

	<b>SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM</b>	<b>Approval Date</b> 1/1/2018
	<b>DIVISION AND POLICY NUMBER</b> <b>PURCHASING</b>	<b>Revision Date</b> 9/16/2022

**COMMODITY OR SERVICE** Construction Repairs at Cobblestone Ranch Park

**VENDOR** Sabell's Civil and Landscape, LLC

**AMOUNT OF PURCHASE \$** 341,120 +10% Contingency=\$375,232

**REQUESTORS NAME** Brian Peterson, Manager of Park Planning and Construction

**DEPARTMENT** Parks and Recreation

**DEPARTMENT DIRECTOR's Approval** DocuSigned by: Jeff Brauer C2023CB0DAFF460...

**FINANCE DEPARTMENT's Approval** DocuSigned by: Michelle Schrote C941E8583DFF466...

**TOWN MANAGER's (or Designee) Approval** DocuSigned by: David L. Cortiss 1BB5457CEE75414...

**TOWN COUNCIL's Approval, when necessary** \_\_\_\_\_

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock.	<input type="checkbox"/>
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock.	<input type="checkbox"/>
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	<input checked="" type="checkbox"/>
4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function.	<input type="checkbox"/>

**Per Municipal Code 3.02.060:**

*Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.*

*Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.*

*Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.*

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

In December 2019, Town Council approved the Cobblestone Ranch Regional Park Master Plan, and in May 2020, approved a contract with White Construction to develop the park's first phase. The new neighborhood park opened to residents in June 2022. Shortly thereafter, a construction defect was discovered with the backfilling of a future sanitary sewer line that is approximately 16' deep. Concrete paths began to vertically separate, were undermined below and created an overall unsafe environment leading to the closure of the neighborhood connection in July of 2022.

To address the defects, SaBell's will mobilize on site as soon as possible. The project's scope of work will include demolishing and clearing necessary areas, importing and compacting soil for appropriate drainage, completing irrigation modifications to reconnect the system following soil corrections, placing new concrete and curbs, replanting and reseeding landscaped areas and placing new sod as necessary. Temporary site closures of the park and parking lot may be required during reconstruction.