

# EXCEPTION TO COMPETITIVE PURCHASING PROCESS "SOLE SOURCE" JUSTIFICATION

PROJECT NAME: Whitewater Park

PURCHASE AMOUNT: \$ 11,367

APPROPRIATED BUDGET AMOUNT: \$ \_\_\_\_\_

SCOPE OF SERVICES/MATERIALS TO BE PURCHASED: ~~11,367~~ SEE ATTACHED

SUPPLIER: Ron Sladek, Tatonka Historical Associates

## EXCEPTION TO THE COMPETITIVE PROCESS RATIONALE PER CITY CODE (check all that apply):

*A contract for materials, professional services or services may be awarded without competition if the Purchasing Agent determines in writing that one (1) or more of the following conditions exists:*

- There exists only one (1) responsible source;
- Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public;
- A particular material or service is required to maintain interchangeability or compatibility as a part of an existing integrated system;
- A particular material, professional service or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration;
- The material is perishable;
- The material qualifies as an object of fine art;
- A particular material is required to match materials in use, so as to produce visual harmony;
- A particular material is required to enable use by a specific individual;
- A particular material is prescribed by a professional advisor;
- The material, professional service or service is the subject of a change order.

## BACKGROUND/JUSTIFICATION (Attach Supporting Documentation):

- Attach quote (Required)

Provide brief justification narrative supporting the reason(s) for the exception(s) to the competitive process selected above.

Park Planning and Development is requesting to utilize Tatonka Historical Associates to fulfill a request from the US Corps of Engineers on our 404 permit. His contract with Anderson on the Poudre River Downtown Project is expired and we would like to contract directly with Tatonka on this last piece of the permit requirement. The US Corps asked that we submit level II historical documentation of three of the historic structures located at the Whitewater Park; the coy diversion, the Coy headgate, and the Hersh trucking Quonset at 107 Vine. It is advantageous to work with Tatonka as they have prepared the required materials for the original submittal for the permit. Their group can reformat the previous efforts to the Level II format and utilizing another consultant would require redoing work that is already complete. The continuity of utilizing Tatonka is a cost saving to the project.

**COST/PRICE ANALYSIS (Attach Supporting Documentation):**

Normally competition supports establishment of price reasonableness. When adequate price competition does not exist, the reasonableness of the offered price is determined with a Price or Cost Analysis. **Complete Price OR Cost Analysis.**

- Price Analysis** – Comparison of quoted price with known indicators of reasonableness without analyzing cost elements (Check all that apply)
  - Consistent with Independent Cost Estimate (ICE);
  - Compare to prices obtained through market research for same or similar items;
  - For services, hourly rates consistent with rates offered in the market for similar level professionals;
  - Unique or innovative process/service/product;
  - Consistent with published price lists;
  - Reviewed analysis of pricing information provided by supplier;
  - Quoted price consistent with previous prices paid (historical);
  - Other: \_\_\_\_\_
- Cost Analysis** – Element-by-element analysis of estimated cost based on supplier's cost or pricing data. Please attach Cost Analysis.

SUBMITTED BY: MD PRINTED: Matthew Day  
DEPARTMENT: Park Planning & Development DATE: 1/16/18

APPROVED BY: \_\_\_\_\_ PRINTED: Kurt Friesen  
DEPARTMENT MANAGER/SUPERVISOR (Required)

REQUESTING DEPARTMENT HEAD (over \$60,000) PRINTED: \_\_\_\_\_  
[Signature] 1/26/18 PRINTED: Elliot Dale  
BUYER

[Signature] 1/26/18 PRINTED: Gary Patel  
PURCHASING DIRECTOR

RESOLUTION BY CITY COUNCIL (over \$200,000)  
Resolution # \_\_\_\_\_ Date Passed: \_\_\_\_\_  Resolution document attached

# Tatanka Historical Associates, Inc.



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970.221.1095

29 November 2017

Matt Day  
Park Planning Division  
City of Fort Collins  
215 N. Mason St.  
Fort Collins, CO 80524

Subject: Poudre River Downtown Project  
Level II Documentation

## CONSULTING SERVICES PROPOSAL

Dear Matt,

I am pleased to submit this proposal in response to your request for Colorado Office of Archaeology and Historic Preservation (OAHP) Level II documentation of historic resources along the Cache la Poudre River. The scope of work presented below meets the published OAHP and US Army Corps of Engineers requirements for this level of documentation. To complete the required work, I am proposing to bring in two colleagues to assist me with specific tasks that require their expertise.

We are available to begin work within about two weeks following notification to proceed, with completion of the project expected to take place several weeks later. The timing of fieldwork will also depend upon weather conditions at the site. With the mild weather we've had so far we expect to have no significant delays. However, it would be ideal if we could get that work completed before the river ices over.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this next phase of the Poudre River Downtown Project.

Regards,

Ron D. Sladek  
President

# SCOPE OF SERVICES

Based upon our recent discussions, it is understood that the US Army Corps of Engineers has asked that three resources in the corridor be documented to meet Colorado OAHF Level II standards. These include the following sites:

- Power Plant Diversion Dam (Site #5LR1827)
- Coy Ditch Headgate (Site #5LR1827)
- Hersh Trucking Quonset, 107 E. Vine Dr. (Site #5LR10315)

To address this request, the following tasks will be completed based upon our understanding of the resources and the requirements for historical documentation. The guiding document for the scope of work presented below is publication 1595, which provides the OAHF standards for Level II documentation.

**Task I: Archival Photography** - The historic resources will be visited for the completion of medium-format, black-and-white photography according to OAHF standards. This work will be completed by Tom Carr under contract to Tatanka Historical Associates. Tom is an expert in archival photography of historic sites. In addition to using a medium-format camera, the photographs will be printed using archivally stable procedures and paper. A photo log will be produced to accompany the images, which will also be individually labeled. As stipulated in the 5/29/13 draft MOA between USACE and OAHF, rather than submitting film negatives, digital copies of the images along with a photo inventory will be provided on an archival quality CD.

**Task II: Measured Drawings** - The resources will be documented in the field through measurements and GPS readings. This work will be completed by Metcalf Archaeological Consultants under contract to Tatanka Historical Associates. The information gathered will be used to produce measured drawings according to OAHF standards. To comply with the requirements, the drawings will be printed on archival quality paper.

**Task III: Architectural & Historical Narrative** - A full architectural and historical narrative will be prepared to produce three individual project reports, one for each resource, that comply with Level II requirements. This work will be completed by Tatanka Historical Associates. The task will require additional research and writing beyond what was completed for the earlier cultural resource report and site forms that have been submitted to USACE and the OAHF. The architectural and historical narratives are an important part of what makes a Level II documentation project differ from a cultural resource survey.

**IV. Project Completion** - The Level II archival documents will be submitted to the client for distribution to USACE and OAHF for review. Upon receipt of comments from these agencies, the materials will be revised and resubmitted in final draft form.

# ESTIMATE OF COSTS

The following cost estimate addresses the tasks to be completed by Tatanka Historical Associates, Tom Carr, and Metcalf Archaeological Consultants as detailed above. These figures are based upon our experience with projects of this type, our project management expectations, and the anticipated fieldwork, research and writing that will be required to meet the Level II standards.

<b>Task I: Archival Photography (Tom Carr)</b>	<b>\$2,750.00</b>
<b>Task II: Measured Drawings (Metcalf)</b>	<b>\$3,867.00</b>
<b>Task III: Architectural &amp; Historical Narrative (Tatanka)</b>	<b>\$4,250.00</b>
<b>Task IV: Project Completion (Tatanka)</b>	<b><u>\$500.00</u></b>
<b>PROJECT TOTAL</b>	<b>\$11,367.00</b>

**\*NOTE:** The project total shown above will not be exceeded without prior consultation with the client. While no changes to the scope of work are anticipated at this time, any revisions requested by USACE, SHPO, or the City of Fort Collins will be discussed with the client for approval prior to any additional work being completed. Tatanka Historical Associates Inc. will manage the project described above and will act as the single point of contact for the client, with Tom Carr and Metcalf Archaeological Consultants brought in as sub-consultants. A single invoice for all three entities will be presented to the client by Tatanka for payment.