

Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#: 23-1584	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$70,000.00 CONTRACT TOTAL COST WITH ALL RENEWALS: \$140,000.00		
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 05/02/2023	PROMPT FOR RENEWAL:			
	CURRENT TERM TOTAL COST: \$70,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: FIRST RENEWAL		
Vendor Information		Department Information			
VENDOR: Strand Associates, Inc.	VENDOR #: DEPT: DEP Inc. 19721 Stormwater Management Jam				
VENDOR CONTACT: VENDOR CONTACT PHONE: Mike Waldron 815-744-4200		DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupageco.org		
VENDOR CONTACT EMAIL: mike.waldron@strand.com	VENDOR WEBSITE: https://www.strand.com/	DEPT REQ #: 1600-2317			

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.). Renewal. Contract for on-call engineering and professional services for inspection, evaluation, design and permitting for drainage projects countywide. This contract will help create shovel ready projects for future funding opportunities. This is the first and final renewal.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

Under the Stormwater Management Department, DuPage County is responsible for addressing drainage concerns to assist unincorporated residents with localized flooding. Additional assistance is needed to assist staff with review, analysis, design, and permitting for proposed solutions to solve some of these localized flooding issues.

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.			
	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. D 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. Statements of Interest were received from 9 firms. 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 unique stormwater scope of services. Stormwater staff has determined that Strand Associates, Inc. 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). 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 contract to Strand Associates, Inc., a full service engineering firm, for on-call services to assist with the needs of the Drainage Program. 2) Hire in-house Structural, Geotechnical, and Mechanical Engineers to assist current staff, which may require design and permitting services to be completed by others. 3) Take no action. This is not recommended, as minimal to no progress would be made to address important drainage concerns countywide.				

	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.

Send	Purchase Order To:	Send Invoices To:			
Vendor: Strand Associates, Inc	Vendor#: 19721	Dept: Stormwater Management	Division:		
Attn: Mike Waldron	Email: Mike.Waldron@strand.com	Attn: Jamie Lock	Email: Jamie.Lock@dupageco.org		
Address: 1170 S. Houbolt Road	City: Joliet	Address: 421 N. County Farm Road	City: Wheaton		
State: IL	Zip: 60431	State:	Zip: 60187		
Phone: 815-744-4200	Fax:	Phone: 630-407-6705	Fax: 630-407-6702		
Send Payments To:		Ship to:			
Vendor: Strand Associates, Inc	Vendor#: 19721	Dept:	Division:		
Attn:	Email:	Attn:	Email:		
Address: 910 West Wingra Dr.	City: Madison	Address:	City:		
State: WI	Zip: 53715	State: Zip:			
Phone: 608-251-4843	1		Fax:		
Shipping		Contract Dates			
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 9, 2023	Contract End Date (PO25): Apr 30, 2024		

					Purchas	se Requis	ition Lin	e Details			
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		On-call engineering and professional services for inspection, evaluation, design and permitting for drainage projects countywide.	FY23	1600	3000	53010		45,000.00	45,000.00
2	1	EA			FY24	1600	3000	53010		25,000.00	25,000.00
FY is required, assure the correct FY is selected. Requisition Total						Requisition Total	\$ 70,000.00				

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: \checkmark W-9 \checkmark Vendor Ethics Disclosure Statement