



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: OTHER	INITIAL TERM TOTAL COST: \$90,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 04/02/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$90,000.00
	CURRENT TERM TOTAL COST: \$90,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Geosyntec Consultants, Inc.	VENDOR #:	DEPT: Stormwater Management	DEPT CONTACT NAME: Mary Beth Falsey
VENDOR CONTACT: Matthew Bardol	VENDOR CONTACT PHONE: 630-203-3368	DEPT CONTACT PHONE #: 630-407-6680	DEPT CONTACT EMAIL: falsey@dupagecounty.gov
VENDOR CONTACT EMAIL: MBardol@geosyntec.com	VENDOR WEBSITE: www.geosyntec.com	DEPT REQ #: 1600-2406	
<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 engineering services for the development of the Upper West Branch DuPage River Watershed-Based Plan including updating the Hydrologic Simulation Program – Fortran (HSPF) hydrology model with water quality data.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Stormwater Management has received Section 604b grant funding from the IEPA to complete this project and does not have the ability to perform the updates to the HSPF model in house.			

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 Geosyntec 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 Geosyntec to assist with the needs of the department. 2) Hire professional engineers experienced with updating HSPF models to include water quality data to assist with this project 3) Do not complete the Upper West Branch DuPage River Watershed-Based Plan

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: Geosyntec	Vendor#:	Dept: Stormwater Management	Division:
Attn: Matt Bardoll	Email: MBardol@Geosyntec.com	Attn: Mary Beth Falsey	Email: falsey@dupagecounty.gov
Address: 1420 Kensington Road, Suite 103	City: Oak Brook	Address: 421 N County Farm Rd	City: Wheaton
State: Illinois	Zip: 60523	State: Illinois	Zip: 60187
Phone: 630-203-3368	Fax:	Phone: 630-407-6680	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Geosyntec	Vendor#:	Dept: Stormwater Management	Division:
Attn: Matt Bardoll	Email: MBardol@Geosyntec.com	Attn: Mary Beth Falsey	Email: falsey@dupagecounty.gov
Address: 1420 Kensington Road, Suite 103	City: Oak Brook	Address: 421 N County Farm Rd	City: Wheaton
State: Illinois	Zip: 60523	State: Illinois	Zip: 60187
Phone: 630-203-3368	Fax:	Phone: 630-407-6680	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 9, 2024	Contract End Date (PO25): Nov 1, 2025
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 development of a Watershed-Based Plan and water quality updates to HSPF model	FY24	5000	3065	53010		45,000.00	45,000.00
2	1	EA		Professional Engineering Services for a development of a Watershed-Based Plan and water quality updates to HSPF model	FY25	5000	3065	53010		45,000.00	45,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 90,000.00

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