Sole Source Purchases Determination
Ben Noble Planning ● $80,000● August 28, 2026
Planning Contract Services

BACKGROUND: The City of Capitola Purchasing and Procurement Policy (Administrative Policy III-4), requires three telephone quotes whenever feasible for purchases between $5,000 - $25,000. The Policy also requires a formal RFP bid procedure for purchases over $25,000. The policy conditions for Sole Source (Section II) purchases that are exempt from the competitive process.

DISCUSSION: The contract with Ben Noble Planning for Planning Contract Services for Zoning Code and General Plan updates in the amount of $80,000, dated August 28, 2026, is a qualified sole source purchase within the City Administrative Policy III-4 Section II.

Policy Section B1: Materials, Supplies & Equipment:

_____ (a) Definition. Sole source purchases are used where no secondary source is reasonably available precluding the use of a competitive process.

Policy Section B2: Consultant or General Services:

_X_ ___ (a.) In the case where a consulting firm has satisfactorily performed the previous stage of a project (e.g. a pre-design), or has acquired extensive background and working knowledge, the firm may be selected for follow- up work without solicitations from other firm upon written justification and recommendation of the department head and approval by the City Manager or designee.

____(b.) If a firm is a highly recognized authority in a field or specialty, or has unique specific knowledge regarding the project, then the firm may be selected without other solicitations for contracts and upon written justification and recommendation of the department head and approval by the City Manager or designee.

_____(c.) Upon those infrequent occasions when confidence in the consultant and quality of service are important.

Due to Ben Noble's work on Capitola's General Plan update and multiple Zoning Code updates, and his extensive background and working knowledge of Housing Element implementation strategies, staff is recommending the City contract with Mr. Noble to prepare Zoning Code and General Plan amendments consistent with the sole source purchasing policy in Administrative Policy III-4.

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Katie Herlihy, Community Development Director Date Jamie Goldstein, City Manager Date