

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

COMMODITY OR SERVICE Engr Design, Bid & Construction Support, Craig & Gould North

VENDOR AECOM Technical Services, Inc.

AMOUNT OF PURCHASE \$ 455,872.00

REQUESTORS NAME Erik Dam

DEPARTMENT Castle Rock Water

DEPARTMENT DIRECTOR's Approval DocuSigned by: Mark Marlowe 11/24/2020 | 2:07 PM MST

FINANCE DEPARTMENT's Approval DocuSigned by: Christie Guthrie 11/24/2020 | 4:22 PM MST

TOWN MANAGER's (or Designee) Approval DocuSigned by: David L. Corliss 11/24/2020 | 4:23 PM MST

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.**

AECOM Technical Services, Inc., selected through a competitive process based on qualifications and fee, have completed their contractual services as the engineering design consultant for the Craig & Gould North Infrastructure Improvements project. Additional work was also performed at the Town's request during preliminary design as a result of the public involvement process. As such, they are most familiar with the project, and capable of providing the remaining final design services and support needed during the bidding and construction phases. Engineering support is needed to answer questions regarding the project design from potential bidders, and from the selected contractor during construction. Final As-Built project drawings are also required for Town records after construction is completed. With this additional services agreement the total design cost remains under the original total budgeted amount.