. Assistance is needed to help staff assess the department's current funding and maintenance projections to ensure the department is prepared for maintenance costs and projects for the next 20 years. This contract will include revision of the current capital plan and necessary updates due to the amount of time that has passes since the original plan was created. | | | |

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. This contract was vetted based on the County's Qualified Based Selection (QBS) process, which allows for Professional Services to be vetted through an open and transparent process. Requests for Statements of Qualifications were sent to firms throughout the industry. Stormwater staff utilized an evaluation team to review and rank firms, taking into consideration the qualifications of the firm, experience of key personnel, and understanding of the County's stormwater facilities. Stormwater has determined that Fehr Graham is capable of performing the necessary services for the Department. |
| 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 Fehr Graham to assist with the needs of the department. 2) Hire in-house Structural, Geotechnical, Electrical and Mechanical Engineers to assist current staff with the obligations identified under this contract. |

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: Fehr Graham | Vendor#: 38645 | Dept: Stormwater Management | Division: |
| Attn: Mark Halm | Email: mhalm@fehrgraham.com | Attn: Jamie Lock | Email: jamie.lock@dupagecounty.gov |
| Address: 230 Woodlawn Avenue | City: Aurora | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60506 | State: IL | Zip: 60187 |
| Phone: 630-897-4651 | Fax: | Phone: 630-407-6705 | Fax: 630-407-6701 |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: same | Vendor#: | Dept: same | Division: |
| Attn: | Email: | Attn: | Email: |
| Address: | 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): Feb 13, 2024 | Contract End Date (PO25): Nov 30, 2024 |
| Contract Administrator (PO25): Alicia Favela-Perez | | | |

| 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 | | Professional Engineering Services for a Capital Assessment of Stormwater Facilities | FY24 | 1600 | 3000 | 53010 | | 165,000.00 | 165,000.00 |
| <i>FY is required, assure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 165,000.00 |

| Comments | |
|----------------------|--|
| 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. |

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