

	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 Design Services

VENDOR Dewberry Engineers

AMOUNT OF PURCHASE \$ 94,490

REQUESTORS NAME Erin Evans

DEPARTMENT Castle Rock Water

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

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

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

Previously, a service agreement and two amendments were approved with Dewberry to complete the Young American Infrastructure Improvements Project, which was completed in 2025. Public Works (PW) and CRW have identified additional sidewalk upgrade scope that needs to be included in the waterline and pavement replacement design in order to comply with Americans with Disabilities Act requirements.

CRW staff requested a proposal from Dewberry for the sidewalk upgrades and outstanding waterline design and received a scope and fee. CRW and PW staff have reviewed the scope and cost and believe the fee proposed by Dewberry to be reasonable. Dewberry has already completed the waterline replacement design and has direct knowledge of the Town's needs for the additional scope and is familiar with the project constraints, which provides continuity in design services and allows the work to be completed efficiently.