

**SANTA FE COUNTY  
PROFESSIONAL SERVICES AGREEMENT  
WITH PEAK POWER ENGINEERING, INC.  
TO PROVIDE ELECTRICAL ENGINEERING DESIGN SERVICES**

**THIS AGREEMENT** is made and entered into on this 5<sup>th</sup> day of April, 2012, by and between **SANTA FE COUNTY** (hereinafter referred to as the "County"), a New Mexico political subdivision, and **PEAK POWER ENGINEERING, INC.**, a New Mexico professional corporation with its principal place of business located at 1309 Agua Fria St., Santa Fe, New Mexico, 87501 (hereinafter referred to as the "Contractor").

**WHEREAS**, Santa Fe County Fire Department is committed to providing quality and professional fire protection services to the residents of Santa Fe County;

**WHEREAS**, in accordance with NMSA 1978 Sections 13-1-120 through 13-1-124, the County issued Request for Qualifications No. 2012-0170-FD/PL for electrical engineering design services for the installation of generators purchased by the County;

**WHEREAS**, the County requires the services of the Contractor, and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

**WHEREAS**, the County purchased four Cummins Power Generators 30 kW to provide standby power at four designated County Fire Stations. The County plans to have the Contractor design the installation of the generators at the Pojoaque Fire Station, 1719 Hwy 84/285, Pojoaque, NM; Hondo Fire Station 2, 645 Old Santa Fe Trail, Santa Fe, NM; Agua Fria Fire Station 1, 58 County Road 62, Santa Fe, NM; and the El Dorado Fire Station 1, 144 Avenida Vista Grande, Santa Fe, NM;

**WHEREAS**, the generators will supply standby power during electrical outages and provide power for the operation of bay doors, lights in the bay area and in the crew quarters and allow the Department to respond to emergency situations.

**NOW THEREFORE**, in consideration of the premises and mutual obligations herein, the parties hereto agree as follows:

**1. SCOPE OF WORK**

A. For each County Fire Station, the Contractor shall:

1. Schematic Design and Design Development.

a) Visit each fire station with the County to identify a location for the generator to be installed.

- b) Complete a survey of the existing electrical service and distribution system. Document existing conditions at each Fire Station.
- c) Evaluate the most cost effective method for installation and connection of the generator.
- d) Identify any electrical deficiencies that may increase costs or impact the Contractor's schedule or the construction schedule.
- e) Prepare 50% plans and design for review and approval of the County.
- f) Prepare a cost estimate of the construction required for preparation and installation of the generators.
- g) Upon County's approval of Contractor's 50% plan, complete a 100% Final Design.

2. 100% Final Design.

a) Contractor's design shall be a signed and sealed electrical engineering drawings and specifications for the installation and connection of a Cummins Power Generators at the Pojoaque Fire Station; Hondo Fire Station; Agua Fria Fire Station; and the El Dorado Fire Station. Contractor's plans and design shall:

- Provide for installation of the generators as standby at each location to provide standby power for the apparatus bay doors; main lighting in the apparatus bay and adjacent gear storage areas; lighting in the crew quarter and the passageways from the crew quarters to the apparatus bay. Contractor's plan shall also provide for a connection sized to the full capacity of each generator such that the County may add additional standby circuits in the future.
- Include electrical plans, electrical one-line diagrams, load calculations and panel schedules; generator concrete foundation (slab) details; and generator fuel piping details.

b) Contractor's design shall include be sufficiently detailed to enable the County to procure construction bids, secure all necessary permits (including submittals to electrical utilities) for each fire station, and include Division 16 technical electrical specs and Division 1 general project requirements.

c) Contractor shall submit all documents to the County electronically in PDF and AutoCAD formats (current version of AutoCAD in DWG format using state plane coordinates [NMSPCS, NAD 1983]) as appropriate.

3. Bidding Services.

- a) Attend a pre-bid meeting.
- b) Prepare addenda or clarifications.

4. Construction Services.

- a) Attend pre-construction meeting.

- b) Conduct periodic construction inspections to verify that the contractor's installation of the generators is in conformance with the design and specifications prepared by the Contractor.
- c) Review project submittals.
- d) Review contractor pay applications and recommend payment to contractor.

5. Construction project close-out.

- a) Oversee testing of each generator.
- b) Complete a final inspection of generator installation and operation and insure training of County personnel is completed.
- c) Prepare as-built drawings based on field "red-lines" from the contractor.
- d) Review and approval generator operation and maintenance manual submittals.
- e) Review and approve final pay application from contractor.

**2. COMPENSATION, INVOICING, AND SET-OFF**

- A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:
  - 1) County shall pay to the Contractor in full payment for services satisfactorily performed. All costs and expenses shall be in accordance with the schedule of service and Work Sheet attached hereto as Exhibit A.
  - 2) The total amount payable to the Contractor under this Agreement shall not exceed ten thousand (\$10,000.00) dollars, exclusive of gross receipts tax. Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.
  - 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the County when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount stated herein without a written amendment to this Agreement.
- B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the

issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

- C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.
- D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

### **3. EFFECTIVE DATE AND TERM**

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate one (1) year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations).

### **4. ADDITIONAL SERVICES**

- A. The parties agree that all tasks set forth in Paragraph 1 (Scope of Work) of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2 (Compensation) of this Agreement, and for no other cost, amount, fee, or expense.
- B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in a written amendment to this Agreement.

### **5. TERMINATION**

- A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in

writing that it intended to cure.

- B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

## **6. APPROPRIATIONS AND AUTHORIZATIONS**

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

## **7. INDEPENDENT CONTRACTOR**

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

## **8. ASSIGNMENT**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

## **9. SUBCONTRACTING**

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted

subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

**10. PERSONNEL**

- A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.
- B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

**11. RELEASE**

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

**12. CONFIDENTIALITY**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

**13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT**

- A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.
- B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

**14. CONFLICT OF INTEREST**

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

**15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED**

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1 (Scope of Work) of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

**16. ENTIRE AGREEMENT; INTEGRATION**

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**17. NOTICE OF PENALTIES**

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

**18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

- A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.
- B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

**19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW**

- A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.
- B. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be federal and state district court of New Mexico, First Judicial District, located in Santa Fe, New Mexico.

## **20. RECORDS AND INSPECTIONS**

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

## **21. INDEMNIFICATION**

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

## **22. SEVERABILITY**

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

### **23. NOTICES**

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County  
102 Grant Avenue  
Santa Fe, New Mexico 87501

To the Contractor: Peak Power Engineering, Inc.  
1309 Agua Fria St.  
Santa Fe, NM 87501

### **24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES**

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement filed with the Public Regulation Commission on Contractor's behalf.

C. Contractor is registered and licensed to operate as a business in New Mexico and is properly licensed by the New Mexico State Board of Professional Engineers and Land Surveyors to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

### **25. FACSIMILE SIGNATURES**

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

### **26. LIMITATION OF LIABILITY**

The County's liability to the Contractor for any breach of this Agreement by the County shall be limited to direct damages and shall not exceed the maximum amount of potential compensation specified in Section 2 (Compensation and Invoicing) of this Agreement. In no event shall the County be liable to the Contractor for special or consequential damages, even if the County was advised of the possibility of such damages prior to entering into this Agreement.

**27. NO THIRD-PARTY BENEFICIARIES**

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

**28. INSURANCE**

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,050,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

E. Professional Liability [Malpractice/Errors and Omissions Insurance]. The Contractor shall procure and maintain during the life of this agreement professional liability (errors and omissions) insurance, with policy limits of not less than \$1,500,000.00 per occurrence, \$2,500,000.00 per aggregate.

**29. PERMITS, FEES, AND LICENSES**

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

**30. NEW MEXICO TORT CLAIMS ACT**

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its "public employees" at common law or under the New Mexico

Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

**31. CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

**32. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS, if applicable**

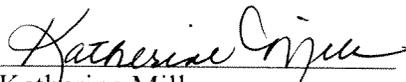
The Contractor hereby irrevocably appoints, Gilbert Houston Frith, Esq., a New Mexico resident company located at 119 E. Marcy St., Suite 201, Santa Fe, NM 87501, as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

**32. SURVIVAL**

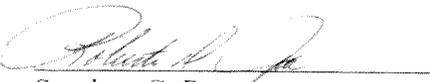
The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

**IN WITNESS WHEREOF**, the parties have duly executed this Amendment to the Agreement as of the date first written above.

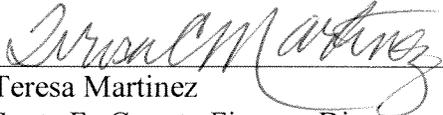
**SANTA FE COUNTY:**

	4.5.12
Katherine Miller	Date
Santa Fe County Manager	

Approved as to Form:

	3/29/12
Stephen C. Ross	Date
Santa Fe County Attorney	

Finance Department Approval:

  
\_\_\_\_\_  
Teresa Martinez  
Santa Fe County Finance Director

4/4/12  
Date

**CONTRACTOR:**

  
\_\_\_\_\_  
(Signature)

3-30-12  
Date

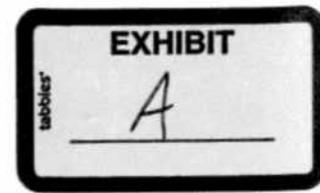
By: DAVID GONZALEZ  
\_\_\_\_\_  
(Print Name)

Its: PRESIDENT  
\_\_\_\_\_  
(Print Title)

**FEDERAL TAX I.D. NUMBER**

85-0463637  
\_\_\_\_\_

FINAL-LAYOUT



PEAK POWER ENGINEERING Proposal Work Sheet 2/29/2012			
Santa Fe County Four Station Generator Project			
Task	Engineer Hours	Drafter Designer	Admin Hours
<b>Preliminary Design</b>			
Kick-off and Scoping Meeting	2		
Site Survey (four stations)	8		
Site Report (four Stations)	4		2
50 percent drawings (four Stations)			
Electrical Site Plans	8	32	
Electrical One Line Diagrams	12	24	
50 Pct. cost estimate (4 stations)	2		1
<b>Final Design (Four Stations)</b>			
Electrical Site Plans	4	16	
Electrical One Line Diagrams	4	12	
Generator foundation details	2	4	
Generator fuel piping details	2	4	
Specifications	2		4
Cost Estimate	1		1
<b>Bidding</b>			
Addenda	2		1
Pre-Bid Meeting	2		
Analyze bids	1		
<b>Construction</b>			
Pre-Construction	2		
Submittals	4		2
Site Inspections	24		
Pay Requests	4		
Project Closeout	2		
<b>Total Hours</b>	<b>92</b>	<b>92</b>	<b>11</b>
	Hours	Hourly Rate	Total Cost
Engineering Cost	92	\$70	\$6,440
Design Cost	92	\$35	\$3,220
Administrative Cost	11	\$25	\$275
<b>Totals</b>			<b>\$9,935</b>
<b>Proposed Project Fee (without Tax)</b>			<b>\$10,000</b>