

JUSTIFICATION FOR SOLE SOURCE OR SINGLE SOURCE ACQUISITION

Description of product and its function or service requested: Design Services

Estimated amount of this purchase: \$ 140,100

Has the purchase or service already been made? NO

Please provide the following information in order to document the sole/single source request.

1. *Explain why the product/service requested is the only product/service that can satisfy your requirements and explain why alternatives are unacceptable. Be specific with regard to unique specifications, unique features, characteristics, requirements, capabilities and compatibility. Describe what steps have been undertaken to make this determination.*
 - Atkins was selected through a competitive bid process in 2013 to complete a study and seek approval for an interchange at the intersection of Bridge Street and I76. This study and approval process included selection of potential design layouts and evaluating each for their viability and effectiveness at achieving the appropriate approvals. Both the State (CDOT) and the Federal Highways Administration (FHWA) approval processes were completed and the receipt of FHWA approval was the final step in the process. Atkins completed the Interstate Access, Request, Environmental Assessment, and 1601 System Level Study.
The studies and reports were completed and approval granted June 2015 with a cost of approximately \$850,000. Atkins spent nearly two years working on this project and have institutional project knowledge that likely no other firm could obtain without going through the same study and processes. This institutional knowledge will save this project time and money as Atkins has formed the relationships with CDOT and have a high level of familiarity not only with the required process but this specific location as well.
2. *Explain why this service provider, supplier, or manufacturer is the only practicably available source from which to obtain this product or service and describe the efforts that were made to verify and confirm whether, or not, this is so. (Obtain and include a letter from the manufacturer confirming, claims made by distributors of exclusive distributorships for the product or service, if, that is cited as a reason for this Sole Source.)*
 - As mentioned above, the Atkins group possesses knowledge and background specific to this project that any other consultant will require time and money to even approach the level of expertise Atkins has at this location. The team working on this project is the same team that completed the prior studies and reports.
3. *Provide a description of the market survey conducted and the results, or a statement of the reasons a market survey was not conducted.*
 - A market survey was not conducted; Atkins was competitively bid at the project's initiation. No other firm has the knowledge and background at this location as no other firm has worked in this vicinity or on this project.
4. *Will this purchase obligate the City to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will the City need more "like" items in the future to match this one?)*
 - No
5. *Explain why the price for this product or service is considered to be fair and reasonable.*
 - The price is considered reasonable for the level and intensity of work to be completed. A detailed fee estimate is included to clearly show the hourly rates, which are competitive in the industry.
6. *Describe the negotiation efforts, if any that have been made with the supplier to obtain the best possible price.*

- Discussions were held to ensure the scope was clear and included the necessary items to complete the design, including any approvals or requests for modification from CDOT. Un necessary items were eliminated from the scope of work.
7. *Explain in consequence(s) to the City or Public, including a dollar amount estimate of the financial impact, if this Sole Source is not approved.*
- It is anticipated that an alternate firm with the required capabilities would charge upwards of \$300,000 to perform the design and necessary work to complete the design and gain approval for construction.

I certify that the data supporting the recommended use of other than full and open competition is accurate and complete to the best of by knowledge and belief. I also certify that the anticipated price is fair and reasonable. This determination is based on current market surveys and previous competitive prices.

Submitted by (Name and Title) Kimberly Dall Date: January 25, 2017

Department: Streets & Fleet

Signature of Department Director: Kimberly Dall

Signature of the Procurement & Contract Manager: Pam Ruedy 2/10/17
Date

Sole Source- *Materials or services that are obtainable for practical purposes from only one vendor. Only one vendor possesses the unique and singularly available capability to meet the requirements of the solicitation, and may include technical qualifications or services from a public utility.*

Single Source – *a contract for the procurement of material, supplies, equipment and/or services entered into after soliciting and negotiating only with one source, necessitated usually because of the technology required or uniqueness of the material, supplies, equipment, and/or, services provided.*