

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

**COMMODITY OR SERVICE** Construction Phase Engineering Services

**VENDOR** Burns & McDonnell Engineering Company, Inc. (BMcD)

**AMOUNT OF PURCHASE \$** 3,824,954

**REQUESTORS NAME** Walt Schwarz

**DEPARTMENT** Castle Rock Water (CRW)

**DEPARTMENT DIRECTOR's Approval** Mark Marlowe DocuSigned by: Mark Marlowe FEA6D2E651B241D...

**FINANCE DEPARTMENT's Approval** Pete Mangers DocuSigned by: 9B22C1EFC1F049A...

**TOWN MANAGER's (or Designee) Approval** David L. Corliss DocuSigned by: 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.	<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 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 checked="" 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.**

"See Attached for written justification."



## **Attachment to Sole Source Justification Form**

Service: Construction Phase Engineering Services

The Town's proposed Plum Creek Water Purification Facility (PCWPF) Expansion project includes expanding the facilities current treatment capacity from 6 million gallons per day (MGD) to 12 MGD. Project will include expansion of all treatment processes, such as the pretreatment facilities (rapid mix, flocculation, sedimentation, & biologically active carbon), membrane filtration, & the advanced treatment systems (ozone, UV, & granular activated carbon). The solids handling systems will be modified, a new emergency electrical generator installed, and high service pumping capacity will be increased.

BMcD was awarded the PCWPF Expansion design contract through a competitive process in April 2023. BMcD has completed the project bidding documents (plans and specifications) for Work Package 1 (WP1) & WP2, and are the engineer on record for this project. Design for a final WP3 will be completed for contractor bidding in November 2024.

BMcD has direct knowledge and experience with the specialized components designed for this project. In order to deliver a quality-constructed project and maximize value, CRW recommends retaining BMcD for construction phase engineering services. At the request of CRW, BMcD submitted a proposal to provide these services. Services will include, but not be limited to, attending weekly progress meetings, onsite construction inspection, reviewing submittals, responding to requests for information from the contractor, providing start-up assistance, and preparing record drawings. The scope and fee proposed by BMcD are fair and reasonable, and sole-sourcing these services with the design consultant will help ensure that the project is constructed in accordance with the intended design.

BMcD has a proven record working with the Town during construction and startup of the original PCWPF (completed 2014) and the PCWPF Advanced Treatment (completed 2021) projects that were also completed using the Guaranteed Maximum Price Construction Management project delivery method. They have also worked successfully with Garney Companies (general contractor who was awarded a construction agreement for pre-construction services & an amendment for WP1 for the PCWPF Expansion Project). BMcD is best suited to efficiently and effectively complete the construction phase engineering services associated with this project. Therefore, a sole source contract is recommended.