TOWN OF CASTLE ROCK COLORADO	SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM	Approval Date 1/1/2018
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date 9/16/2022

COMMODITY OR SERVICE PCRHR Pipeline Final Design, Bid Support, and Construction-Phase En(

VENDOR Providence Infrastructure Consultants

AMOUNT OF PURCHASE $ $1,889,103 ($1,717,366 contract + $171,737 10% contingency)

REQUESTORS NAME Josh Hansen

DEPARTMENT Castle Rock Water

DEPARTMENT DIRECTOR's Approval Signed by: Mark Marlowe FEA6D2E651B24TD...

FINANCE DEPARTMENT's Approval Signed by: Trish Muller 47B109A71C08406...

TOWN MANAGER's (or Designee) Approval Signed by: David L. Corliss 1BB5457CFF75414...

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.	☐
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.	☐
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	☐
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.	☒

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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.**

Providence previously completed the project alignment study, preliminary design, and final design services for the PCRHR Pipeline Infrastructure Project. During design, the project required multiple alignment revisions based on property owner feedback, additional field investigations, easement coordination, and additional design effort related to the booster pump station. As a result, the project design was divided into four distinct phases and plan sets: South, Central, North, and Pump Station. Final design completion was paused due to budget constraints for construction, while staff continued easement acquisition and outside funding efforts.

Providence has extensive project-specific knowledge of the alignment, easement constraints, property owner coordination, hydraulic design, permitting requirements, pump station design, and phased construction approach. Staff recommends sole-source approval with Providence for final design, bidding support, and construction-phase engineering services to maintain design continuity, avoid duplication of prior work, and allow the project to proceed efficiently through construction of all phases.