

	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 Infrastructure South Phase Construction

VENDOR Global Underground Corporation

AMOUNT OF PURCHASE \$ 4,029,321

REQUESTORS NAME Josh Hansen

DEPARTMENT Castle Rock Water

DEPARTMENT DIRECTOR's Approval Signed by: *Mark Marlowe* FEA6D2E651B241D... 7/8/2026 | 9:28 AM MDT

FINANCE DEPARTMENT's Approval Signed by: *Trish Muller* 47B109A71C08406... 7/9/2026 | 10:23 AM MDT

TOWN MANAGER's (or Designee) Approval Signed by: *David L. Carliss* 1BB5457CFF75414... 7/9/2026 | 4:25 PM MDT

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.	☐

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.**

The South portion of the pipeline requires challenging trenchless construction in the Promenade Commercial Development area. This construction will require 200 feet of pipe ramming steel casing under Union Pacific Railway and US Highway 85 right-of-way and 1,500 feet of horizontal directional drilling under Promenade Parkway. The construction requires significant temporary construction easement areas on undeveloped commercial private properties adjacent to Promenade Parkway.

Recently, the Town was notified of proposed development plans on one of these parcels that will require new building construction in the proposed temporary pipeline construction easement area by spring 2027. Staff is finalizing easement negotiations with the property owner but anticipates a temporary construction easement agreement termination date in early 2027.

In order to expeditiously complete construction of the pipeline South Phase, staff solicited a construction proposal from Global. Global is a contractor specializing in trenchless construction that has successfully partnered with the Town on numerous projects in various stages of design and has completed the majority of CRW's horizontal directional drilling (HDD) pipeline installations. Staff is actively working with Global and Providence to finalize plans for the Southern Phase to proceed with UPRR and CDOT permitting in advance of the construction. Time is of the essence and sole source construction with Global is needed to complete pipeline construction prior to the proposed commercial development activities.