

**SOLE SOURCE PURCHASE JUSTIFICATION FORM**

**SUBMIT THIS FORM TO THE PROCUREMENT AND CONTRACT SERVICES DIVISION FOR APPROVAL PRIOR TO PLACING AN ORDER DOCUMENTATION FROM THE SUPPLIER/CONTRACTOR/MANUFACTURER IDENTIFYING SPECIFICS AS TO WHY THEY SHOULD BE CONSIDERED A "SOLE SOURCE" IS REQUIRED TO BE SUBMITTED WITH THIS FORM**

Date: 11/8/2019                      Department: Water Utilities                      Requested By: David Lohe

Vendor Contacted & Address: HDR Engineering, Inc.  
10450 Holmes Road, Suite 600  
Kansas City, MO 64131-3471  
 Phone Number: 816-347-1120

Give a brief description of the item or service requested; why you feel it is unique and why no other source will meet the need:  
 -See attached Memo-

Estimated Project Cost: \$340,875.00                      Was the request budgeted? Yes

Term of this sole source is: November 2019 through Project Completion

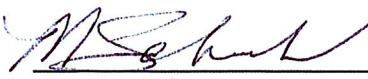

Will a yearly contract be established based on this sole source? No

Other Contacts	Their Responses:
Name: N/A	
Address:	
Phone #:	
Name:	
Address:	
Phone #:	

Was the manufacturer contacted for other distributors? N/A

Please explain:

I concur with the above explanations and approve this request:

	11/14/19	_____	_____
Department Director	Date	City Manager	Date
	11/15/19	_____	_____
Procurement and Contract Services Manager (CPO)	Date	Park Administrator	Date
_____	_____	_____	_____
City Clerk as approved by Council	Date		

**APPROVALS REQUIRED:**

**APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION):**

\$ .01 - \$ 9,999.99                      Department Director, Procurement and Contract Services Manager (CPO) Approval  
 \$ 10,000 - \$ 49,999.99                      Department Director, Procurement and Contract Services Manager (CPO) Approval, City Manager Approval  
 \$ 50,000 & Above                      Department Director, Procurement and Contract Services Manager Approval (CPO), City Manager & City Council Approval

**APPROVALS REQUIRED FOR PARKS & RECREATION ONLY:**

\$.01 - \$ 9,999.99                      Parks Administrator & Procurement and Contract Services Manager (CPO) Approval  
 \$ 10,000 - \$ 49,999.99                      Parks Administrator, Procurement and Contract Services Manager (CPO) Approval  
 \$ 50,000 & Above                      Parks Administrator, Procurement and Contract Services Manager Approval & Park Board Approval



**City of Lee's Summit**  
**Department: Public Works - Engineering**  
**Memorandum**

<b>To:</b>	Rick Gentry, Procurement and Contract Services Manager
<b>From:</b>	David Lohe, P.E., Supervisory Engineer
<b>Date:</b>	November 8, 2019
<b>Re:</b>	HDR Engineering Sole Source Request

Water Utilities would like to implement final design and bidding services for the main trunk sewer from the Cedar Creek Interceptor (MH 37-001) to a location just north and east of US 50 Hwy (MH 29-220).

Section 8.3.d of the City's current Purchasing Policy Manual states the Procurement Manager may waive the requirement of competitive bids or proposals for supplies/services when he/she has determined in writing the following condition: "A firm has significant previous or specialized knowledge on a proposed project that would result in significant monetary and/or time savings in completion of the project." HDR meets this condition of special knowledge resulting in both time and cost savings. Under RFQ No. 2018-064, HDR has done all the preliminary work required to complete the project. Much of this work would have to be repeated if a different Professional Engineer were brought on board, resulting in increased costs and time to complete the project.

HDR was selected under RFQ No. 2018-064 for Sanitary Sewer Modeling, Hydraulic Capacity and Design Services to evaluate the main trunk sewer from the Cedar Creek Interceptor (MH 37-001) to the upper reach where it connects to downtown (MH 30-124). A Preliminary Design Memorandum was submitted establishing pipe size based on recommended alignments and slopes. Preliminary plan and profile sheets were prepared identifying manhole placement, possible insitu repairs, proposed permanent and temporary easements, property concerns, and cost estimates.