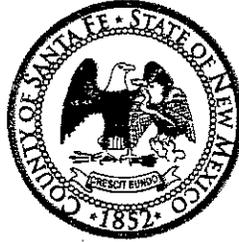


**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Rudy N. Garcia**  
*Commissioner, District 3*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

**Date:** *January 8, 2019*

**To:** *Board of County Commissioners*

**From:** *Stephanie Schardin Clarke, Finance Director* 

**Via:** *Katherine Miller, County Manager*

**Re:** **Resolution 2019-\_\_\_\_**, A Resolution Requesting a Budget Increase to the Enterprise Water Fund (505) in the amount of \$121,738. (Finance Division / Stephanie Schardin Clarke)

---

**BACKGROUND:**

The Finance Division requests approval of this resolution to increase the Enterprise Water Fund (505) in the amount of \$121,738 for the HDR Engineering contract, which will help provide for services included in the Utilities Master Plan.

**DISCUSSION:**

The Santa Fe County Utilities Division has a multiyear contract with HDR Engineering for the Utilities Master Plan that includes:

- Project Management, Administration & Coordination
- Water Utility Master Plan
- Wastewater Utility Master Plan
- Water/Wastewater Cost of Services Study & Rate Analysis

In reviewing the Fiscal Year 2019 budget, we identified the need to reallocate funding for this contract that was unexpended in Fiscal Year 2018 to be able to continue the ongoing contract service. With the Fiscal Year 2019 budget, the Finance Division moved away from the past practice of rolling over prior fiscal year purchase orders except for capital expenditures. Because the HDR contract is not capital, the associated purchase order did not roll over from Fiscal Year 2018 to Fiscal Year 2019. The requested amount of \$121,738 is needed to complete the contractual obligation that Santa Fe County has with HDR Engineering.

**ACTION REQUESTED:**

The Finance Division requests approval to increase the Enterprise Water Fund (505) in the amount of \$121,738.

# SANTA FE COUNTY

## RESOLUTION 2019 - \_\_\_\_\_

### A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on \_\_\_\_\_, did request the following budget adjustment:

Department / Division: Public Works / Utilities Fund Name: Enterprise Water Fund

Budget Adjustment Type: Budget Increase Fiscal Year: 2019 (July 1, 2018 - June 30, 2019)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT / DIVISION XXX	ACTIVITY BASIC/SUB XXX	ELEMENT / OBJECT XXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
505	0000	385	0500	Enterprise - Water Fund	\$121,738.00	
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT / DIVISION XXX	ACTIVITY BASIC/SUB XXX	ELEMENT / OBJECT XXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
505	1410	444	5003	Services / Contractual / Professional	\$121,738.00	
TOTAL (if SUBTOTAL, check here)						

Requesting Department Approval: [Signature] Title: Public Works Director Date: 12/11/18

Finance Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2019 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Gabriella Trujillo Dept/Div: Public Works Phone No.: 992-3010

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):**

1) Please summarize the request and its purpose. Purchase Order 176329 for HDR Engineering was for a multi-year project that is not yet complete. An extension to the contract was approved by the BCC in May 2018. Due to an oversight by PW/Utilities, the Finance Division was not told that the PO should stay open going into FY 19. As a result, the PO was closed and the balance fell to cash. HDR has invoiced SFCCO for payment on the contract and there is no PO to process the payment against.

a) Employee Actions:

Line Item	Action (Add/Delete/Position, Re/class, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
5003	Re-budget the funds to pay HDR for the RFP for expansion/upgrades/improvements to systems	\$121,738.00

2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense X

# SANTA CRUZ COUNTY

## RESOLUTION 2019 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:**

Name: Gabriella Trujillo Dept/Div: Public Works Phone No.: 992-3031

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):**

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.); and address the following:
  - a) If this is a state special appropriation, YES NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES NO X  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
  - c) Is this request is a result of Commission action? YES NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.

**SANTA FE COUNTY**  
**RESOLUTION 2019 - \_\_\_\_\_**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This \_\_\_\_\_ Day of \_\_\_\_\_, 2019.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk

Henry P. Roybal  
District 1

Anna Hansen  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Anna T. Hamilton  
Commissioner, District 4

Ed Moreno  
Commissioner, District 5

Katherine Miller  
County Manager

## Memorandum

DATE: November 19, 2018

TO: Bill Taylor, Procurement Manager and Adamina Pino, Accounts Payable Supervisor

FROM: John Dupuis, Utilities Director

CC: Mike Kelley, Public Works Director

ITEM AND ISSUE: HDR Process Violation and Closed Purchase Order #176329

---

**ISSUE:** Purchase Order 176329 for HDR Engineering was for a multi-year project that is not yet complete. An extension to the contract was approved by the BCC in May 2018. Due to an oversight by PW/Utilities, finance was not told that the PO should stay open going into FY 19. As a result the PO was closed and the balance fell to cash. HDR has invoiced SFCO for payment on the contract and there is no PO to process the payment against.

**PURPOSE:** The purpose of this memo is to request to process a requisition once funds have been moved from cash to a budgeted expense line item for the remainder of the HDR contracted amount.

**RESOLUTION:** SFCU will periodically review open encumbrances during the fiscal year to ensure timely closure or other action. This will ensure that the review at fiscal year-end will be less complex and prevent closure of POs that have additional funds that will be liquidated past year-end.

**COUNTY OF SANTA FE  
DEPARTMENT OF FINANCE  
DIRECT PAY REQUEST**

DATE 8/24/2018

Check type of direct pay:

- Finance Department items (i.e. bonds, governmental gross receipt, etc.)
- Refunds (against revenue)
- Housing Authority Payments (against a receivable)
- Service Station purchases (i.e. gas cards)
- Manual Warrant (Wire Transfer Out)
- Other: 2018 Accounts Payable PO # 176329

Vendor No. 22173

Vendor Name HDR Engineering Inc.  
Address Accounts Receivable

Address P.O. Box 74008203  
Chicago, IL 60674-8203

ACCOUNT NUMBER	INVOICE NUMBER	AMOUNT
505-1410-444.50-03	1200128075	\$22,429.82
	TOTAL	\$22,429.82

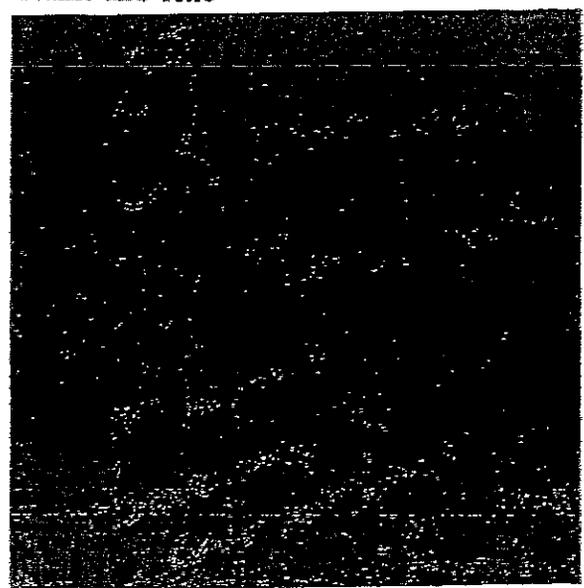
*[Signature]* 8-24-18

Requested by: LEDDY ALVARADO UTILITIES INFRASTRUCTURE MANAGER

Name and Title  
*[Signature]* 8/24/18

Reviewed by: JOE GONZALEZ UTILITIES ADMIN MANAGER

Name and Title



PURCHASE REQUISITION NBR: 0000174647

REQUISITION LSANCHEZ

STATUS: ALL ITEMS ON O

REASON: RFP FOR EXPANSION/UPGRADES/IMPROVEMENTS TO SYSTEMS

DATE: 2/02/17

SHP TO LOCATION: UTILITIES DIVISION/PWD

SUGGESTED VENDOR: 22173 HDR ENGINEERING INC

DELIVER BY DATE: 6/30/17

LINE  
IBR DESCRIPTION

QUANTITY UOM UNIT COST EXTEND COST VENDOR PART NUMBER

1 199009.00 EA 1.0000 199009.00

JEANETTE DURAN IS REQUESTING AN ENCUMBRANCE FOR AN RFP REQUEST FOR THE PURPOSE OF GENERATING A DOCUMENT AND PLAN FOR THE EXPANSION OF THE EXISTING UTILITY SYSTEM AND THE UPGRADES AND IMPROVEMENTS REQUIRED FOR PRESENT AND FUTURE DEVELOPMENT WITHIN SDA-1  
1 @ \$199,009.00  
505-1410-444-50033 WATER  
COMMODITY:  
SUBCOMMOD: MISC

2 185237.00 EA 1.0000 185237.00

ENCUMBRANCE FOR AN RFP REQUEST FOR THE PURPOSE OF GENERATING A DOCUMENT AND PLAN FOR THE EXPANSION OF THE EXISTING UTILITY SYSTEM AND THE UPGRADES AND IMPROVEMENTS REQUIRED FOR THE PRESENT AND THE FUTURE DEVELOPMENT WITHIN SDA-1.  
1 @ \$185,237.00  
505-1420-445-5003 WASTEWATER  
COMMODITY:  
SUBCOMMOD: MISC

3 14552.53 EA 1.0000 14552.53

FOR TAX @ \$14,552.53 @ 7.3125% 505-1410-444-5003  
COMMODITY:  
SUBCOMMOD: MISC

4 13545.44 EA 1.0000 13545.44

FOR TAX @ \$13,545.44 @ 7.3125% 505-1420-445-5003  
COMMODITY:  
SUBCOMMOD: MISC

REQUISITION TOTAL: 412343.97

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	50514104445003	SERVICES CONTRACTUAL/PROFESSIONAL SERVICES	100.00	199009.00
2	50514204455003	CONTRACTUAL/PROFESSIONAL SERVICES	100.00	185237.00
3	50514104445003	SERVICES CONTRACTUAL/PROFESSIONAL SERVICES	100.00	14552.53
4	50514204455003	CONTRACTUAL/PROFESSIONAL SERVICES	100.00	13545.44
				412343.97

REQUISITION IS IN THE CURRENT FISCAL YEAR.

PURCHASE REQUISITION NBR: 0000182694

REQUISITION BY: LGRI EGO

STATUS: REQ-APRVL > \$10000

REASON: WATER AND WASTEWATER MASTER PLAN AMENDMENT I

SHIP TO LOCATION: PROJECT DELIVERY/PW

SUGGESTED VENDOR: 22173 HDR ENGINEERING INC

DATE: 9/25/17

LINE NBR

DELIVER BY DATE: 6/30/18

DESCRIPTION

QUANTITY UOM

UNIT COST

EXTEND COST

VENDOR PART NUMBER

1 DAVID MADRILE IS REQUESTING WATER AND WASTEWATER MASTER PLAN HDR ENGINEERING CONTRACT AMENDMENT 1. SDA-1 RANCHO VIEGO TANK LINE COMMODITY. SUBCOMMOD: M SC

19743.00 EA 1.0000 19743.00

2 NGERT 1.500% COMMODITY SUBCOMMOD: M SC

1480.73 EA 1.0000 1480.73

REQUISITION TOTAL 21223.73

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	35414694828010	CAPITAL PURCHASES ROADWAYS (BRIDGE/CULVERT)	100.00	19743.00
2	35414694828010	CAPITAL PURCHASES ROADWAYS (BRIDGE/CULVERT)	100.00	1480.73
				21223.73

REQUISITION IS IN THE CURRENT FISCAL YEAR.

Signatures are for authorization to process a purchase order from a requisition or a purchase order change order. All signatures must be present and signed by the individual. Void processing if the signature(s) are not signed by the individual.

Requested By: *[Signature]* Date: *9-26-17*

Created by: *[Signature]* Date: *9/26/17*

Director Approval & Verification: *[Signature]* Date: *9/26/17*

that all signatures are accounted for & approval for processing

**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES AGREEMENT BETWEEN  
SANTA FE COUNTY AND HDR ENGINEERING, INC.**

This Amendment is entered into this 2<sup>nd</sup> day of November, 2017, by and between Santa Fe County (hereinafter "County"), a political subdivision of the state of New Mexico and HDR Engineering, Inc. (hereinafter "Contractor").

WHEREAS, on June 13, 2017, the County and Contractor entered into Agreement No. 2017-0220-PW/IC (Agreement) for the Contractor to provide water and waste water master planning services; and

WHEREAS, according to Article 15 (No Oral Modifications; Written Amendments Required) the parties may amend the Agreement by an instrument in writing signed by the parties; and

WHEREAS, the County wishes to amend the Agreement to modify the Contractor's scope of work and increase the compensation payable to the Contractor by a sum of \$19,743.00.

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. Article 1 (Scope of Work) is amended by inserting a subpart "H" to read:
  - H. By Amendment No. 1 to this Agreement, the Contractor's scope of work is amended to include the development of a Preliminary Engineering Report (PER) to evaluate a waterline connection between the BDD 5A waterline and the County's existing 1.5 million gallon Rancho Viejo Storage Tank. This additional work shall be completed as described in Contractor's proposal dated September 22, 2017, and attached hereto as Exhibit C.
2. Article 3 (Compensation, Invoicing and Set-Off), A.2) is amended by inserting a subpart a) to read:
  - a) By Amendment No. 1, the compensation payable to the Contractor for the satisfactory completion of the scope of work is increased by a sum of \$19,743.00. The total amount payable to the Contractor shall not exceed \$403,988.00, exclusive of New Mexico gross receipts tax.
3. All other provisions of the Agreement not specifically amended or modified by this Amendment No. 1 shall remain in full force and effect.

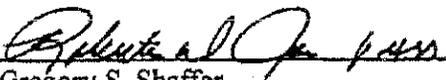
IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of last signature by the parties.

SANTA FE COUNTY:

  
\_\_\_\_\_  
Katherine Miller  
Santa Fe County Manager

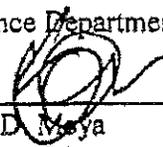
11-2-17  
Date

Approved as to form:

  
\_\_\_\_\_  
Gregory S. Shaffer  
Santa Fe County Attorney

10-10-17  
Date

Finance Department:

  
\_\_\_\_\_  
Don D. Maya  
Finance Director

10-24-17  
Date

CONTRACTOR

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

\_\_\_\_\_  
Date

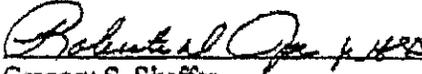
\_\_\_\_\_  
(Print name and title)

SANTA FE COUNTY:

\_\_\_\_\_  
Katherine Miller  
Santa Fe County Manager

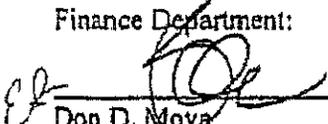
\_\_\_\_\_  
Date

Approved as to form:

  
\_\_\_\_\_  
Gregory S. Shaffer  
Santa Fe County Attorney

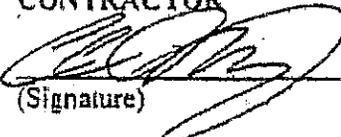
10-16-17  
Date

Finance Department:

  
\_\_\_\_\_  
Don D. Moya  
Finance Director

10-24-17  
Date

CONTRACTOR

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

11/2/17  
Date

CHRIS RODRIGUEZ, MANAGING PRINCIPAL  
(Print name and title)

**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES AGREEMENT BETWEEN  
SANTA FE COUNTY AND HDR ENGINEERING, INC.**

This Amendment is entered into this \_\_\_ day of \_\_\_\_\_, 2017, by and between Santa Fe County (hereinafter "County"), a political subdivision of the state of New Mexico and HDR Engineering, Inc. (hereinafter "Contractor").

WHEREAS, on June 13, 2017, the County and Contractor entered into Agreement No. 2017-0220-PW/IC (Agreement) for the Contractor to provide water and waste water master planning services; and

WHEREAS, according to Article 15 (No Oral Modifications; Written Amendments Required) the parties may amend the Agreement by an instrument in writing signed by the parties; and

WHEREAS, the County wishes to amend the Agreement to modify the Contractor's scope of work and increase the compensation payable to the Contractor by a sum of \$19,743.00.

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

1. Article 1 (Scope of Work) is amended by inserting a subpart "H" to read:

H. By Amendment No. 1 to this Agreement, the Contractor's scope of work is amended to include the development of a Preliminary Engineering Report (PER) to evaluate a waterline connection between the BDD 5A waterline and the County's existing 1.5 million gallon Rancho Viejo Storage Tank. This additional work shall be completed as described in Contractor's proposal dated September 22, 2017, and attached hereto as Exhibit C.

2. Article 3 (Compensation, Invoicing and Set-Off), A.2) is amended by inserting a subpart a) to read:

a) By Amendment No. 1, the compensation payable to the Contractor for the satisfactory completion of the scope of work is increased by a sum of \$19,743.00. The total amount payable to the Contractor shall not exceed \$403,988.00, exclusive of New Mexico gross receipts tax.

3. All other provisions of the Agreement not specifically amended or modified by this Amendment No. 1 shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment as of the date of last signature by the parties.

EXHIBIT C

HDR

September 22, 2017

John Dupuis  
Utilities Division Director  
Santa Fe County Public Works Utility Division  
102 Grant Avenue  
PO Box 276  
Santa Fe, New Mexico 87504-0276

**Subject: Santa Fe County On-Call Engineering Services  
Project No. 2017-0220-PW/IC - Utility Master Plan Project  
Additional Services Request for Rancho Viejo Water Tank Connection to BDD 5A  
Line Preliminary Engineering Report (PER)**

Dear Mr. Dupuis:

As you are aware, HDR Engineering, Inc. (HDR) is currently providing professional engineering services to Santa Fe County (County) for the Utility Master Plan Project which includes development of a Water Utility Master Plan, Wastewater Utility Master Plan, and a Water/Wastewater Utility Cost of Service Study and Rate Analysis.

The Water Utility Master Plan will include a review of all water distribution and transmission system elements to identify required improvements for the existing system, future requirements for infrastructure upgrades, extension of major services and the upgrade of capacities with the County's system for a period of 20 years.

HDR understands the County is interested in extending water supply from the City and County's Buckman Direct Diversion (BDD) Project to areas south of metropolitan Santa Fe. The County has requested to expand the Water Utility Master Plan scope of work by including the development of a Preliminary Engineering Report (PER) to evaluate a waterline connection between the BDD 5A waterline and the County's existing 1.5 million gallon Rancho Viejo Storage Tank.

The PER effort will include evaluating the existing potable water infrastructure located within SDA-1 such that a dedicated transmission/distribution line can be established to serve the Rancho Viejo Tank. It is anticipated the transmission/distribution line will continue to serve the existing subdivision infrastructure within this area and the supply from the City of Santa Fe will only be utilized as an emergency source of water. Bi-directional pressure reducing valves will be considered as part of the analysis. The analysis will also require coordination with the Water Utility Master Plan to take future areas of growth into consideration.

The results of the evaluation will be used to develop recommendations, a list of projects/modifications and cost estimates for the additional infrastructure that may be required to facilitate a waterline connection between the BDD 5A waterline and the Rancho Viejo Storage Tank.

Following completion of the analysis, a Preliminary Engineering Report (PER) will be prepared to discuss the results of the evaluation and the recommended system improvements. The PER will consist of the following elements:

- Project Location
- Land Requirements
- Permit Requirements
- Design Criteria
- List of Modifications/Projects and Locations
- Engineer's Opinion of Probable Construction Cost Estimate

\* Potential Construction Challenges

HDR will prepare and submit five (5) copies of the Draft PER for review by the County. The County will review the Draft report and provide HDR with comments. A project meeting will be conducted with County staff to review the Draft PER. Based on review comments received, revisions to the Draft report will be made. The Final PER will be assembled and five (5) copies will be submitted to the County.

As previously discussed with the County, the hydraulic analysis and system evaluation requested by the County will be addressed in the current scope of work for the Water Utility Master Plan. However, completion of the PER will require the completion of additional effort beyond the current approved scope of work.

HDR's proposed lump sum fee to complete the additional services associated with developing the PER is \$19,743, excluding New Mexico Gross Receipts Tax. A summary of the lump sum fee is shown in the table below.

Summary of Estimated Fees	
Draft PER	511,482
Final PER	57,321
Subtotal	518,803
Direct Expenses	6840
Total Estimated Project Cost	\$19,743

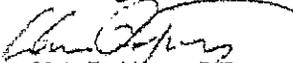
As we have previously discussed, the PER can be completed concurrently with the Utility Master Plan Project; however, HDR requests the project schedule be extended by 1 month to allow sufficient time for completion of the additional work.

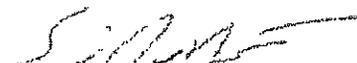
Assumptions/Clarifications/Exceptions/Exclusions:

- The PER will include the technical elements described in the scope of work above and will not be compliant with USDA Rural Utility Service requirements or other outside funding agency requirements.
- The proposed scope of work does not include completing any environmental studies or clearances.

Our goal is to provide a project scope that addresses the County's specific needs and goals. We look forward to receiving a favorable response to our request. If you have any questions or would like additional information, please contact our Project Manager, Ed DuBois, or Chris Rodriguez at (505) 830-5400. We appreciate the opportunity to provide assistance with this project and will continue to work diligently in coordination with the County to complete the project successfully.

Sincerely,  
HDR Engineering, Inc.

  
Chris Rodriguez, P.E.  
Managing Principal / Associate VP

  
Ed DuBois, P.E.  
Project Manager

cc. Gabriel Alvarado, HDR  
David Madrid, Santa Fe County



# Invoice

**HDR Engineering, Inc**  
**Albuquerque, NM 87110**  
**Phone: (505) 830-5400**

Santa Fe County Public Works Utility Division  
 Attn: Purchasing  
 102 Grant Avenue  
 PO Box 276  
 Santa Fe, NM 87504-0276

Santa Fe County On-Call Engineering Services  
 Water and Wastewater Utility Master Plan  
 Agreement No. 2017-0220-PW/IC; PO No. 176329

Reference Invoice Number with Payment

HDR Invoice No. 1200128075  
 Invoice Date August 8, 2018  
 Invoice Amount Due \$22,429.82  
 Payment Terms Net 30

Remit to HDR, Inc.  
 Accounts Receivable  
 PO Box 74008203  
 Chicago, IL 60674-8203

Wire transfer to Bank of America  
 ABA #0260-0959-3  
 Account #355004076594

Professional Services  
 For Professional Services From April 29, 2018 to May 26, 2018

Basic Services	Fee	Percent Complete	Fee Earned To Date	Previous Fee Invoiced	Fee Earned To Date
Task 1 - Project Management, Administration & Coordination	24,005.00	80.00%	21,604.50	20,404.25	1,200.25
Task 2 - Water Utility Master Plan	102,013.00	80.00%	81,610.40	76,509.75	5,100.65
Task 3 - Wastewater Utility Master Plan	79,004.00	80.00%	63,203.20	59,253.00	3,950.20
Task 4 - WWW Utility Cost of Service Study & Rate Analysis	88,331.00	90.00%	79,497.90	79,497.90	0.00
Task 5 - Public Presentation	18,329.00	65.00%	10,813.85	0.00	10,813.85
Task 6 - Software Training & Technical Support	22,663.00	0.00%	0.00	0.00	0.00
Direct Expenses	20,000.00	25.00%	5,000.00	5,000.00	0.00
<b>Project Fee</b>	<b>\$352,345.00</b>		<b>\$261,529.85</b>	<b>\$240,664.90</b>	<b>\$20,864.95</b>

Subconsultant Services	Amount
Cobb Fendley (Surveying & Easement Documentation)	29,000.00
10% Markup	2,900.00
<b>Subconsultant Subtotals</b>	<b>\$31,900.00</b>

**SUBTOTALS FOR BASIC SERVICES:** \$384,245.00      \$261,529.85      \$240,664.90      \$20,864.95

Invoice Summary	Fee	Fee Earned To Date	Previous Fee Invoiced	Current Fee Invoiced
<b>Contract Total</b>	<b>\$384,245.00</b>	<b>\$261,529.85</b>	<b>\$240,664.90</b>	<b>\$20,864.95</b>

Albuquerque Office  
 2155 Louisiana N.E. Suite 9500  
 Albuquerque, New Mexico 87110  
 (505) 830-5400

New Mexico Gross Receipts Tax at 7.500% \$1,564.87  
**Amount Due this Invoice \$22,429.82**

Fee Amount	\$384,245.00
Fee Invoiced to Date	\$261,529.85
<b>Fee Remaining</b>	<b>\$122,715.15</b>

HDR Internal Reference Only	
Client Number	5534
Cost Center	10152
Project/Contract Number	10062471



RECEIVED  
AUG 8 2018

BY: *Carroll Copy*

Invoice

HDR Engineering, Inc  
Albuquerque, NM 87110  
Phone: (505) 830-5400

Reference Invoice Number with Payment

Santa Fe County Public Works Utility Division  
Attn: Purchasing  
102 Grant Avenue  
PO Box 276  
Santa Fe, NM 87504-0276

Santa Fe County Approval for Payment	
Pay Per Invoice Certification is Made that Services/Materials have been Received and Meet specifications	
Buyer:	<i>[Signature]</i>
Date:	<i>8-9-2018</i>
Requester:	<i>[Signature]</i>
Date:	<i>8-9-2018</i>
If Not Acceptable - Document Reason	

HDR Invoice No. 1200128075A  
Invoice Date August 8, 2018  
Invoice Amount Due \$9,609.64  
Payment Terms Net 30

Remit to HDR, Inc.  
Accounts Receivable  
PO Box 74008203  
Chicago, IL 60674-8203

Wire transfer to Bank of America  
ABA #0260-0959-3  
Account #355094076584

Santa Fe County On-Call Engineering Services  
Water and Wastewater Utility PER  
Agreement No. 2017-0220-PW/IC; PO No. 182782

Professional Services  
For Professional Services From April 29, 2018 to May 26, 2018

Additional Services	Fee	Percent Complete	Fee Earned To Date	Previous Fee Invoiced	Fee Earned To Date
Rancho Viejo Tank Connection PER					
Draft PER	11,482.00	100.00%	11,482.00	10,333.80	1,148.20
Final PER	7,321.00	100.00%	7,321.00	0.00	7,321.00
Direct Expenses	940.00	100.00%	940.00	470.00	470.00
Project Fee	\$19,743.00		\$19,743.00	\$10,803.80	\$8,939.20

SUBTOTALS FOR ADDITIONAL SERVICES: \$19,743.00 \$19,743.00 \$10,803.80 \$8,939.20

Invoice Summary	Fee	Fee Earned To Date	Previous Fee Invoiced	Current Fee Invoiced
Contract Total	\$19,743.00	\$19,743.00	\$10,803.80	\$8,939.20

Albuquerque Office  
2155 Louisiana N.E. Suite 9500  
Albuquerque, New Mexico 87110  
(505) 830-5400

New Mexico Gross Receipts Tax at 7.500% \$670.44  
Amount Due this Invoice \$9,609.64

Fee Amount	\$19,743.00
Fee Invoiced to Date	\$19,743.00
Fee Remaining	\$0.00

HDR Internal Reference Only	
Client Number	6534
Cost Center	10152
Project/Contract Number	10062471

DIRECTION OF PAYMENT FOR MULTIPLE PO'S OR ACCOUNT NUMBERS

VENDOR HDR Engineering, Inc.

Application No Invoice Date or  
or Invoice No. Approval Date Amount to Pay PO Number Account Number Comment

1200128075	8/8/18	\$22,429.82	176329	505-9410-444-5003	Water

TOTAL INVOICE \$22,429.82

Application No Invoice Date or  
or Invoice No. Approval Date Amount to Pay PO Number Account Number Comment


TOTAL INVOICE \$0.00

Application No Invoice Date or  
or Invoice No. Approval Date Amount to Pay PO Number Account Number Comment


TOTAL INVOICE \$0.00

Application No Invoice Date or  
or Invoice No. Approval Date Amount to Pay PO Number Account Number Comment


TOTAL INVOICE \$0.00

GRAND TOTAL \$22,429.82

OKAY TO PAY THIS AMOUNT

Initials

SE



Vendor Name: HDR Engineering  
 Vendor #: 22173  
 Contract No: 2017-0220-PW/IC



**CONTRACT COVER SHEET**

**\*Must be Completed As Specified in Contract:**

\* Type of Contract or Agreement:

(Select Type)

<input type="checkbox"/> Construction Projects (Road/Eng or AIA/Arch)	<input type="checkbox"/> Lease Agmt (Equipment, Office Space, Towers, Land)	<input type="checkbox"/> Maintenance Agmt (Equipment, Software)
<b>PRICE AGREEMENTS</b>		Entity Name:
<input type="checkbox"/> GSA (Federal Price Agmt)	<input checked="" type="checkbox"/> SF County	Other: <input type="checkbox"/> City <input checked="" type="checkbox"/> County <input type="checkbox"/> State
<input type="checkbox"/> PSA (Prof Svc Agmt) SF County	<input checked="" type="checkbox"/> Other entity:	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State
<input type="checkbox"/> MOA (Memo. Of Agmt)	<input type="checkbox"/> MOU (Memo. Of Underst)	<input type="checkbox"/> JPA (Joint Powers Agmt)

\* Contract Start Date: \_\_\_\_\_ \* Contract Expiration Date: 6/13/2018

**PART 2**

Scope of Work

(When applicable)

Payment Amount Per Month According to Contract Terms: \_\_\_\_\_

List Service: \_\_\_\_\_ Rates Confirmed:  Yes

List Material: \_\_\_\_\_ Prices Confirmed:  Yes

Reimbursable Expenses: \_\_\_\_\_ Fees Confirmed:  Yes

Project Location: \_\_\_\_\_ Tax Rate: \_\_\_\_\_

**PART 3**

\* Contract or Agreement w/ or More Encumbrances:

1st	PO Number:	<b>176329</b>	Encumbrance Amt	<b>\$412,343.97</b>
2nd	PO Number or Change Order:		Additional Encumbrance	
3rd	PO Number or Change Order:		Additional Encumbrance	
4th	PO Number or Change Order:		Additional Encumbrance	
<b>TOTAL ENCUMBERED</b>				<b>\$412,343.97</b>
<b>* NOT TO EXCEED CONTRACT COMPENSATION AMOUNT:</b>				

**PART 4**

\* Encumbrance Info

\* Payment History

Encumbrance Amount/Increase	PO No.	Invoice Amt	Invoice No.	Warrant #	Date Paid	Balance
\$4,123,343.97	176329	\$14,729.45	1200115746	538597	06/07/18	397,614.52
		\$39,885.62	1200122081	538597	06/07/18	357,728.90
		\$1,288.02	1200060383	528079	09/25/17	356,440.88
		\$2,741.60	1200071725	528079	09/25/17	353,699.28
		\$15,535.24	1200077031	533819	02/09/18	338,164.04
		\$13,439.14	1200081784	535921	03/28/18	324,724.90
		\$16,556.67	1200087231	533819	02/09/18	308,168.23
		\$15,266.40	1200092546	533819	02/09/18	292,901.83
		\$44,488.55	1200098929	533819	02/09/18	248,413.28
		\$46,836.57	1200104772	535921	03/28/18	201,576.71
		\$38,134.71	1200109438	538597	06/07/18	163,442.00
		\$19,274.63	1200115746	538597	06/07/18	144,167.37
		\$22,429.82	1200128075	AP	08/27/18	121,737.55
						121,737.55

**PART 5**

APPROVED AMENDMENTS (If Applicable)

Description	Extended Amount	Extended Date	Amendment No.

Completed By: Lorina A. Sanchez Dept/Div UT/PW Phone or Email: 992-3021



**PURCHASE  
ORDER**

**SANTA FE COUNTY  
SANTA FE, NEW MEXICO**

**IMPORTANT**  
THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL INVOICES  
AND SHIPPING CONTAINERS.  
INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1  
P.O. NO.: 182782  
DATE: 11/03

TO: HDR ENGINEERING INC  
PO BOX 74008203  
CHICAGO, IL 60674-8203

SHIP TO/  
INVOICE TO:

Santa Fe County  
PROJECT DELIVERY/PW  
SANTA FE COUNTY  
901 W. ALAMEDA, STE 20-C  
SANTA FE, NM 87501

VENDOR NO.	NOTES				
22173	1	Federal Tax I.D. Number is required for payment.			
	2	If unable to fill at prices shown, or meet delivery day, please advise immediately.			
	3	All items subject to terms and conditions on reverse.			
DELIVER BY:	SHIP VIA:	SHIP TO:	SHIP FROM:	TERMS:	
06/30/18				NET	
CONFIRM BY:		CONFIRM TO:		REQUISITIONED BY:	
CHRIS RODRIGUEZ		CORDOVA, IRIS		LGRIEGO	
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ. NO.	REQ. DATE
		35414694828011		182694	09/25/17

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	19743.00	EA	DAVID MADRID IS REQUESTING- WATER AND WASTEWATER MASTER PLAN-HDR ENGINEERING CONTRACT AMENDMENT 1, SDA-1 RANCHO VIEGO TANK LINE 2017-0220-PW/IC	1.0000	19743.00
2	1480.73	EA	NRGRT 7.500%	1.0000	1480.73
				SUB-TOTAL	21223.73
				TOTAL	21223.73
REMARKS: 11/3/17 PURSUANT TO SFC AGREE# 2017-0220-PW/IC EXPIRES 7/13/18 AMENDMENT NO. 1- TO DEVELOP A PER FOR A WATERLINE CONNECTION BETWEEN BDD 5A AND THE RANCHO VIEGO STORAGE TANK. BUDGET APPROVED BY FINANCE. IC					

NOT VALID UNLESS SIGNED BY THE COUNTY FINANCE  
DIRECTOR OR THE COUNTY PURCHASING AGENT.

*Chris Cordova*  
AUTHORIZED SIGNATURE & TITLE

White - Vendor's Copy  
Yellow - Purchasing Agent Copy  
Pink - Department Head Copy  
Blue - File Copy



**PURCHASE ORDER**

**SANTA FE COUNTY  
SANTA FE, NEW MEXICO**

**IMPORTANT**  
THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL INVOICES  
AND SHIPPING CONTAINERS.  
INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1  
P.O. NO.: 176329  
DATE: 06/15/17

TO: HDR ENGINEERING INC.  
PO BOX 74008203  
CHICAGO, IL 60674-8203

SHIP TO/  
INVOICE TO:

Santa Fe County  
UTILITIES DIVISION/PWD  
424 NM 599  
PO BOX 276 87504  
SANTA FE, NM 87507

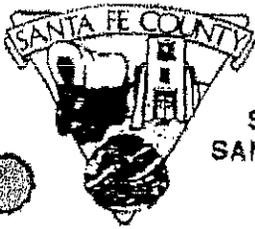
VENDOR NO.	NOTES			
2217	1	Federal Tax I.D. Number is required for payment.		
	2	If unable to fill at prices shown, or meet delivery day, please advise immediately.		
	3	All items subject to terms and conditions on reverse.		
DELIVER BY	SHIP VIA	F.O.B.	TERMS	
06/30/17			NET	
CONFIRM BY	CONFIRM TO	REQUISITIONED BY		
CHRIS RODRIGUEZ	CORDOVA, IRIS			
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ. NO.
		SEE BELOW		

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	199009.00	EA	JEANETTE DURAN IS REQUESTING AN ENCUMBRANCE FOR AN RFP REQUEST FOR THE PURPOSE OF GENERATING A DOCUMENT AND PLAN FOR THE EXPANSION OF THE EXISTING UTILITY SYSTEM AND THE UPGRADES AND IMPROVEMENTS REQUIRED FOR PRESENT AND FUTURE DEVELOPMENT WITHIN SDA-1 1 @ \$199,009.00 505-1410-444-50033 WATER	1.0000	199009.00
2	185237.00	EA	ENCUMBRANCE FOR AN RFP REQUEST FOR THE PURPOSE OF GENERATING A DOCUMENT AND PLAN FOR THE EXPANSION OF THE EXISTING UTILITY SYSTEM AND THE UPGRADES AND IMPROVEMENTS REQUIRED FOR THE PRESENT AND THE FUTURE DEVELOPMENT WITHIN SDA-1. 1 @ \$185,237.00 505-1420-445-5003 WASTEWATER	1.0000	185237.00
3	14552.53	EA	FOR TAX @ \$14,552.53 @ 7.3125% 505-1410-444-5003	1.0000	14552.53
4	13545.44	EA	FOR TAX @ \$13,545.44 @ 7.3125% 505-1420-445-5003	1.0000	13545.44

NOT VALID UNLESS SIGNED BY THE COUNTY FINANCE DIRECTOR OR THE COUNTY PURCHASING AGENT.

*Katherine M...*  
AUTHORIZED SIGNATURE & TITLE

White - Vendor's Copy  
Yellow - Purchasing Agent Copy  
Pink - Department Head Copy  
Blue - File Copy



PURCHASE ORDER

SANTA FE COUNTY  
SANTA FE, NEW MEXICO

**IMPORTANT**  
THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL INVOICES  
AND SHIPPING CONTAINERS.  
INVOICES ARE TO BE IN DUPLICATE.

PAGE: 12  
P.O. NO.: 176320  
DATE: 06/15/17

TO: HDR ENGINEERING INC  
PO BOX 74008203  
CHICAGO, IL 60674-8203

SHIP TO/  
INVOICE TO:

Santa Fe County  
UTILITIES DIVISION/PWD  
424 NM 599  
PO BOX 276 87504  
SANTA FE, NM 87507

VENDOR NO.	NOTES			
2217	1	Federal Tax I.D. Number is required for payment.		
	2	If unable to fill at prices shown, or meet delivery day, please advise immediately.		
	3	All items subject to terms and conditions on reverse.		
DELIVER BY	SHIP VIA	F.O.B.	TERMS	
06/30/17			NET	
CONFIRM BY		CONFIRM TO		REQUISITIONED BY
CHRIS RODRIGUEZ		CORDOVA, IRIS		
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ. NO.
		SEE BELOW		

LINE NO.	QUANTITY	UOM	ITEM NO AND DESCRIPTION	UNIT COST	EXTENDED COST
----------	----------	-----	-------------------------	-----------	---------------

SUB-TOTAL	412343.97
TOTAL	412343.97

REMARKS:  
6/15/17 PURSUANT TO SFC AGREE# 2017-0220-PW/IC  
EXPIRES 6/13/18.  
APPROVED BY BCC 6/13/17 AUTHORIZED COUNTY MANAGER  
TO SIGN PO. IC

REQ/ACCT	DATE	REQ. BY	PROJECT	AMOUNT
0000174647	02/02/17	LSANCHEZ		
50514104445003				215561.53
0000174647	02/02/17	LSANCHEZ		
50514204455003				198782.44

NOT VALID UNLESS SIGNED BY THE COUNTY FINANCE DIRECTOR OR THE COUNTY PURCHASING AGENT.

*Katherine M...*  
AUTHORIZED SIGNATURE & TITLE

White - Vendor's Copy  
Yellow - Purchasing Agent Copy  
Pink - Department Head Copy  
Blue - File Copy

**SANTA FE COUNTY  
AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT  
WITH HDR ENGINEERING, INC.  
FOR WATER AND WASTE WATER MASTER PLANNING SERVICES**

THIS AMENDMENT is made and entered into this 11th day of May 2018 by and between Santa Fe County, hereinafter referred to as "County", a political subdivision of the state of New Mexico, and HDR Engineering, Inc., hereafter referred to as "the Contractor."

WHEREAS, in accordance with Section 13-1-112, NMSA 1978, the County issued Request for Proposal (RFP) No. 2017-0220-PW/IC for water and waste water master planning services for the Public Works Department; and

WHEREAS, on June 13, 2017 the County and Contractor entered into Agreement No. 2017-0220-PW/IC (Agreement) for the Contractor to provide water and waste water master planning services; and

WHEREAS, Article 15 (No Oral Modifications; Written Amendments Required) of the Agreement allows the parties to amend the Agreement by an instrument in writing executed by the parties; and

WHEREAS, Amendment No. 1 amended the Scope of Work of the Agreement to provide for a preliminary engineering report for a waterline connection between the BDD 5A waterline and the Rancho Viejo storage tank; and

WHEREAS, the term of the Agreement is due to expire June 13, 2018 and the County wishes to benefit from Contractor's services for another term and the Contractor is willing to render such services; and

WHEREAS, the parties wish to amend the Agreement to extend the term from June 13, 2018 thru June 13, 2019.

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

1. Article 4 (Effective Date and Term), a subparagraph A. is inserted to read as follows:
  - A. By Amendment No. 2 to this Agreement, the term of the Agreement is extended for one year from June 13, 2018, to June 13, 2019.
2. All other provisions of the Agreement not specifically amended or modified by Amendment No. 1 or this Amendment No. 2 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have duly executed this Amendment to the Agreement as of the date of the last signature by the parties below.

**SANTA FE COUNTY:**

\_\_\_\_\_  
Katherine Miller  
Santa Fe County Manager

\_\_\_\_\_  
Date

Approved as to form

\_\_\_\_\_  
R. Bruce Frederick  
Santa Fe County Attorney

\_\_\_\_\_  
5-7-18  
Date

Finance Department:

\_\_\_\_\_  
Stephanie Schardin Clarke  
Finance Director

\_\_\_\_\_  
5/10/18  
Date

**CONTRACTOR:**

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

\_\_\_\_\_  
5/10/18  
Date

\_\_\_\_\_  
Chris Rodriguez  
(Print Name)  
Associate Vice President /  
Managing Principal  
\_\_\_\_\_  
(Print Title)

Amendment No. 1 to Agreement 2017-0220-PW/IC

c. Agreement Summary

a. Original Agreement amount:	\$ 384,245.00
b. Net change for prior amendments:	\$ 0.00
c. This amendment amount:	\$ 19,743.00
d. Adjusted Agreement amount after this Amendment No. 6	\$ 404,168.00, exclusive of NM GRT

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment No. 1. All provisions of the Agreement shall remain in full force and effect. The Effective Date of this Amendment is upon signature of both parties hereto.

OWNER:

ENGINEER:

By: \_\_\_\_\_

Katherine Miller  
Santa Fe County Manager

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date  
Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Gregory S. Shaffer  
County Attorney

Date: \_\_\_\_\_

Finance Department

\_\_\_\_\_  
Don Moya

Date: \_\_\_\_\_

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 1**

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: June 13, 2017
- b. Owner: Santa Fe County, 102 Grant Avenue, Santa Fe, NM
- c. Engineer: HDR Engineering, Inc., 2155 Louisiana Boulevard NE, Suite 9500, Albuquerque, New Mexico
- d. Project: Water and Wastewater Master Plan Project, Santa Fe County Contract No. 2017-0220-PW/IC

2. *Description of Modifications:*

WHEREAS, Contract No. 2017-0220-PW/IC between Santa Fe County ("Owner") and the Engineer provides for services to be provided by the Engineer consisting of the Master Planning Services for the completion of the Water and Wastewater Master Plan Project; and

WHEREAS, the Owner has requested the Engineer to provide additional Basic Services relating to evaluating the existing potable water infrastructure located within SDA-1 such that a dedicated transmission/distribution line can be established to serve the Rancho Viejo Tank site. The Engineer is willing to provide such additional services that were not in the initial scope of work of the Agreement and will provide such services upon payment of a fee of \$19,743.00; and

WHEREAS, with this Amendment No. 1 the Owner and Engineer wish to amend the Agreement to provide for the evaluate the SDA-1/Rancho Viejo Tank line for a fee of \$19,743.00 for the Water and Wastewater Master Plan Project.

NOW, THEREFORE, CONTRACT NO. 2017-0220-PW/IC IS AMENDED AS FOLLOWS:

- a. Section 3, A.2, delete the reference to "Three Hundred Eighty Four Thousand Two Hundred Forty Five Dollars and Zero Cents (\$384,245.00)" and replace with "Four Hundred Four Thousand One Hundred Sixty Eight and Zero Cents (\$404,168.00)" exclusive of NM grt.
- b. Section 3, A.2, Total Services delete the reference to "\$384,245.00" and replace with "\$404,168.00."

- Potential Construction Challenges

HDR will prepare and submit five (5) copies of the Draft PER for review by the County. The County will review the Draft report and provide HDR with comments. A project meeting will be conducted with County staff to review the Draft PER. Based on review comments received, revisions to the Draft report will be made. The Final PER will be assembled and five (5) copies will be submitted to the County.

As previously discussed with the County, the hydraulic analysis and system evaluation requested by the County will be addressed in the current scope of work for the Water Utility Master Plan. However, completion of the PER will require the completion of additional effort beyond the current approved scope of work.

HDR's proposed lump sum fee to complete the additional services associated with developing the PER is \$19,743, excluding New Mexico Gross Receipts Tax. A summary of the lump sum fee is shown in the table below.

Summary of Estimated Fees	
Draft PER	\$11,482
Final PER	\$7,321
<b>Subtotal</b>	<b>\$18,803</b>
Direct Expenses	\$940
<b>Total Estimated Project Cost</b>	<b>\$19,743</b>

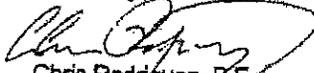
As we have previously discussed, the PER can be completed concurrently with the Utility Master Plan Project; however, HDR requests the project schedule be extended by 1 month to allow sufficient time for completion of the additional work.

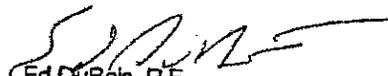
**Assumptions/Clarifications/Exceptions/Exclusions:**

- The PER will include the technical elements described in the scope of work above and will not be compliant with USDA Rural Utility Service requirements or other outside funding agency requirements.
- The proposed scope of work does not include completing any environmental studies or clearances.

Our goal is to provide a project scope that addresses the County's specific needs and goals. We look forward to receiving a favorable response to our request. If you have any questions or would like additional information, please contact our Project Manager, Ed DuBois, or Chris Rodriguez at (505) 830-5400. We appreciate the opportunity to provide assistance with this project and will continue to work diligently in coordination with the County to complete the project successfully.

Sincerely,  
HDR Engineering, Inc.

  
Chris Rodriguez, P.E.  
Managing Principal / Associate VP

  
Ed DuBois, P.E.  
Project Manager

cc: Gabriel Alvarado, HDR  
David Madrid, Santa Fe County



September 22, 2017

John Dupuis  
Utilities Division Director  
Santa Fe County Public Works Utility Division  
102 Grant Avenue  
PO Box 276  
Santa Fe, New Mexico 87504-0276

**Subject: Santa Fe County On-Call Engineering Services  
Project No. 2017-0220-PW/IC - Utility Master Plan Project  
Additional Services Request for Rancho Viejo Water Tank Connection to BDD 5A  
Line Preliminary Engineering Report (PER)**

Dear Mr. Dupuis:

As you are aware, HDR Engineering, Inc. (HDR) is currently providing professional engineering services to Santa Fe County (County) for the Utility Master Plan Project which includes development of a Water Utility Master Plan, Wastewater Utility Master Plan, and a Water/Wastewater Utility Cost of Service Study and Rate Analysis.

The Water Utility Master Plan will include a review of all water distribution and transmission system elements to identify required improvements for the existing system, future requirements for infrastructure upgrades, extension of major services and the upgrade of capacities with the County's system for a period of 20 years.

HDR understands the County is interested in extending water supply from the City and County's Buckman Direct Diversion (BDD) Project to areas south of metropolitan Santa Fe. The County has requested to expand the Water Utility Master Plan scope of work by including the development of a Preliminary Engineering Report (PER) to evaluate a waterline connection between the BDD 5A waterline and the County's existing 1.5 million gallon Rancho Viejo Storage Tank.

The PER effort will include evaluating the existing potable water infrastructure located within SDA-1 such that a dedicated transmission/distribution line can be established to serve the Rancho Viejo Tank. It is anticipated the transmission/distribution line will continue to serve the existing subdivision infrastructure within this area and the supply from the City of Santa Fe will only be utilized as an emergency source of water. Bi-directional pressure reducing valves will be considered as part of the analysis. The analysis will also require coordination with the Water Utility Master Plan to take future areas of growth into consideration.

The results of the evaluation will be used to develop recommendations, a list of projects/modifications and cost estimates for the additional infrastructure that may be required to facilitate a waterline connection between the BDD 5A waterline and the Rancho Viejo Storage Tank.

Following completion of the analysis, a Preliminary Engineering Report (PER) will be prepared to discuss the results of the evaluation and the recommended system improvements. The PER will consist of the following elements:

- Project Location
- Land Requirements
- Permit Requirements
- Design Criteria
- List of Modifications/Projects and Locations
- Engineer's Opinion of Probable Construction Cost Estimate

hdrinc.com

2155 Louisiana Blvd NE, Suites 6000 & 9500, Albuquerque, NM 87110-5483  
(505) 830-5400





**A Santa Fe County  
Purchasing Process Request Form**

<b>Date Submitted:</b>	September 26, 2017	<b>Requesting User Agency:</b>	Public Works
<b>Name &amp; Phone of Contact Person:</b>	David Madrid/(505) 986-6237		
<b>Contract Tracking #/Buyer (Purchasing)</b>	2017-0220-PW/IC	<b>BCC Approval? (Y/N) (include BCC Meeting date)</b>	NO

**AGENCY REQUEST:** (RFP, IFB, Lease, MOU, Grant, Professional Services Agreement, Construction, Application, etc.) Describe the County, Public and/or Agency needs and the scope of work. Describe what you are attempting to purchase, obtain or accomplish. Attach additional sheets if necessary.

 9/26/17

Department Head Signature/Date

**Project Title:** Water & wastewater Master Plan

**Services Requested:** The Santa Fe County Public Works Department is requesting Contract Amendment No. 1 to the Professional Services Agreement with HDR Engineering. Public Works Department has requested the Engineer to provide additional Basic Services relating to evaluating the existing potable water infrastructure located within SDA-1 such that a dedicated transmission/distribution line can be established to serve the Rancho Viejo Tank site. The Engineer is willing to provide such additional services that were not in the initial scope of work of the Agreement and will provide such services upon payment of a fee of \$19,743.00 (excluding NM GRT).

**PURCHASING STATUS:**

**FINANCIAL / BUDGETARY INFORMATION:** (If applicable, include a breakdown of project cost estimates; is funding already appropriated? If this action will result in revenue to the County, include the total compensation and timetable.)

**New Contract**

**FINANCE DIRECTOR APPROVAL:** (sign and date)

**LEGAL APPROVAL:** (sign and date)

**BCC MEETING DATE**

**COUNTY MANAGER APPROVAL:** (sign and date)

**ATTACH NEEDED DOCUMENTS** (Purchase Requisition, Justification Memo (sole source, emergency or other procurement exemption), W-9 for new vendor, draft BCC caption and memorandum, etc.)

PURCHASE REQUISITION NBR: 0000182694  
 STATUS: REQ-APRVL >\$10000  
 REASON: WATER AND WASTEWATER MASTER PLAN AMENDMENT I  
 SUGGESTED VENDOR: 22173 HDR ENGI NEERING INC  
 DATE: 9/25/17  
 DELIVER BY DATE: 6/30/18

REQUISITION BY: LGR/EGO  
 SHIP TO LOCATION: PROJECT DELIVERY/PW

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	DAVID MADRID'S REQUESTING WATER AND WASTEWATER MASTER PLAN-HDR ENGI NEERING CONTRACT AMENDMENT 1, SDA-1 RANCHO VI EGO TANK LINE 2017-0220-PW/JC	19743.00	EA	1.0000	19743.00	
2	NIMGR7.500% COMMODITY: MISC	1480.73	EA	1.0000	1480.73	

REQUISITION TOTAL: 21223.73

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	35414694828010	CAPITAL PURCHASES ROADWAYS (BRIDGE/CULVERT)	100.00	19743.00
2	35414694828010	CAPITAL PURCHASES ROADWAYS (BRIDGE/CULVERT)	100.00	1480.73

REQUISITION IS IN THE CURRENT FISCAL YEAR.

Signatures are for authorization to process a purchase order from a requisition or a purchase order change order. All signatures must be present and signed by the individual. Void processing if the signatures are not signed by the individual.

Requested By: *[Signature]* Date: 5-26-17

Checked by: *[Signature]* Date: 9/26/17

Director Approval & Verification: *[Signature]* 5/26/17

that all signatures are accounted for & approval for processing





