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|  | SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM | Approval Date 1/1/2018 |
| | DIVISION AND POLICY NUMBER PURCHASING | Revision Date N/A |

COMMODITY OR SERVICE Construction Phase Engineering Services, Parker Midsection Pipeline

VENDOR Burns and McDonnell Engineering (BMcD)

AMOUNT OF PURCHASE \$ 328,859

REQUESTORS NAME Walt Schwarz

DEPARTMENT Castle Rock Water (CRW)

DEPARTMENT DIRECTOR's Approval

DocuSigned by:

Mark Marlowe

DocuSigned by:

Michelle Schrote

FINANCE DEPARTMENT's Approval

DocuSigned by:

David L. Cortiss

TOWN MANAGER's (or Designee) Approval

| 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 \$1,000 and up to \$5,000 require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidder.

Purchases over \$5,000 and up to \$75,000 require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over \$75,000 require formal written sealed bids unless waived by the Town Council on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification in addition to the one bid/quote to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

Town Council approved a resolution on May 18, 2021 for a service agreement with BMcD to complete design and engineering services associated with the Parker Midsection Pipeline project. BMcD was retained as the design consultant for this project through a competitive process and they have prepared plans and specifications for construction of this project. As engineering consultant for the project, they have direct knowledge and experience with the proposed potable waterline infrastructure and pump station improvements designed for this project. Their continued support during construction is important to maximize value and to ensure a quality-constructed facility built in accordance with facility plans and specifications.

CRW requested a proposal from BMcD for these construction phase engineering services. Services shall include, but are not limited to construction inspection, project submittal review, responding to requests for information from contractor, and providing start-up assistance. Staff recommends sole source procurement of the services with BMcD who have a proven record efficiently and effectively working with CRW staff.