



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#: 24-3121	RFP, BID, QUOTE OR RENEWAL #: RFP 24-086-DOT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$147,851.66
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$147,851.66
	CURRENT TERM TOTAL COST: \$147,851.66	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: H.W. Lochner, Inc.	VENDOR #: 12406	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Travia, P.E.
VENDOR CONTACT: Paul A. Loete, P.E.	VENDOR CONTACT PHONE: 312-372-7346	DEPT CONTACT PHONE #: 630-407-6900	DEPT CONTACT EMAIL: sephen.travia@dupagecounty.gov
VENDOR CONTACT EMAIL: ploete@hwlochner.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 services for development of a concept study for an active transportation plan, for the Division of Transportation. With contract total not to exceed \$147,851.66 through October 31, 2026. Section #24-ATPLN-00-PL.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Contract to develop an the DuPage County Active Transportation Plan.			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. Request For Proposal #24-086-DOT
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 H.W. Lochner, Inc. this is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that H.W. Lochner, 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: H.W. Lochner, Inc.	Vendor#: 12406	Dept: DOT Finance	Division:
Attn: Paul A. Loete, P.E.	Email: ploete@hwlochner.com	Attn:	Email: DOTFinance@dupagecounty.gov
Address: 25 W. Washington Street 12th Floor	City: Chicago	Address: 421 N County Farm Road	City: Wheaton
State: Illinois	Zip: 60606	State: Illinois	Zip: 60187
Phone: 312-372-7346	Fax:	Phone: 630-407-6900	Fax: 630-407-6901
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: H.W. Lochner, Inc.	Vendor#: 12406	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: ACH	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): Dec 10, 2024	Contract End Date (PO25): Oct 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	EA		24-ATPLN-00-PL (FY2025)	FY25	1500	3500	54040	ACT_TRAN S_PLAN	100,000.00	100,000.00
2	1	EA		24-ATPLN-00-PL (FY2026)	FY26	1500	3500	54040	ACT_TRAN S_PLAN	47,851.66	47,851.66
										Requisition Total	\$ 147,851.66

FY is required, ensure the correct FY is selected.

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Professional services for development of a concept study for an active transportation plan, for the Division of Transportation. With contract total not to exceed \$147,851.66 through October 31, 2026. Section #24-ATPLN-00-PL.
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. Last invoice date 10/31/27 Send copy of PO via email to DOTFinance@dupagecounty.gov & Joan.McAvoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.