



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Sep 27, 2023

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Public Works	Department Contact: Sean Reese
Contact Email: Sean.Reese@dupageco.org	Contact Phone: 630-985-7400
Vendor Name: Hampton, Lenzini and Renwick, Inc.	Vendor #: 12021

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approve contract time extension with Hampton, Lenzini and Renwick, Inc. in order to continue to provide on-call professional engineering services for water & sewer and infrastructure for the DuPage County Public Works Department

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Public Works was in need of general engineering services relating to distribution and collection system design and modeling, construction specifications, flow monitoring analysis, structural engineering and project management for various projects on an on-call basis. The current contract is used for various improvements to the existing water and sanitary sewer infrastructure. The improvements will assist in continued reliable services such as drinking water supply, sanitary sewer services and services provided to county customers.

Strategic Impact

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

This contract is used for various improvements to the existing county campus as well as water and sanitary sewer infrastructure. The improvements assist in continued reliable services such as drinking water supply, sanitary sewer services and services provided at county facilities.

Source Selection/Vetting Information - Describe method used to select source.

In 2019 a request for a statement of interest from qualified firms was posted and we received 19 SOI's and completed a consultant evaluation to rank the firms expertise in the following areas: design and modeling experience, project management & staffing qualifications, and project understanding. Through the process it was determined that Hampton, Lenzini and Renwick, Inc. was one of the top three firms for the work needed. A total of three (3) contracts for on-call work were awarded.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Renew contract with Hampton, Lenzini and Renwick, Inc. for this professional engineering contract. This option is recommended due to their in-depth knowledge of infrastructure improvement projects this upcoming year+.
- 2) Contract with an alternative engineering firm. Not recommended due to the other SOI's not meeting the expectations of the contract.
- 3) Do not have a contract. Not recommended due to the need for improvements within our infrastructure.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Time extension only. No fiscal impact.