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Commissioner, District 5

Gregory S. Shaffer
County Manager

Date: March 4, 2026

TO: Procurement File

FROM: Bill Taylor, Procurement Manager *BT*

RE: **Sole Source Determination Pursuant to Section 13-1-126 NMSA 1978 for the Provision of Providing Architectural and Engineering Design Services for the Completion of the Thornton Ranch Open Space Trail Design with Design Office located in Santa Fe, New Mexico**

BACKGROUND

Santa Fe County owns 2,000-acre Thornton Ranch Open Space near Galisteo, NM. In 2017, Santa Fe County completed a master plan for the development of trails and recreational infrastructure on the property. The Master Plan was conducted and completed by Design Office.

In 2019, the County issued an RFP for architectural and engineering services for the design of trails and recreational infrastructure on the property. Design Office was awarded the contract number 2019-0227-PW but was paused in 2020 due to external factors. It is necessary to complete the trail design and construction documents for the Thornton Ranch Open Space project for bidding and awarding to a construction firm to complete the project.

DETERMINATION

Although there are other design firms that can provide the design services necessary for open space trails and architectural services, Design Office has produced the original management plan, as well as a significant and unique portion of the design phase. It would not be advantageous to Santa Fe County to contract with any other design firm to update and change the original management plan and design documents that were initiated by Design Office.

Due to the specific and technical intent of the original project scope, strategic plan, procurement and Agreement for Design Services, the County has determined that the procurement of the required services meets the intent of a sole source procurement, pursuant to 13-1-126, NMSA 1978.

Based on this determination it is in the best interest of Santa Fe County to continue the services as a new procurement, as a new solicitation or RFP for these services will give rise to the risk of quality and liability issues in meeting the intent of the original Procurement and contract. Design Office

involvement in the overall intent of the Project will allow the County to fulfill the original intent of the contract.

Contract Information:

Vendor: Design Office
1300 Luisa St. No. 24
Santa Fe, New Mexico 87505

Design Services will include:

All incidental labor and materials, to complete a design for the Thornton Ranch Open Space utilizing elements from the Master Plan. The scope of work is as follows:

1. Provide architectural and engineering design services for all phases of full design services, from programming through project completion
2. Identify and complete any and all local, state or federal permitting requirements
3. Provide construction documents for bidding
4. Deliver construction documents certified by the Architect and consulting engineers
5. Assist the County with tribal review of trail alignments
6. Prepare an application to the International Dark-Sky Association to designate the Thornton Ranch Open Space as an International Dark-Sky Park
7. Explore opportunities to collaborate with the University of New Mexico, Indigenous Design + Planning Institute