



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: SM-P-0027-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$75,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$150,000.00
	CURRENT TERM TOTAL COST: \$75,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Hampton, Lenzini and Renwick, Inc.	VENDOR #: 12021	DEPT: Stormwater Management	DEPT CONTACT NAME: Christine Klepp
VENDOR CONTACT: Jerry Bishoff, PE	VENDOR CONTACT PHONE: 847.697.6700	DEPT CONTACT PHONE #: 630-407-6708	DEPT CONTACT EMAIL: klepp@dupagecounty.gov
VENDOR CONTACT EMAIL: jbishoff@hlreng.com	VENDOR WEBSITE: hlrengineering.com	DEPT REQ #: 1600-2601	
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 Services Agreement with Hampton, Lenzini and Renwick, Inc. for \$75,000.00 to provide professional GIS floodplain mapping services for various watersheds throughout DuPage County.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Floodplain mapping models have been or are currently being developed for the West Branch Tributary #1, Klein Creek and Ferry Creek watersheds, all tributary to the West Branch DuPage River. Floodplain and floodway mapping results from these models now need to be mapped in GIS and the map products formatted according to FEMA mapping standards and requirements. These map products will be included in a LOMR/PMR submission to FEMA in support of a map change for the given watershed.			

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. Stormwater Management selected Hampton, Lenzini and Renwick, Inc. in accordance with the Professional Services Selection Process found in the DuPage County Procurement Ordinance. Seven firms submitted Statements of Interest. A selection team reviewed each proposal ranking each firm on certain selection criteria.
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 remap the floodplains in DuPage 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: Hampton, Lenzini and Renwick, Inc.	Vendor#: 12021	Dept: Stormwater Management	Division:
Attn: Jerry Bishoff, PE	Email: jbishoff@hlreng.com	Attn: Christine Klepp	Email: klepp@dupagecounty.gov
Address: 1707 N. Randall Road	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60123	State: IL	Zip: 60187
Phone: 847.697.6700	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Hampton, Lenzini and Renwick, Inc.	Vendor#: 12021	Dept: same	Division:
Attn: Jerry Bishoff, PE	Email: jbishoff@hlreng.com	Attn:	Email:
Address: 1707 N. Randall Road	City: Elgin	Address:	City:
State: IL	Zip: 60123	State:	Zip:
Phone: 847.697.6700	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 9, 2025	Contract End Date (PO25): Nov 30, 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		Surveying services	FY26	1600	3000	53010		75,000.00	75,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 75,000.00

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.