



Ramsey County Single Source or Sole Source Request Form

****Exceeds Contract Value Authority****

Definitions

Single Source: A direct purchase of professional or client services from one particular contractor even though other competitive sources may be available. Having a contractor provide additional services based on the experience and knowledge they have gained, along with their unique talents, allows the county to advance important county initiatives while saving the county time and money.

Sole Source: A situation created due to the inability to obtain competition. May result because only one contractor possesses the unique ability or capability to meet the particular requirements of the solicitation.

Department Section

Department: PUBW

Requisition ID: 0000026319

Requestor: LUCAS.LORTIE

Date: January 3, 2022

Procurement Description: Engineering Services

Contractor Name: Toltz, King, Duvall, Anderson and Associates, Inc (TKDA)

Contract Term (including renewals): January 12, 2022 to December 31, 2026

Anticipated Contract Value (including renewals): 200,000.00

1.

Is this a single or sole source request?

Single Source

2.

Select the good or service category:

Professional Services

3.

Will the purchase be made using grant, state and/or federal funding? Yes

Funding Source: County State Aid Highway

List all solicitation requirements related to the grant, state and/or federal funding:

Be utilized on a County State Aid Highway

4.

Describe in detail how this procurement meets either the single source or sole source definition:

Contractor currently has a contract for the provision of engineering services which ended 12/31/2021 and cannot be renewed. Due to unforeseen circumstances, conditions and changes to the construction contract, additional services are required and oversight of the project is needed until the project is fully completed by the construction contractor.

5.

What other contractors and/or goods or services did you consider before you arrived at your conclusion? List all findings.

N/A

6.

List previous solicitations and/or contracts for these goods or services:

TKDA had contract PW2018-05 for engineering services on Lexington Parkway. Contract expires December 31, 2021, work is continuing into 2022. Changes in the construction contract have increased time and cost to complete the project.

7.

Explain how the contractor's cost is fair and reasonable.

Utilizing past costs from previous contract, PW2018-05.

8.

Are there any conflict of interest that you are aware of related to this proposed acquisition? No

9.

Single Source - Obtain documentation from the contractor to supports its claim that they are uniquely qualified for this particular service and any documentation stating the work to be performed, proposal, quote/invoice. Documentation may be attached and forwarded to the Procurement Specialist.

10.

Yes, I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: LUCAS.LORTIE

Date: January 3, 2022

Procurement Specialist Section

1. Is there a State Master contract available to CPV members for this purchase? ☐ Yes ☒ No

2. If yes, did the Department consider using the State Master contract? ☐ Yes ☐ No ☒ N/A

3. Is this a single source or sole source purchase?

☐ No Provide information about other available sources for the requested good or service (e.g., Master Agreement, names of contractors) and a solicitation recommendation.

☒ Yes State justification for single source or sole source classification:
Unfortunately, the Engineering Services required for the completion of the Lexington Parkway project will take longer than expected. Having a contractor provide additional services based on the experience and knowledge they have gained, along with their unique talents, allows the county to advance important county initiatives while saving the county time and money. I concur with this single source request to complete the project with the existing engineering firm.

☒ Yes I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: Karen Bollinger

Title: Principal Procurement Specialist

Date: 1/03/2022