

	<b>SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM</b>	<b>Approval Date</b> 1/1/2018
	<b>DIVISION AND POLICY NUMBER</b> PURCHASING	<b>Revision Date</b> 9/16/2022

**COMMODITY OR SERVICE** CVI-Package 2 Services During Construction

**VENDOR** Jacobs Engineering Group

**AMOUNT OF PURCHASE \$** 414,000

**REQUESTORS NAME** Aaron Monks

DS  
O-M

**DEPARTMENT** Public works

Initial  
M

**DEPARTMENT DIRECTOR's Approval** Signed by: *Dan Sailer* 1/10/2025 | 9:22 AM MST

**FINANCE DEPARTMENT's Approval** DocuSigned by: *Trish Muller* 1/11/2025 | 9:01 AM MST

**TOWN MANAGER's (or Designee) Approval** Signed by: *David L. Corliss* 1/14/2025 | 8:15 PM MST

**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 checked="" 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.**

Jacobs Engineering Group is the design firm for the Crystal Valley Interchange project.

Since the 2020 BUILD grant is for pre-construction services only (i.e., design prior to construction), the Town was not able to include construction support services within Jacobs' design service agreement. As the design engineer, Jacobs is exclusively familiar with the project, plans and specifications. This familiarity will allow Requests for Information (RFI) and shop drawings to be processed quickly and efficiently in support of the Construction Management Team. This expense has been factored into the overall project budget.