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: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: $90,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $180,000.00
	CURRENT TERM TOTAL COST: $90,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Trotter & Associates, Inc.	VENDOR #: 12448	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: Scott Trotter	VENDOR CONTACT PHONE: 630-587-0470	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupagecounty.gov
VENDOR CONTACT EMAIL: s.trotter@trotter-inc.com	VENDOR WEBSITE: https://www.trotter-inc.com/	DEPT REQ #: 1600-2620	

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.).
Contract for On Call Inspection and Design Engineering for Stormwater Facilities Countywide.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Under the Stormwater Management Department, DuPage County is responsible for operation of stormwater facilities that periodically require maintenance and/or modification to remain fully operational. This contract is to complete any inspection, analysis, design, and permitting as it relates to the department's roles and responsibilities for its countywide stormwater facilities. this contract will also assist the department with review and assessment of the existing Capital Plan to make sure critical maintenance items and equipment replacement can be budged for and completed on time.

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. 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 a total of four (4) firms, taking into consideration the qualifications of the firm, experience of key personnel, and understanding of unique stormwater scope of services. Stormwater staff has determined that Trotter has the most qualified staff based on the information received to perform necessary services.
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) Staff recommends that a contract is issued to Trotter & Associates for on-call services to assist with the needs of the department. 2) Hire additional in-house staff to assist current staff. Structural and Electrical engineers are needed to assist with the department's evaluation and design of its flood control facilities. 3) Take no action. This is not recommended, as minimal to no progress would be made to support critical flood control facilities throughout 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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Trotter & Associates, Inc.	Vendor#: 12448	Dept: Stormwater Management	Division:
Attn: Scott Trotter	Email: s.trotter@trotter-inc.com	Attn: Jamie Lock	Email: jamie.lock@dupagecounty.gov
Address: 40W201 Wasco Rd., Suite D	City: St. Charles	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60175	State: IL	Zip: 60187
Phone: 630.587.0470	Fax:	Phone: 630-407-6705	Fax:
Send Payments To:		***Ship to:***	
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): Aug 11, 2026	Contract End Date (PO25): Nov 30, 2027

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 Design of Grant Funded Capital Projects Countywide	FY26	1600	3000	53010		20,000.00	20,000.00
2	1	EA		Professional Engineering Services for Design of Grant Funded Capital Projects Countywide	FY27	1600	3000	53010		70,000.00	70,000.00
FY is required, ensure 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.