

	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 SCADA Master Plant Phase V -Ray Waterman Oversight

VENDOR Burns & McDonnell Engineering Company, Inc.

AMOUNT OF PURCHASE \$ not to exceed \$249,999

REQUESTORS NAME Shawn Griffith

DEPARTMENT Castle Rock Water

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

FINANCE DEPARTMENT's Approval DocuSigned 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.	☐
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.**

Staff would like to utilize Burns & McDonnell Engineering Company, Inc. (B&McD) as they are a preferred engineering contractor for CRW and have provided key consulting services on various portions of the SCADA Master Plan (MP). They created the design and request for proposal (RFP) for the Phase V Ray Waterman Regional Treatment Facility and Remote sites and are familiar with the project requirements. This knowledge will be critical to the oversight of the project's implementation.

Additionally, to maintain the cybersecurity of the MP, B&McD has signed a non-disclosure agreement with the Town. The need for limited distribution and knowledge of the CRW's Operational Technology (OT) is essential in protecting the integrity of the water system. B&McD has participated in multiple SCADA Master Plan RFPs and have been relied upon for their knowledgeable oversight on many of these projects. They are also our On-Call Plum Creek Water Purification facility Operations Assistance Support consultant.