



## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

**Sole Source Purchases** are defined clearly, based upon a legitimate need, and are limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and/or cost effective feature requirement. The use of sole source purchases must be justified and shall be limited only to those specific instances in which compatibility or technical performance needs are being satisfied.

**Sole Source Services** are defined as a service provider providing technical expertise of such a unique nature that the service provider is clearly and justifiably the only practicable source available to provide the service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the service provider.

This form must be filled out for the request to purchase any good or non-professional service that requires a competitive procurement process (informal quotes (\$1001-\$10,000), formal quotes (\$10,001 - \$19,999.99), or formal bid (\$20,000 or more) as defined in the LFUCG's Purchasing Manual. This form must be completed in its entirety and attached to the purchase requisition.

**Note: Sole Source Purchase requests for goods exceeding \$20,000 will require approval by the Urban County Council by submitting an Administrative Review Form. A copy of this form must be signed off by Central Purchasing and attached to the Administrative Review Form.**

### Requesting Division

Name Irene Gooding Division/Dept Grants & Special Programs

Phone 258-3079 Email ireneg@lexingtonky.gov

Type of Purchase:  Goods/Materials/Equipment  Services

Cost: \$24,966.20

Sole Source Request for the Purchase of: Required design changes to the Meadows-

Northland-Arlington 5B Locust Avenue construction plans

One Time Purchase  To Establish Sole Source Provider Contract  
(subject to annual review and approval by Central Purchasing and/or Urban County Council)

### Vendor Information

Business Name ECSI LLC

Contact Name Fred Eastridge, P.E., P.L.S.

Address 340 South Broadway, Suite 200; Lexington, KY 40508

Phone 859-233-2103 Email www.engrservices.com

**STATEMENT OF NEED:** (Add additional pages as needed)



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My division/department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the LFUCG. I know of no conflict of interest on my part, and I have no personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, persons or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

**1. Describe the product or service and list the necessary features this product provides that are not available from any other option.**

See attached justification for sole source

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**2. Below are eligible reasons for sole source. Check one and describe.**

Licensed or patented product or service. No other vendor provides this. Warranty or defect correction service obligations to the consultant. Describe why it is mandatory to use this licensed or patented product or service.

Existing LFUCG equipment, inventory, custom-built information system, custom-built data inventory system, or similar products or programs. Describe. If product is off-the-shelf, list efforts to find other vendors (i.e. web site search, contacting the manufacturer to see if other dealers are available to service this region, etc.)

Uniqueness of the service. Describe.

The LFUCG has established a standard for this manufacturer, supplier, or provider and there is only one vendor. Attach documentation from manufacturer to confirm that only one dealer provides the product.

Factory-authorized warranty service available only from this single dealer. Sole availability at the location required. Describe.

Used item with bargain price (describe what a new item would cost). Describe.

Other – The above reasons are the most common and established causes for an eligible sole source. If you have a different reason, please describe:

Fred Eastridge was the design engineer of record when MNA5A construction plans were developed. These plans affected MNA5B --thus the need to retain the same design engineer to make revisions.



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**3. Describe efforts to find other vendors or consultants (i.e. phone inquires, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).**

Other design engineers are available; however, it is more cost effective to retain the same engineer to make revisions to plans already under development.

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**4. How was the price offered determined to be fair and reasonable?**

(Explain what the basis was for comparison and include cost analyses as applicable.)

Division of Engineering has negotiated a reasonable price for services. See attachment.

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**5. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.**

Have avoided the time and expense of soliciting qualifications and negotiating prices for a what is now a small purchase. This is a grant funded project that must meet an aggressive time schedule in order to avoid losing federal funds.

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**Justification for Sole Source Procurement  
Meadows Northland Arlington (MNA)  
Phase 5B (Locust Avenue)  
August 2012**

The construction plans for MNA5 were developed by Sherman Carter Barnhart, Inc. (SCB). After a review of the plans it was apparent that four structures were in danger of being significantly damaged during construction of the main sanitary sewer and storm sewer lines running through the middle of the project. For this reason we recommended purchasing two properties (416 Carlisle and 436 Locust Ave) and align the main sanitary and storm sewer lines to minimize structural damages to the two remaining structures.

Modifications have been completed on the MNA5A plans, contract documents and specifications. The modifications account for the removal of the two houses and realigning the main sanitary and storm sewer lines through the middle of the neighborhood. These modifications to the MNA5A plans affected the MNA5B (Locust Ave.) plans significantly. The location and depth of the main lines crossing Locust Avenue as well as the collector lines running down the street must be adjusted in the design and construction plans. This will also adjust the vertical curve of the proposed reconstructed road and alter all of the cross sections.

Mr. Fred Eastridge, P.E., P.L.S. was the design engineer of record for working at SCB when the original plans were produced. Mr. Eastridge was also the design engineer who modified the MNA5A plans to include the new alignment of the sanitary and storm lines. SCB has dissolved their Civil Engineering Division and Mr. Eastridge is working with ECSI, LLC. As the original responsible design engineer, he has retained the need records and drawing files needed to efficiently and confidently complete the modifications to the MNA5B plans, contract documents and specifications.

The additional work will result in plans that the various utility companies can use to relocate and renew their facilities in advance of our future work on MNA5B, as well as providing us a package ready for bidding once the utility work has been completed. We have been in communication with Mr. Eastridge and have negotiated a fee, for the additional work needed to amend the MNA5B plans, for an amount of \$24,966.20. Attached is a letter from Mr. Eastridge of ECSI and a detailed breakdown of hours for tasks to complete the additional work.



**ECSI** LLC

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ENVIRONMENTAL  
MINING

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ECSI an affiliate of  
Ecology and Environment, Inc.  
www.ene.com

August 22, 2012

Andrew Grunwald, PE  
LFUCG  
Division of Engineering  
101 East Vine Street  
Lexington, KY 40507

RE: Meadows-Northland- Arlington 5B – Locust Avenue Plan Revisions

Dear Andrew,

ECSI, LLC is pleased to submit this proposal to revise the Meadows-Northland- Arlington 5B – Locust Avenue Construction plans.

ECSI, LLC will provide the following design:

1. Revise Locust Avenue Profile
2. Revise Locust Street Cross Sections
3. Coordinate the Storm and Sanitary Revision made in MNA 5A
4. Revised Locust Avenue Storm and Sanitary Sewer design to remediate conflicts resulting from the revisions made for MHA 5A
5. Revise the Locust Plan Sheets to reflect changes due to the revisions of the street profile.
6. Revise Retaining Wall details to reflect guardrails instead of fence.
7. Provide seven copies of the plans (24" x36" paper) and a disk with PDF files of the plans.

The fee to make the required changes to the Meadows-Northland-Arlington 5B Locust Avenue construction plans will be ~~\$24,900.00~~ **\$24,966.20** AFG

The preliminary plan revisions will be submitted to the LFUCG by Sept. 12, 2012 for the Utility Coordination Meeting and final plans will be completed by Oct 1, 2012.

If you have any questions, please call.

Sincerely,

Fred Eastridge, P.E., P.L.S.