



Procurement Sole Source and Special Procurement Request

(ONCE FORM IS COMPLETED AND SIGNED BY DIRECTOR, PLEASE SEND TO YOUR PROCUREMENT LIASON)

REQUESTOR INFORMATION:

Requestor: Martin A. Soma PE	Date: 9-6-2022	Department: Engineering
Phone Number: 923-930-3667	Email Address: msoma@glendaleaz.com	
Return To: Martin A. Soma PE		

PROPOSED VENDOR INFORMATION:

Proposed Vendor: Dibble & Associates Consulting Engineers	Proposed Vendor Contact: Marc Nelson
Proposed Vendor Address: 7878 N 16 th St, Suite 120	
City, State and Zip Code: Phoenix Az 85020	
Vendor Phone: 602-957-1155	Vendor Fax:
Procurement method requested:	<input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Special Procurement

PURCHASE INFORMATION:

Total Cost of this Order: \$329,921.00	One time purchase: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, explain funding source:
Org #: CIPWW / Object #: 63006 /	
Description of the product or service requested: Dibble & Associates has been contracted to provide construction administration services (CA) for the City's "Arrowhead Sewer Lines Phase 1" project. During construction, unforeseen issues were identified, which led to the necessity for reworking of the affected areas and hence additional CA services. It is currently estimated approximately 6 months of additional time is needed for construction administration services. The Consultant is continuing to represent and assist the City in the the analysis, resolution, coordination efforts, and related CA.	

In accordance with [Finance Administrative Policy No. 1](#), I have conducted a good faith review of available sources and determine that there is only one known and/or one practical source for the required items in accordance with the Guidelines for Justification attached.

REQUESTOR CERTIFICATION:

Requestor Martin A. Soma PE	Division	Date 9/06/2022
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DEPARTMENT DIRECTOR APPROVAL:

Director		Division	Engineering	Date	9-14-22
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MATERIALS MANAGER APPROVAL:

In accordance with [Finance Administrative Policy No. 1](#), I have conducted a good faith review of this request and agree that there is only one known and/or one practical source for the required items in accordance with the Guidelines for Justification attached.

Levi D. Gibson, CPA, M.Acc.		Date	9/14/22
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Procurement Sole Source and Special Procurement Request

Procurement requires reevaluation and resubmission of a Sole Source Request for this procurement:

Single Use Only: Annually:
 End of first term of Contract: End of Contract, including any extensions:

Check the reason(s) below to identify why you have determined the purchase is a **Sole Source or Special Procurement** and attach supporting documentation. Use only column. A purchase cannot be BOTH a sole source and a special procurement

SOLE SOURCE	SPECIAL PROCURMENT
<input type="checkbox"/> Compatibility. Indicate system, make, model and function	<input type="checkbox"/> Presents such limited competition that a competitive bid or proposal process cannot reasonably be used
<input type="checkbox"/> Unique repair/replacement item. Identify item to be used with previous PO number item purchased, and warranty period	<input type="checkbox"/> Discourages the use of a competitive bid or proposal as it will result in a substantially higher cost to the city, or will otherwise impair the city's financial interests
<input type="checkbox"/> Supplementary or necessary part required from same manufacturer. Identify in-house equipment and use with existing system	<input type="checkbox"/> Substantially impede the city's administrative functions or the delivery of services to the public
<input type="checkbox"/> Unique Item	<input type="checkbox"/> Does not qualify as a sole source or emergency
<input type="checkbox"/> Unique Service	<input type="checkbox"/> Has only one provider with the experience and capability to successfully perform the contract
<input type="checkbox"/> Proprietary Specifications (Copyright, patented, etc.)	<input type="checkbox"/> Presents a significant time constraint as the need was not known in sufficient time to allow for competitive procurement and time is of the essence
<input type="checkbox"/> Other reasons, if not above. Explain in detail	<input checked="" type="checkbox"/> Other reasons, if not above. Explain in detail

JUSTIFICATION:

Use the Guidelines for Justification of the selected reason(s) above, and provide a full explanation of your reason that the product/service is a sole source or special procurement:

Dibble & Associates was selected prior from the Engineering On-Call to complete an initial study and provide design and construction administration services (C20-1094 & C20-1094-1). When the construction of the project was roughly 70% complete, issues arose with the piping installation, resulting in the need for an additional 6 months to be added to the schedule for the remediation. As the Engineer of Record on the project, Dibble is continuing to represent the City in the analysis, resolution, coordination and project piping remediation through completion. These additional services are considered an emergency procurement under Title 34-606 and will be a stand alone effort under a separate professional services agreement.

MANDATORY RESEARCH DOCUMENTATION REQUIREMENT:

Provide a detailed explanation of efforts made to determine the availability of the product or service from any other vendor, including other distributors:

PREPARER NOTE: If this is a vehicle or technology purchase, concurrence of the Equipment Management Superintendent or the IT Director will be required.



***Procurement
Sole Source and Special Procurement Request***

Approval of a vendor as a sole source or a special procurement only determines the procurement method. Council approval and a signed contract may also be required.

Soma, Martin

From: Marc Nelson <marc.nelson@dibblecorp.com>
Sent: Friday, August 12, 2022 8:56 AM
To: Soma, Martin
Cc: Mitchell, Kathy
Subject: RE: Message from KM_C550i
Attachments: City of Glendale - Arrowhead Sewer Lines Phase 1 Amendment 2.pdf; Exhibit D.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Marty –
Attached are the revised Amendment 2 Scope and Exhibit D. I tweaked a couple of the sub allowances and added the CCTV we had B&F do this week. Dibble's fees did not change.

Please call if you need anything else.

Marc Nelson PE, NASSCO MACP/PACP
Infrastructure Rehabilitation Project Manager

p 602.957.1155 |

dibblecorp.com

From: Soma, Martin <MSoma@GLENDALEAZ.com>
Sent: Wednesday, August 10, 2022 4:12 PM
To: Marc Nelson <marc.nelson@dibblecorp.com>
Cc: Mitchell, Kathy <KMitchell@GLENDALEAZ.com>
Subject: FW: Message from KM_C550i

Here's a draft for R & C. The major note is Exhibit D needs to be created to show the grand total.

Marty



Martin A. Soma
Senior Civil Engineer
Engineering

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P 623.930.3667 | C 240.426.7623
5858 W Glendale Ave, Suite 315
Glendale, AZ 85301

We improve the lives of the people we serve every day.
Community • Integrity • Excellence • Innovation • Learning

From: c550i@glendaleaz.com <c550i@glendaleaz.com>
Sent: Wednesday, August 10, 2022 3:44 PM

EXHIBIT B

Contract Amendment 2

City of Glendale
ARROWHEAD SEWER LINES PHASE 1 - SEGMENT 1
Project No. 202104

SCOPE OF WORK

PROJECT DESCRIPTION

The City of Glendale (City) is rehabilitating an existing sanitary sewer system located in north Glendale along Union Hills Drive, from 67th Avenue to the Arrowhead Ranch Water Reclamation Facility (ARWRF). A section of large diameter sewer pipe (30 to 42-inch) was installed in the 1980's, with sections constructed of PVC lined reinforced concrete pipe (T-Lock). The overall length of the sewer pipe to be rehabilitated is approximately 10,000 linear feet with approximately fourteen (14) associated sewer access manholes. Based on the *141518 Arrowhead Sewer and Manhole Rehab – Technical Memorandum*, prepared by Dibble, dated December 2017, the existing sewer pipe is oversized for the current and foreseeable future capacity needs of the City and is experiencing operational issues and creating objectionable odor complaints from adjacent area residents and businesses.

Dibble prepared construction drawings and technical specifications for the design to rehabilitate the existing sewer by slip lining as recommended in the aforementioned technical memorandum.

Amendment 1 to the contract added construction administration and inspection services for Dibble to perform.

During construction, slip liner installation issues resulted in significant portions of the new liner having "floated" after annular space grouting. Immediately following the discovery of the issue, Dibble created a new task to track hours spent addressing the unforeseen circumstances. The task is described below.

CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES

Task 360 – Analysis and Coordination of Construction Issues

Dibble will perform the following tasks to advance the resolution of the installation issue.

- Attend 3 coordination meetings per week and preparation of detailed meeting minutes and action item lists.
- Detailed record keeping of observations and site conditions.
- Coordination and management of subconsultants for pipe investigations.
- Analysis of the pipe condition and potential cause of liner lift.
- Issue memorandum of findings.
- Submittal reviews and document tracking for the pipe repair.
- Survey check and set control points.
- Full time inspection of the repair of unacceptable segments.
- Full time inspection of the emergency repair of the sewer forcemain break

SUBCONSULTANTS:

- Task 950.03** **CCTV with Inclinometer - IRC West:** Perform a CCTV investigation with an inclinometer to measure pipe slope variations and a laser scan to test for ovality. Subconsultant shall provide the videos and a report of the results of the inclinometer and laser scan.
- Task 950.04** **Man Entry Investigation and Destructive Testing - Industrial Applicating (IA):** Perform man entry investigation of pipe segments B-2 and B-3. Subconsultant will core drill into the new liner pipe at the 6 o'clock position in order to determine if grout is underneath the liner pipe.
- Task 950.05** **Grout Testing - Ricker Atkinson McBee Morman @ Associates (RAMM):** Extract core samples of the grout from the salvaged pipes that were removed during the repair of segment A. Subconsultant will test the core samples to determine the grout density and compressive strength and provide a report of the findings.
- Task 950.06** **CCTV During Repair (B&F):** Perform a CCTV investigation of the pipe during the liner removal to gather additional information and images of the conditions.

ALLOWANCES - DIRECT EXPENSES:

- Task 940.02** **City's Allowance/Contingency:** An allowance was provided in Amendment 1 for additional engineering or coordination not included in this scope or other items as directed by the City. Additional fees will be added to this existing task as part of Amendment 2. This item will only be used with written authorization from the City.

EXCLUSIONS:

1. Flow Monitoring
2. Public Involvement Coordination
3. Permits
4. Traffic control plans
5. Environmental/Archaeological Investigations
6. Geotechnical Investigations
7. Final By-Pass Plans

EXHIBIT D

AMENDMENT 2 - CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES



CITY OF GLENDALE

Project No. 202104

Arrowhead Sewer Lines Phase 1 - Segment 1



CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES

SECTION 200 - PROJECT ADMINISTRATION SERVICES DURING CONSTRUCTION

Task 210 - Representation on Behalf of the City	\$	-
Task 220 - Administer Construction Schedule	\$	-
Task 230 - Review Contractor Submittals and Test Results	\$	-
Task 240 - Issue Interpretations and Clarifications of Contractor	\$	-
Task 250 - Certify Contractor Progress Payments	\$	-
Task 260 - Substantial and Final Completion Inspection	\$	-
Sub-Total =	\$	-

SECTION 300 - ENGINEERING SERVICES AFTER CONSTRUCTION

Task 320 - Minor Changes, Change Order Requests, and Change Orders	\$	-
Task 340 - Record Drawings and Project Documents	\$	-
Task 350 - Permit Closeout	\$	-
Task 360 - Analysis and Coordination of Construction Issues	\$	287,901.00
Sub-Total =	\$	287,901.00

SECTION 400 - INSPECTION SERVICES DURING CONSTRUCTION

Task 410 - Field Administration	\$	-
Task 420 - On-Site Inspection and Review of Work	\$	-
Task 430 - Review Pre- and Post-Rehabilitation CCTV Videos	\$	-
Task 450 - Punch List Review/Project Completion	\$	-
Sub-Total =	\$	-

CA&I LABOR TOTAL **\$** **287,901.00**

OTHER DIRECT COSTS

Task 940.02 - City's Allowance/Contingency (5%)	\$10,000.00
Task 950.03 - CCTV with Inclinometer - IRC West	\$15,000.00
Task 950.04 - Man Entry Investigation and Destructive Testing - Industrial Applying	\$15,000.00
Task 950.05 - Grout Testing - RAMM	\$1,200.00
Task 950.06 - CCTV During Repair - B&F	\$820.00
Sub-Total Direct Costs =	\$42,020.00

Total Proposal for Amendment 2 - Construction Administration and Inspection Services **\$329,921.00**

Previous Compensation for Design and CA&I Services **\$589,446.20**

Total Compensation **\$919,367.20**