

Task Agreement Number P13AC00949
under
Cooperative Agreement Number P13AC00948
between
The United States Department of the Interior
National Park Service
and
Santa Fe County, New Mexico

Project: El Camino Real de Tierra Adentro NHT Wayside Exhibits and Road Signs

CFDA No. 15.935, National Trails Projects; DUNS No. 053297131; FBMS Vendor No. 70017436

ARTICLE I – BACKGROUND AND OBJECTIVES

Cooperative Agreement Number P13AC00948 was entered into by and between the Department of the Interior, National Park Service, National Trails Intermountain Region (hereinafter "NPS"), and the financial assistance (FA) recipient, Santa Fe County, New Mexico (hereinafter "COUNTY") for the purpose of the development, preservation, and public enjoyment of El Camino Real de Tierra Adentro National Historic Trail (hereinafter "NHT") under the National Trails System Act. Unless otherwise specified herein, the terms and conditions as stated in the Cooperative Agreement will apply to this Task Agreement (hereinafter "Agreement").

This project will use signage and interpretive wayside exhibits to identify a segment of a community trail along the Santa Fe River as a retracement of the historic route of El Camino Real de Tierra Adentro NHT. The project builds on years of local investment in the Santa Fe River Greenway project as an important recreation resource and tangible connection to the rich history of the area. Millions of dollars have already been dedicated to returning the Santa Fe River to its historic appearance and function, as well as creating an opportunity to retrace the Camino Real south of Santa Fe by hiking or biking the greenway. Challenge Cost Share Program funds will contribute to construction costs of a 1.75 mile segment of the NHT, primarily funding development and installation of interpretive and directional signage and providing the Santa Fe community with a backyard heritage experience.

ARTICLE II – STATEMENT OF WORK

A. The COUNTY agrees to:

1. Work cooperatively with the NPS while implementing the tasks related to this Agreement.
2. Designate a representative who shall act as a technical liaison with the NPS. The COUNTY's liaison will support and promote the interests of the NHT and will provide assistance to the NPS that is within the scope of this Agreement.
3. Assist the NPS in attaining the management objectives and implementation action set forth in the Comprehensive Management and Use Plan (2004) for the NHT.

4. Collaborate with the NPS in developing wayside exhibits that educate the public about the NHT in an accurate and sensitive manner.
5. Solicit bids from qualified interpretive design firms to plan and design the wayside exhibits.
6. Prepare a scope of work, and contract with chosen interpretive design firm.
7. Collaborate with NPS as to the graphics, text, design, and fabrication of the interpretive wayside exhibits. The COUNTY shall be responsible for supplying subject matter content and identifying and securing use of appropriate illustrations and graphics.
8. Collaborate with NPS for review and approval of the final interpretive panels' format and text, and production proofs.
9. Solicit bids from qualified vendors to fabricate the exhibit panels and exhibit bases.
10. Choose vendor(s) and coordinate details of exhibit panel and base fabrication; including review and approval of cost estimates and invoices, and providing shipping details. Consult with the NPS during this process.
11. Coordinate with the NPS on the installation (location/placement) of the wayside exhibits.
12. Assist the NPS with developing and implementing a sign plan for the NHT along the Santa Fe River Greenway.
13. Assist in the review and approval of the developed sign plan and sign cost estimates.
14. Order the signs from the chosen vendor and submit sign payment invoices as soon as possible when sign orders are received.
15. Obtain road jurisdiction approvals to install the signs and if possible to provide the labor and materials for installing the signs.
16. Assist the NPS by communicating frequently to the NPS about the COUNTY's activities in association with this Agreement.

B. NPS agrees to:

1. Assign a representative from the NPS staff to act as liaison for the entire project. The liaison will be responsible for monitoring and ensuring that each phase of the project is complete.
2. Communicate with the COUNTY by e-mail, telephone, and site visits at different stages of each project phase.
3. Provide technical assistance in the solicitation of bids, preparation of scope of work, and choice of qualified interpretive design firm.
4. Provide reviews for draft exhibit texts and consult with the COUNTY on the choice of illustrations and images.
5. Collaborate with the COUNTY as to the graphics, text, design, and fabrication of the interpretive wayside exhibits.
6. Ensure that ADA requirements are met, in reference to the dimensions of the wayside exhibits (height, width, and length)
7. Provide technical assistance by reviewing exhibit production proofs provided by the fabricator.
8. Consult with COUNTY to choose vendor(s) and coordinate details of exhibit panel and base fabrication; including review and approval of cost estimates and invoices, and providing shipping details.

9. Work with the COUNTY to develop and implement a sign plan for the NHT along the Santa Fe River Greenway as outlined in the project's awarded Challenge Cost Share Program funding.
10. Coordinate and make requests for quotes of signs based on the developed and approved final sign plan.

ARTICLE III – TERM OF AGREEMENT

This Task Agreement will become effective on the date of final signature and extend through **September 30, 2015**.

ARTICLE IV – KEY OFFICIALS

- A. Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. They are:

1. For NPS:

Agreement Technical Representative (ATR):

Carol S. Clark, Interpretive Specialist
National Trails Intermountain Region
National Park Service
PO Box 728
Santa Fe, NM 87504
Phone: 505-988-6842
Fax: 505-986-5214
Email: carol_s_clark@nps.gov

Awarding Officer (AO):

Trish Fresquez-Hernandez (primary)
Awarding/Contracting Officer
National Park Service
P.O. Box 728
Santa Fe, NM 87504-0728
Phone: 505-988-6122
Fax: 505-988-6075
Email: trish_fresquez-hernandez@nps.gov

2. For COUNTY:

Colleen Baker
Program Manager
Santa Fe County Open Space and Trails Program
PO Box 276
Santa Fe, NM 87504-0276
Phone: 505-992-9868

Email: cbaker@santafecounty.org

- B. **Communications** – The COUNTY will address any communication regarding this Agreement to the ATR with a copy to the AO. Communications that relate solely to routine operational matters described in the current work plan may be sent only to the ATR.
- C. **Changes in Key Officials** - Neither the NPS nor the COUNTY may make any permanent change in a key official without written notice to the other party reasonably in advance of the proposed change. The notice will include a justification with sufficient detail to permit evaluation of the impact of such a change on the scope of work specified within this Agreement. Any permanent change in key officials will be made only by modification to this Agreement.

ARTICLE V – AWARD AND PAYMENT

- A. **Financial Assistance:** NPS will provide funding to the COUNTY in an amount not to exceed **\$24,710** for the work described in Article II and in accordance with the approved budget. Any award beyond the current fiscal year is subject to availability of funds.
- B. The COUNTY shall request payment in accordance with the following:
 - 1. **Method of Payment.** Payment will be made by reimbursement through the Department of Treasury's Automated Standard Application for Payments (ASAP) system.
 - 2. **Requesting Reimbursement.** Requests for reimbursements must be submitted via the ASAP system. Requests for reimbursement should coincide with normal billing patterns. Each request must be limited to the amount of disbursements made for the Federal share of direct project costs and the proportionate share of allowable indirect costs incurred during that billing period. Each recipient organization shall submit an SF-270, Request for Advance or Reimbursement, along with an itemized breakdown of costs, to the Agreements Officer for review and approval PRIOR to drawing down any funds in ASAP. After review and approval the NPS will notify the recipient organization which may then draw down the funds in ASAP as requested on the SF-270.
 - 3. **Adjusting payment requests for available cash.** Funds that are available from repayments to, and interest earned on, a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds must be disbursed before requesting additional cash payments.
 - 4. **Bank Accounts.** All payments are made through electronic funds transfer to the bank account identified in the U.S Treasury ASAP system by the Financial Assistance (FA) recipient.

ARTICLE VI – REPORTS AND/OR DELIVERABLES

- A. The COUNTY shall submit an original and two copies of Standard Form 425, Federal Financial Report, 15 days following the end of each NPS fiscal quarter.

B. The COUNTY will submit a Quarterly Performance Report, beginning 3 months after the effective date of this Agreement, and every 3 months thereafter. Each quarterly performance report will include:

- A summary of overall progress on the work plan, including results to date;
- Any problems or favorable or unusual developments;
- Other information pertinent to this Agreement.

C. Deliverables for this project are:

1. Outdoor wayside exhibits will be planned, designed, fabricated, and installed (with bases) along the Santa Fe River Greenway, Santa Fe County, New Mexico.

2. Pedestrian and Directional Road Signage will be planned, fabricated, and installed along the Santa Fe River Greenway, Santa Fe County, New Mexico.

3. Schedule of Key Milestones:

- Scope of work prepared and requests for proposals from qualified interpretive design firms completed by January 2014.
- Draft wayside exhibit proposal, with layout, graphics, and text, to be developed by July 2014
- Final production files for exhibit panels, and specifications for fabrication of exhibit bases, to be submitted by November 2014
- Final wayside exhibits to be fabricated by February 2015 and installed by September 2015
- A plan for the pedestrian and directional road signage will be submitted by July 2014
- Signs to be fabricated and installed by September 2015

D. ALL REPORTS WILL BE SENT TO:

Trish Fresquez-Hernandez, Contracting Officer
National Park Service
P.O. Box 728
Santa Fe, NM 87504

ARTICLE VII – MODIFICATION AND TERMINATION

This Agreement may be modified at any time, prior to the expiration date, by the mutual concurrence of the COUNTY and the NPS. Modifications will be in writing, approved and signed by the NPS AO and the COUNTY signatory official.

ARTICLE VIII – PRIOR APPROVAL

Changes in budget (reallocation of a specific line item expenditure), scope (subject matter or product alteration), or schedule (change within the allotted time) of a Task Agreement of modification must be mutually agreed upon and approved by the Contracting Officer prior to work being completed.

ARTICLE IX – ATTACHMENTS

The following documents are attached and made a part of this Task Agreement:

- A. Budget
- B. SF-424 Application for Federal Assistance
- C. SF-424A Budget Information - Non-Construction Programs
- D. SF-424B Assurances - Non-Construction Programs

The Standard Forms (SF) can be downloaded electronically at www.grants.gov or by contacting the NPS Awarding Officer.

ARTICLE X - SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Task Agreement on the date(s) set forth below.

FOR THE SANTA FE COUNTY

ASAP ID No. (Required): 3597764

Katherine Miller
Katherine Miller
Santa Fe County Manager

8.24.13
Date

Approved as to form:

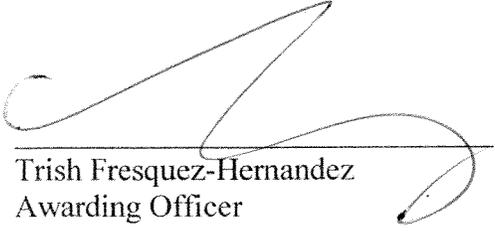
Stephen C. Ross
Stephen C. Ross
Santa Fe County Attorney

8/20/13
Date

Teresa C. Martinez
Teresa C. Martinez
Director
Santa Fe County Finance Department

8/21/13
Date

FOR THE NATIONAL PARK SERVICE



Trish Fresquez-Hernandez
Awarding Officer



Date

TASK AGREEMENT NO. P13AC00949 BUDGET

Wayside Exhibits	
Construction Design of 5 waysides (\$14,000); Fabrication and installation of 5 exhibits (\$2000); Fabrication and installation of 5 bases (\$4000); Images and illustrations (\$500); and project management (\$500).*	\$21,000.00
National Historic Trail Pedestrian and Road Signing	
6-10 Road Signs (\$160 each); 2 Site ID signs (\$300 each), 2-4 standard metal pedestrian distance signs for trail head (\$100 each); 14 Carsonite posts (\$12 @ 2 per ¼ mile).*	\$3,000.00
Shipping*	\$710.00
TOTAL PROJECT COST	\$24,710.00

*Costs are approximate and may change when final selections are initiated.