



City of Richmond Sole Source Justification

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PURCHASE

Contact the Purchasing Division and discuss your rationale before completing this form. If Purchasing can help you make this a competitive purchase, then this form will not be required.

Attach this completed/approved form to requisitions when competitive quotes/bids/proposals are not solicited. (Required for requisitions > \$3,000)

Requested Sole Source Supplier:

Company Name: Schaaf and Wheeler Contact Name: Glen Anderson VP Address: 4699 Old Ironsides Drive., Suite 350 City:

Santa Clara State: California Zip Code: 95054

Phone Number (408) 398-7746 E-Mail ljohnson@swsv.com

Duration of Contract: 2 years

Estimated Cost: \$ 29,690.43 Funding Source (Account String) 40322931-400708-01U10

Is the product/service IT related? Yes No If Yes, please attach the approved IT Authorization Form

For Product: Is the recommended company the manufacturer of the product? Yes No N/A

For Product: Does the manufacturer sell the item(s) through distributors? Yes No N/A

Description of Product or Service:

Describe the full scope of work or service contemplated including installation if required; items should include brand, model and part number if applicable; (if additional space is needed, include them in a separate page)

- The scope of work consists of a continuation of civil services including:
- Construction Support Services (Submittal and RFI review)
 - Realigning Brickyard Cove Road
 - Extending the CMU wall to its maximum height.
 - Project closeout which encompasses record drawing preparation, start-up and testing attendance and punch list walkthrough of the station upon substantial completion

Sole Source Rationale: PLEASE ANSWER ALL THE FOLLOWING QUESTIONS: Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job? It is important to sufficiently address the key reason for awarding an order/contract without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

1. Provided all civil related design and construction support for the 01U10 Ferry Point Pump Station since December 1, 2020.
2. Continuing the work from previous contract.
3. Experienced engineer specializing in similar scope and services needed.
4. Highly qualified to perform services for which the City does not have in-house resources to complete.
5. Availability to complete the work within the time required.

(if additional space is needed, include them in a separate page)

Complete the following checklist

A specific contractor is the only source of the required item because (check all that apply):

- The required items are **proprietary to the Contractor**, and contractor solely transacts (sells) direct to the customer. (There are no dealers or distributors for contractor).
- The required items are **proprietary to the Contractor**, and **contractor does not sell direct to the customer**. Contractor solely distributes the item or service through only one dealer or distributor in the United States. (There are no dealers or distributors for contractor).

Note: If item or service is available from more than one source, the item or service may be treated as proprietary, but must be competitively solicited from multiple (two or more) sources.

- A specific item is needed:
 - To be compatible or interchangeable with existing hardware
 - As spare or replacement hardware For the repair or modification of existing hardware
- Federal or state grant names vendor as condition of funding. (Attach copy of grant that names vendor)
- There is a **substantial risk** in contracting with any other contractor, (e.g., only one contractor has been successful to date in implementing a difficult manufacturing process or the **services sought**). *In a brief explanation, provide supporting evidence of why other contractors are considered to be unable to overcome the substantial risk.*

- Continuation of prior Work** – Additional item, service or work required, but not known to have been needed when the original order was placed with vendor, and it is not feasible or practicable to contract separately for the additional need. *Provide brief explanation and supporting evidence.*

Schaaf and Wheeler is has provided civil engineering services for the project since 2020. A separate agreement is required for them to continue providing these services, since the previous sole source agreement expired. To complete the the project quickly and most economically, a new sole source is required for Schaaf and Wheeler.

(if additional space is needed, include them in a separate page)

I acknowledge the City's requirements for soliciting competitive quotes/bids for purchases over \$3,000.00 and the criteria for justification for Sole Source purchases. I have gathered the required information, have made a concerted effort to review comparable/equal equipment/services (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Department: Public Works

Requester Name and Title: Darcie DeLashmutt, Capital Project Manager

Note: Requester must be able to defend this justification.

Date: 2/19/2026

Phone: (510) 620-6955


Department Director (Print) Daniel Chavarria (Sign)  Date: 2/19/26

Daniel Chavarria (Mar 9, 2026 09:50:29 PDT)

Submit completed form to the Purchasing Division (Prior to submission to City Manager)

Finance Director:

ANTONIO BANUELOS ON BEHALF OF E. COMBS

APPROVED: 

DATE: 3/24/26

NOT APPROVED: _____

COMMENTS:

City Manager
(Under \$10,000.00)

City Clerk Attesting to Council Approval
(Over \$10,000.00) (Copy of Minutes may be substituted)

Note: Richmond Municipal Code Section 2.52.326 Sole Source Procurement requires final approval by the City Manager and/or City Council. Sole Source must be approved by Finance Director, PRIOR to Council Approval.

PROCEDURE

Sole Source purchase/service are exceptions to the normal bidding process and require a detailed justification. In processing Sole Source requests for supplies, services and/or equipment, the Purchasing Division adheres to and is governed by the principles set forth in City of Richmond Municipal Code Section 2.52.326 Sole Source Procurement.

If you are requesting a particular vendor, brand or product, you must make this fact clear on your Sole Source form. Your request will then be restrictive and non-competitive, and will fall into a sole source category. If the sole source justification is approved, the requisition can be expedited without the normal bidding requirements.

Such a request should not be made unless you are confident that your request is reasonable and appropriately justified to meet the City's requirements and withstand any possible audit. The City's requirements and the format for submitting such requests are contained herein. Sole Source form must be signed by authorized department representative(s). The certification will remain on file for audit purposes.

The following factors **DO NOT** apply to sole source requests and should not be included in your sole source justification. They will not be considered and only tend to confuse the evaluation process.

1. Personal preference for product or vendor.
2. Cost, vendor performance, and local service (these are generally considered award factors in competitive bidding).
3. Features which exceed the minimum department requirements.



Date: August 8, 2025

TO: Finance Department, Purchasing

FROM: Darcie DeLashmutt, Capital Project Manager

SUBJECT: 01U10 Ferry Point Pump Station
Schaaf and Wheeler – Engineering Services

Schaaf and Wheeler has been working on the 01U10 Ferry Point Pump Station project since December 1, 2020. The previous contract expired but there are tasks remaining to complete the work. The proposal scope of work is for a new sole source agreement. However, it is only carrying forward the funds that were unspent on the expired contract to allow Schaaf and Wheeler to complete their work. This proposal is justified for the following reasons:

1. Provided all civil related design and construction support for the 01U10 Ferry Point Pump Station since December 1, 2020.
2. Continuing the work from previous contract.
3. Experienced engineer specializing in similar scope and services needed.
4. Highly qualified to perform services for which the City does not have in-house resources to complete.
5. Availability to complete the work within the time required.

Attachment 2 - Proposed Agreement

CONSULTING CIVIL ENGINEERS
4699 Old Ironsides Dr., Ste. 350
Santa Clara, CA 95054-1860
408-246-4848

May 7, 2025

Darcie DeLashmutt
City of Richmond
450 Civic Center Plaza
Richmond, CA 94804

Subject: *Ferry Point Lift Station Project Closeout Services*

Dear Darcie,

The purpose of this letter is to provide a summary of remaining scope for engineering services for the Ferry Point Sewer Lift Station project. Schaaf & Wheeler's prior contract with the City recently expired on 12/31/2024. In order to continue providing construction support services for the Ferry Point Lift Station Project up to project completion, Schaaf & Wheeler provides the following. The scope listed below aims to provide the remaining services from the expired contract:

More specifically, Schaaf & Wheeler's scope will include:

Task 1: Project Closeout

At the culmination of Schaaf & Wheeler's contract on 12/31/24, the remaining scope items included:

- Construction Support Services (Submittal and RFI review)
- Realigning Brickyard Cove Road
- Extending the CMU wall to its maximum height.
- Project closeout which encompasses record drawing preparation, start-up and testing attendance and punch list walkthrough of the station upon substantial completion.

Consultant's Compensation

Based on the above understanding, scope, and assumptions, we propose to provide engineering services for Task 1 based on a not-to-exceed fee amount of \$29,690.43 which was the remaining amount on Schaaf & Wheeler's previous contact at the end of 2024. Schaaf & Wheeler's propose to use the same 2023 charge rates, attached for reference.

Ferry Point Lift Station Project Closeout Schaaf & Wheeler (05/07/2025)		Schedule of Hours and Rates by Task						
		Schaaf & Wheeler			Schaaf & Wheeler Subtotal	Subconsultants		FINAL Cost
		Principal Project Manager	Senior Project Manager	Assistant Engineer		Hexagon	TICAA	
Task	Hourly Rate	\$275	\$250	\$210				
TASK 1	PROJECT CLOSEOUT	0	32	56.99	\$ 19,967.06	\$ 1,000.00	\$ 8,723.37	\$ 29,690.43
A	Project Closeout	0	32	56.99	\$ 19,967.06	\$ 1,000.00	\$ 8,723.37	\$ 29,690.43
TOTAL		0	32	56.99	\$ 19,967.06	\$ 1,000.00	\$ 8,723.37	\$ 29,690.43

If there are questions or comments regarding this scope of services please don't hesitate to contact Lawrence Johnson at ljohnson@swsv.com or at 408-398-7746.

Sincerely,

Schaaf & Wheeler



Glen M. Anderson, PE (CE#76720)

Vice-President

Sign: Darcie DeLashmutt

Print: Darcie DeLashmutt 5/17/2025

Authorization

Date

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

4699 Old Ironsides Dr., Suite 350
Santa Clara, CA 95054-1860
408-246-4848

Hourly Charge Rate Schedule

Personnel Charges

Charges for personnel engaged in professional and/or technical work are based on the actual hours directly chargeable to the project.

Current rates by classification are listed below:

<u>Classification</u>	<u>Rate/Hr</u>	<u>Classification</u>	<u>Rate/Hr</u>
Principal Project Manager	\$275	Construction Manager	\$250
Senior Project Manager	\$250	Senior Resident Engineer	\$235
Senior Engineer	\$235	Resident Engineer	\$210
Associate Engineer	\$210	Assistant Resident Engineer	\$190
Assistant Engineer	\$195		
Junior Engineer	\$185		
Designer	\$175		
GIS Analyst	\$175		
Technician	\$160		
Engineering Trainee	\$135		

Litigation Charges

Work done in preparation for litigation and other very high level-of-expertise assignments is charged at \$400 per hour. Court or deposition time as an expert witness is charged at \$500 per hour.

Materials and Services

Subcontractors, special equipment, outside reproduction, data processing, computer services, etc., will be charged at 1.10 times cost.

Effective 1/1/23

Attachment 4 Sole Source Justification

Final Audit Report

2026-03-09

Created:	2026-03-07
By:	DARCIE DELASHMUTT (Darcie_DeLashmutt@ci.richmond.ca.us)
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"Attachment 4 Sole Source Justification" History

-  Document created by DARCIE DELASHMUTT (Darcie_DeLashmutt@ci.richmond.ca.us)
2026-03-07 - 7:11:04 PM GMT
-  Document emailed to Daniel Chavarria (Daniel_Chavarria@ci.richmond.ca.us) for signature
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-  Document e-signed by Daniel Chavarria (Daniel_Chavarria@ci.richmond.ca.us)
Signature Date: 2026-03-09 - 4:50:29 PM GMT - Time Source: server
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