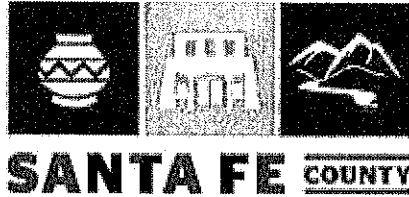


Henry Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: May 11, 2021

TO: File

FROM: Bill Taylor, Procurement Manager, CPO. *BT*

SUBJECT: Sole Source Determination – Engineering Design Services for the Construction and Completion of the Chupadero Water System Improvement Project with MartinMartin Consulting Engineers for an Amount not to Exceed \$46,543.00, Exclusive of NM GRT, Pursuant to NMSA 1978, 13-1-126. Sole Source Procurement

BACKGROUND:

The Chupadero Water and Sewage Corporation (CWSC) was appropriated funding by from the State Environment Department (NMED) to construct a project consisting of water system improvements design that meet the standards of NMED Drinking Water Bureau and Santa Fe County. In November 2017 CWSC (Owner) entered into an Engineering Services Agreement with MartinMartin, Consulting Engineers to provide a Preliminary Engineering Report (PER) and design services to meet the system improvements.

In June 2018, Santa Fe County entered into a Memorandum of Understanding with the Chupadero Water and Sewage Corporation to fund certain capital improvements to the Association's water system. The MOU set aside up to \$382,000.00 of County Capital Fund Outlay to reimburse the Association for the planning, design, construction and ancillary professional services for the Groundwater Supply wells Project, Disinfection/Treatment Project and Storage Tanks Project, as described in the PER, otherwise referred to as the Chupadero Water System Improvement Project (Project).

As the Project is currently at full 100% design by the Engineer and is now ready to be constructed, NMED has indicated that Santa Fe County manage the solicitation and construction phase of the Project through project closeout.

Further, as MartinMartin, Consulting Engineers is the Engineer of Record for the Project and has provided all plans specifications and project manual for the construction phase of the project, it is the intend of the County to enter into an Agreement directly with MartinMartin to provide engineering design services for the following services for the County:

Basic Services -

- Bidding & Negotiations services
- Construction Administration
- Project Closeout

Additional Services –
Construction Observation

DETERMINATION:

The procurement of design services required to complete the Chupadero Water Improvement Project by MartinMartin Consulting Engineers is a sole source procurement for the following reasons:

- MartinMartin, Inc. is the Engineer of Record and has completed the complete design of the water system improvements for the Chupadero Water & Sewage Association.
- The representation by the Engineer of Record of the viability and accuracy of the current design creates a proprietary and unique condition that require the design services to be continued to meet the original intended purpose of the contract and the Project.

Therefore, it is the determination of the Santa Fe County Purchasing Office and Chief Procurement Officer that the procurement of design services needed to complete the construction phase of the Project is a sole source procurement pursuant to the NMSA 1978 13-1-126 that *“a contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office makes a determination, after conducting a good-faith review of available sources and consulting the using agency, that there is only one source for the required service, construction or item of tangible personal property”*.

Vendor Information:

Vendor- MartinMartin, Consulting Engineers
5353 Wyoming Boulevard Northeast, Suite 2A
Albuquerque, New Mexico 87109
(505) 242-4435

Deliverables- Review existing construction documents previously prepared and provide all basic services required to complete the construction phase of the project.

Basic Design Services-

- Bidding & negotiations - Provide bidding documents to the County as part of the issuance of the solicitation for construction services; attend the pre-bid conference; provide responses to questions previous to bid date; review bid tabulations and schedule of values received; provide recommendation for award.
- Construction Administration Services; review and respond to RFI's from Contractor; provide any revisions or clarifications to the design; receive and review pay applications from Contractor; 5 site visits; post-construction; substantial completion inspection; final project inspections.
- Provide final record drawings; all operations manuals; systems training manuals.

Additional Services-

- Construction observation services

Total Fee Proposal Amount-

\$ 46,543.00

Professional Services and Expenses Fee Breakdown

CONSTRUCTION PHASE - BASIC ENGINEERING SERVICES

Project Description: Well #5 Completion, Treatment and Connection
 Project Number: 21.XXXX
 Owner: Chupadero Water-Sewage Corporation Agreement for Eng Services is with Santa Fe County
 Date of Submittal: May 10, 2021
 2020 A Rates

Job Description	Principal	Associate	Senior Eng	Project Eng.	EIT II	Sr. Designer	Admin	Mileage	Misc. Expenses	Per Diem	Total In House	Sub Consultants	Total Task	Fee
Rate per Unit	\$200.00	\$165.00	\$150.00	\$130	\$105.00	\$125.00	\$75.00	\$ 0.560	110%	\$ 150		1.10		
Unit	Hr	Hr	Hr	Hr	Hr	Hr	Hr	Mile	Actual	Day				
Task														
Project Management/Admin														
PM/Admin	8	16					8				\$ 4,840			
											\$ -			
Bidding											\$ -			
Legal Advertisement - By County											\$ -			
Bid Packages-County											\$ -	\$ -		
Onsite Prebid Meeting		8						145			\$ 1,401			
Bid Questions/RFIs/Addendums		2			4						\$ 750			
Bid Opening		4						145			\$ 741			
Bid Review/Recommendation Ltr		4			2						\$ 870			
Contractor Negotiation		4									\$ 660			
											\$ -			
Subtotal Hours:	8	38	0	0	6	0	8	290	0	0	\$ 9,262	\$ -	\$ 9,262	Fixed
Subtotal Cost:	\$ 1,600	\$ 6,270	\$ -	\$ -	\$ 630	\$ -	\$ 600	\$ 162	\$ -	\$ -	\$ 9,262			
											\$ -			
Construction Admin/ Observation											\$ -			
Construction contract docs assistance		2									\$ 330			
Preconstruction meeting		8						145			\$ 1,401			
Submittal Review (30)		15			45						\$ 7,200			
RFIs/Change orders (6)		6			4						\$ 1,410			
Pay Requests/NMED Status Reports (8)		16									\$ 2,640			
EOR Construction Observations (13)		104						1885			\$ 18,216			
Electrical Observations (1)		1									\$ 165	\$ 1,650		
Closeout docs	1	6			2						\$ 1,400	\$ -		
											\$ -			
Record Dwgs	1	2			4	16					\$ 2,950			
											\$ -			
Subtotal Hours:	2	160	0	0	55	16	0	1885	0	0	\$ -	\$ 1,650	\$ 37,281	T&M
Subtotal Cost:	\$ 400	\$ 26,400	\$ -	\$ -	\$ 5,775	\$ 2,000	\$ -	\$ 1,056	\$0	\$ -	\$ 35,631			

Total Cost of Construction Phase Services: \$ 46,543