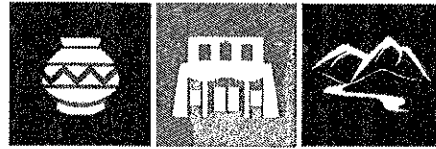


Justin S. Greene
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



SANTA FE COUNTY

Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

MEMORANDUM FOR FILE

DATE: January 30, 2023

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

RE: **Sole Source Determination per Section 13-1-126 NMSA 1978 to Continue Engineering Services Contract with OTAK, Inc. for Segment No. 6 of the Santa Fe Rail Trail Design, Contract No. 2017-0251-PW/BT and Reference Original Contract No. 29-0131-CSD/JC**

BACKGROUND

In 2009, Santa Fe County Purchasing Division issued a Request for Proposals (RFP) No. 29-0131-CSD/JC and entered Agreement No. 29-0131-CSD/JC with Loris & Associates, Inc. to provide engineering services for the design and completion of the County's portion of the Santa Fe Rail Trail (Project). The project scope included the completion of six phases or Segments, subject to the availability of County funding over multiple fiscal years.

In March 2017, Agreement 2017-0251-PW/BT was procured pursuant to a sole source determination to continue design services with Loris & Associates, Inc. to complete the preliminary design for segments 4 through 6. In April 2017, Loris & Associates was acquired by OTAK, Inc. and Agreement 2017-0251-PW/BT was amended to extend the term of the Agreement with OTAK, Inc. Agreement 2017-0251-PW/BT expired in March 2021.

Construction of segments 1 through 5 have been completed. Segment No. 6 requires the services of OTAK, Inc. to complete the preliminary design for Segment No. 6, to continue the alignment in accordance to the original intent of the original RFP No. 29-0131-CSD/JC, pursuant to the NMDOT requirements and provide construction phase engineering services.

DETERMINATION

A Transportation Alternatives Program (TAP) grant from the Federal Highway Administration to construct Segment 6 of the Project require the Engineer to perform additional engineering design services and other additional services to meet the requirements of the TAP grant.

The Engineer of Record has performed and provided the preliminary design in accordance to the County's intent to complete a holistic and continued alignment of the Santa Fe Rail Trail for its constituents, and in accordance to the NMDOT requirements. They have an in-depth knowledge of the Trail, site conditions, and issues critical to the final design that no other Engineer could provide. The importance of maintaining the continued alignment of each of the Segments of this project, and the long-range funding capacity by the County, creates a uniqueness to the original intent of the procurement and the contract.

In addition, due the uniqueness of proprietary rights to the design of the Trail, another Engineering Firm would not accept the obligation of the original design provided by the Engineer of Record, resulting in a liability and risk by the County, if contracted with another Engineering Firm.

Based on this determination it would be 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.

Due to the specific and technical intent of the original procurement and Agreement for Engineering Services, the County has determined that the procurement of the required design services meet the requirements of a sole source procurement, pursuant to 13-1-126, NMSA 1978.

Contract Information:

Vendor: OTAK, Inc.
818 W. South Boulder Rd.
Louisville, Colorado 80027
(303) 444-2073

Design Services for Seg. #6 Final Design Phase (Plan Revisions, NMDOT Coordination)
Bidding Phase
Construction Phase
Post-Construction Phase

See Attached Scope of Work and Cost Proposal

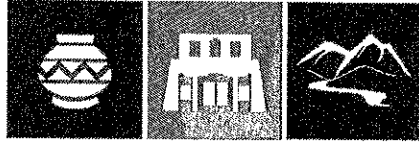
TOTAL Compensation **\$170,674.00, exclusive of GRT**

NOTE: This agreement may be extended an additional 3 years in 1 year increments.

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



SANTA FE COUNTY

Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

DATE: 10/2/22
TO: Otak
SENT TO: Scott Belonger, PE
FROM: Santa Fe County Public Works Department, Projects Division – Dan Anderson
SUBJECT: Request for Final Design Services for Santa Fe Rail Trail Segment #6

SCOPE OF WORK

Santa Fe Rail Trail Segment #6

I. Project Purpose Statement

Santa Fe County is requesting a quote for design/engineering services to bring the 100% preliminary design documents completed by Otak (formerly Loris & Associates) to full 100% design and construction documents for the segment #6 of the Santa Fe Rail Trail. The fully designed trail will match in all specifications to segments #1-5 of the Santa Fe Rail Trail, natural crossing of arroyo, and will include a new unpaved trailhead on the NW side of US 285 on existing SFC parcel of land.

II. Location

Santa Fe Rail Trail Segment #6 is located between Spur Ranch Road and US highway 285.

II. Existing Conditions & Resources

The existing trail for segment #6 is a primitive trail (does not match segments #1-5 specifications) that infringes upon railroad ROW (right of way) and has inaccessible areas due to elevation changes and width.

III. Project Goals & Objective

The purpose of the project is for Otak to complete the 100% preliminary design documents that will include new survey and drone data that will give 1' elevation contours for the final designed trail to match existing specifications from previous segments, allow for accessibility, and to extend .5 miles of preliminary design to a new unpaved trailhead on existing SFC parcel of land.

- A. Project Scope: Create final trail design from Spur Ranch Road to US 285 newly designed trailhead. 8' wide, soft surface trail, allow for accessibility similar to other segments, keep drainage patterns in-tact, follow EDA grant environmental requirements, create easement



December 12, 2022

Mr. Daniel Anderson
Santa Fe County
Public Works Department, Projects Division
901 West Alameda, Suite 20-C
Santa Fe, New Mexico 87501

Re: **Santa Fe Rail Trail – Segment 6**
Purchase Order Request for Final Design Services

Dear Dan,

As previously discussed, we are hereby submitting this proposal for design and construction documents for the Santa Fe Rail Trail – Segment 6. This scope of work will include design and construction documents for a soft surface trail from Spur Ranch Road to the Santa Fe County parcel north of US 285 and west of the Santa Fe Southern rail line. This will also include design and construction documents for an unpaved trailhead at US 285. We will utilize our previous design plans prepared in 2010 – 2011 as a starting point for this. However, those plans were based on a 6-foot-wide trail tread and included longitudinal grades that exceed current accessibility guidelines. Additionally, the trail alignment ended west of the new trailhead. We expect there to be changes to the trail alignment to improve accessibility and address grading issues to widen the trail tread to 8-foot and extend the trail approximately 0.5 miles to the new trailhead. The design of the new trailhead will also be provided. The scope of work for this request is detailed in the attached fee worksheet.

Primary Work Components Include:

- Acquire new drone topography of the entire project area and ground survey for hard features on US 285 near the trailhead (by SMA).
- Prepare an updated primary design based upon the 100% plans dated June 6, 2011. The trail alignment will be refined based on the new topographic survey and changed as needed to reduce longitudinal grades to improve accessibility and widen the tread to 8-foot wide tread.
- Extend trail alignment to the new trailhead on the Santa Fe County parcel at US 285.
- Provide trailhead layout based on similar function and capacity of the Dead Dog Trailhead previously designed by Otak on the El Camino Real Trail project. Consider various locations and layout modifications to best fit the existing site topography and drainage patterns.
- Provide easement legal descriptions and exhibits for 3 new trail easements (by SMA) and 5 Temporary Construction Easements (TCE).
- Prepare trailhead sign package (by Design Office).
- Submit environmental documents as required by EDA (by SMA).
- Submit NMDOT Access Permit documents.

Fee Summary

Below is an overview of the fee summary (exclusive of NMGRT). A detailed breakdown can be found in the attached fee worksheet.

Segment	Total Fee Requested
Preliminary Design	\$73,204.00
Final Design and Construction Documents	\$97,470.00
Subtotal Labor	\$170,674.00
NMGRT (7%)	\$12,846.43
TOTAL	\$183,520.43

Please feel free to reach out with any questions or if you need additional information regarding this request.

Respectfully submitted,

The office of
Otak, Inc.



Scott Belonger, P.E.
Project Manager

Santa Fe Rail Trail
Segment 6
Construction Documents

TASKNAME	TAS DESIGN	Supporting Plans	Project Engineer	Engineering Manager	Woods	OTL Subtotal	Site Excavate	Gravel Pad	SMA	SMA	Design Other	SUBS Subtotal	TEAM Subtotal
		Eloniger \$240	Zauger \$153	Cunningham \$122	Woods \$124				Survey	Environ	Signature		
Preliminary Design	2023 Billing Rate												
General	Coordination, emails, phone calls, pay request forms, subconsultant coordination, etc.	12			4	\$ 3,376	\$ 3,376					\$ -	\$ 3,376.00
Project Management	Kickoff Meeting	4	4			\$ 1,572	\$ 1,572					\$ -	\$ 1,572.00
	Review Meeting and Site Visit	16	16			\$ 6,288	\$ 1,800	\$ 8,088				\$ -	\$ 8,088.00
	QC	8				\$ 1,920	\$ 1,920					\$ -	\$ 1,920.00
	Cost Estimate	4	12			\$ 2,796	\$ 2,796					\$ -	\$ 2,796.00
Topography	Drone Corridor Mapping and 1-foot contour intervals - See Attached	1		4		\$ 728	\$ 728		11,140			\$ 11,140	\$ 11,868.00
	Utility and Roadway Ground Survey at Trailhead - See Attached	1		4		\$ 728	\$ 728		5,700			\$ 5,700	\$ 6,428.00
Geotechnical	Drill & Report					\$ -	\$ -					\$ -	\$ -
	Drill in contract. Assume 8' concrete pipe and 10' base on top of rock. Intervals will be sufficient. Rock walls fill to order of fill, mostly rock walls. This is based on the previous geotechnical study completed for the Santa Fe Rail Trail, which included two borings in Segment 6, but no borings at or near the proposed trailhead.					\$ -	\$ -					\$ -	\$ -
Trail Design	General			4		\$ 488	\$ 488					\$ -	\$ 488.00
	Quantities	4	8			\$ 2,184	\$ 2,184					\$ -	\$ 2,184.00
	Typical Sections	4	8	4		\$ 2,672	\$ 2,672					\$ -	\$ 2,672.00
	Plan and Profiles	16	80	24		\$ 19,008	\$ 19,008					\$ -	\$ 19,008.00
	Cross Sections		12			\$ 1,836	\$ 1,836					\$ -	\$ 1,836.00
Trailhead Design	Trailhead Conceptual Layout - Provide 3 alternate revisions/iterations. Size will be based on the Dead Dog Trailhead design from the El Camino Trail project	8	40			\$ 8,040	\$ 8,040					\$ -	\$ 8,040.00
	Trailhead driveway design, plan and profile	2	16			\$ 2,928	\$ 2,928					\$ -	\$ 2,928.00
SUBTOTAL - Preliminary Design						\$ 55,552	\$ 55,552					\$ -	\$ 59,980.00

Santa Fe Rail Trail
Segment 6
Construction Documents

Item	Description	12	8	4	3,376	2,184	2,184	3,376	10,680	5,470	5,470	13,246.00
General												
Project Management	Coordination, travel, phone calls, pay request forms, meetings, flow down letters via MS Teams, includes written responses to comments.	12	8	4	\$ 3,376	\$ 2,184	\$ 2,184	\$ 3,376				\$ 3,376.00
OC												
Cost Estimate	Assume NMDOT format specifications. Oak will provide special conditions, project special provisions and bid form. Santa Fe County will provide remaining portions of the bid package.	2	12		\$ 2,880	\$ 2,880	\$ 2,880	\$ 2,880				\$ 2,880.00
Specifications	Assume NMDOT format specifications. Oak will provide special conditions, project special provisions and bid form. Santa Fe County will provide remaining portions of the bid package.	2	12		\$ 3,388	\$ 3,388	\$ 3,388	\$ 3,388				\$ 3,388.00
Proposed Right-of-way	SMA - Provide 3 easements and 5 Temporary Construction Easements (see attached). Oak defines the areas. Staging and construction access routes of New Illinois Overlook will include site plan.	2	12		\$ 2,316	\$ 2,316	\$ 2,316	\$ 2,316	\$ 10,680		\$ 10,680	\$ 13,246.00
Environmental	SMA - See Attached. Assume no improvements at the arroyo crossing.				\$ -	\$ -	\$ -	\$ -	\$ 5,470	\$ 5,470	\$ 5,470	\$ 5,470.00
Hydraulics & Drainage	Drainage will be provided by sheet flow or matching existing culverts on the site. Assume no drainage report will be required. No improvements at the arroyo crossing will be provided.	2	8	4	\$ 2,182	\$ 2,182	\$ 2,182	\$ 2,182				\$ 2,182.00
SWPPP	Plans will include a SWPPP into sheet. SWPPP will be provided by the contractor.	1	4		\$ 882	\$ 882	\$ 882	\$ 882				\$ 882.00
Branding & Signage	Design Cities - Provide trailhead sign package similar to the design for the Santa Fe Trail at the Railroad Mesa site. Signage to be provided by contractor.	2	2		\$ 786	\$ 786	\$ 786	\$ 786	\$ 5,820	\$ 5,820	\$ 5,820	\$ 6,606.00
Trail Design												
General	Title Sheet, General Notes, Project Overview, Geomatics Control	1	4		\$ 1,340	\$ 1,340	\$ 1,340	\$ 1,340				\$ 1,340.00
Quantities and Tabs	Quantities sheet, no inclusions are expanded.	2	16		\$ 3,804	\$ 3,804	\$ 3,804	\$ 3,804				\$ 3,804.00
Typical Sect.	Assume only minor refinement needed	1	4		\$ 1,340	\$ 1,340	\$ 1,340	\$ 1,340				\$ 1,340.00
Details	Unkink and simplify details based on experience from Segment 5	6	8		\$ 4,616	\$ 4,616	\$ 4,616	\$ 4,616				\$ 4,616.00
Plan and Profiles	Refine plan and profile sheets. Approximately 10,000 linear feet = 16 sheets at 7.5'-6"	4	40	20	\$ 9,520	\$ 9,520	\$ 9,520	\$ 9,520				\$ 9,520.00
Retaining Walls	Provide retaining wall details, show top and bottom of walls in 1/4" = 1'-0" scale.	12	12		\$ 1,836	\$ 1,836	\$ 1,836	\$ 1,836				\$ 1,836.00
Cross Sections	Provide cross sections at 50' increments	12	12		\$ 1,836	\$ 1,836	\$ 1,836	\$ 1,836				\$ 1,836.00
Trailhead Design	Plan and profile including drainage and typical section	2	12	4	\$ 2,804	\$ 2,804	\$ 2,804	\$ 2,804				\$ 2,804.00
Layout plan	Include perimeter fencing, signage, etc.	12	12	4	\$ 2,324	\$ 2,324	\$ 2,324	\$ 2,324				\$ 2,324.00
Grading and Drainage	Elevations, design contours, etc. Assume perimeter drainage plan.	2	16		\$ 2,928	\$ 2,928	\$ 2,928	\$ 2,928				\$ 2,928.00
Geometric Plan	Staging information				\$ 876	\$ 876	\$ 876	\$ 876				\$ 876.00
Sign Plan	See signs on layout plan	4	4		\$ 672	\$ 672	\$ 672	\$ 672				\$ 672.00
NMDOT Coordination												
Site Threshold Analysis	Provide site threshold analysis permit application for access	1	4		\$ 882	\$ 882	\$ 882	\$ 882				\$ 882.00
Commercial Driveway	US&A - Assume as required for the NMDOT Commercial Driveway Permit Checklist. Includes Site Grading and Driveway Plan, and Traffic Control Plan. Assume no new turn lanes required.	2	12	4	\$ 2,804	\$ 2,804	\$ 2,804	\$ 2,804				\$ 2,804.00
Final Construction Documents	Plan revisions to address 80% PSE review comments and release plans	8	40	24	\$ 10,968	\$ 10,968	\$ 10,968	\$ 10,968				\$ 10,968.00
90% Plan Corrections	Address any additional comments and issue final stamped plans	6	16	8	\$ 4,864	\$ 4,864	\$ 4,864	\$ 4,864				\$ 4,864.00
Final P&E Submittal	Address any additional comments and issue final stamped plans, specifications, and estimates				\$ 5,910	\$ 5,910	\$ 5,910	\$ 5,910				\$ 5,910.00
SUBTOTAL					\$ 13,246	\$ 13,246	\$ 13,246	\$ 13,246	\$ 10,680	\$ 5,470	\$ 10,680	\$ 27,792.00
												\$ 13,246.00

Item	Description	12	8	4	3,376	2,184	2,184	3,376	10,680	5,470	5,470	13,246.00
General												
Project Management	Coordination, travel, phone calls, pay request forms, meetings, flow down letters via MS Teams, includes written responses to comments.	12	8	4	\$ 3,376	\$ 2,184	\$ 2,184	\$ 3,376				\$ 3,376.00
OC												
Cost Estimate	Assume NMDOT format specifications. Oak will provide special conditions, project special provisions and bid form. Santa Fe County will provide remaining portions of the bid package.	2	12		\$ 2,880	\$ 2,880	\$ 2,880	\$ 2,880				\$ 2,880.00
Specifications	Assume NMDOT format specifications. Oak will provide special conditions, project special provisions and bid form. Santa Fe County will provide remaining portions of the bid package.	2	12		\$ 3,388	\$ 3,388	\$ 3,388	\$ 3,388				\$ 3,388.00
Proposed Right-of-way	SMA - Provide 3 easements and 5 Temporary Construction Easements (see attached). Oak defines the areas. Staging and construction access routes of New Illinois Overlook will include site plan.	2	12		\$ 2,316	\$ 2,316	\$ 2,316	\$ 2,316	\$ 10,680		\$ 10,680	\$ 13,246.00
Environmental	SMA - See Attached. Assume no improvements at the arroyo crossing.				\$ -	\$ -	\$ -	\$ -	\$ 5,470	\$ 5,470	\$ 5,470	\$ 5,470.00
Hydraulics & Drainage	Drainage will be provided by sheet flow or matching existing culverts on the site. Assume no drainage report will be required. No improvements at the arroyo crossing will be provided.	2	8	4	\$ 2,182	\$ 2,182	\$ 2,182	\$ 2,182				\$ 2,182.00
SWPPP	Plans will include a SWPPP into sheet. SWPPP will be provided by the contractor.	1	4		\$ 882	\$ 882	\$ 882	\$ 882				\$ 882.00
Branding & Signage	Design Cities - Provide trailhead sign package similar to the design for the Santa Fe Trail at the Railroad Mesa site. Signage to be provided by contractor.	2	2		\$ 786	\$ 786	\$ 786	\$ 786	\$ 5,820	\$ 5,820	\$ 5,820	\$ 6,606.00
Trail Design												
General	Title Sheet, General Notes, Project Overview, Geomatics Control	1	4		\$ 1,340	\$ 1,340	\$ 1,340	\$ 1,340				\$ 1,340.00
Quantities and Tabs	Quantities sheet, no inclusions are expanded.	2	16		\$ 3,804	\$ 3,804	\$ 3,804	\$ 3,804				\$ 3,804.00
Typical Sect.	Assume only minor refinement needed	1	4		\$ 1,340	\$ 1,340	\$ 1,340	\$ 1,340				\$ 1,340.00
Details	Unkink and simplify details based on experience from Segment 5	6	8		\$ 4,616	\$ 4,616	\$ 4,616	\$ 4,616				\$ 4,616.00
Plan and Profiles	Refine plan and profile sheets. Approximately 10,000 linear feet = 16 sheets at 7.5'-6"	4	40	20	\$ 9,520	\$ 9,520	\$ 9,520	\$ 9,520				\$ 9,520.00
Retaining Walls	Provide retaining wall details, show top and bottom of walls in 1/4" = 1'-0" scale.	12	12		\$ 1,836	\$ 1,836	\$ 1,836	\$ 1,836				\$ 1,836.00
Cross Sections	Provide cross sections at 50' increments	12	12		\$ 1,836	\$ 1,836	\$ 1,836	\$ 1,836				\$ 1,836.00
Trailhead Design	Plan and profile including drainage and typical section	2	12	4	\$ 2,804	\$ 2,804	\$ 2,804	\$ 2,804				\$ 2,804.00
Layout plan	Include perimeter fencing, signage, etc.	12	12	4	\$ 2,324	\$ 2,324	\$ 2,324	\$ 2,324				\$ 2,324.00
Grading and Drainage	Elevations, design contours, etc. Assume perimeter drainage plan.	2	16		\$ 2,928	\$ 2,928	\$ 2,928	\$ 2,928				\$ 2,928.00
Geometric Plan	Staging information				\$ 876	\$ 876	\$ 876	\$ 876				\$ 876.00
Sign Plan	See signs on layout plan	4	4		\$ 672	\$ 672	\$ 672	\$ 672				\$ 672.00
NMDOT Coordination												
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Commercial Driveway	US&A - Assume as required for the NMDOT Commercial Driveway Permit Checklist. Includes Site Grading and Driveway Plan, and Traffic Control Plan. Assume no new turn lanes required.	2	12	4	\$ 2,804	\$ 2,804	\$ 2,804	\$ 2,804				\$ 2,804.00
Final Construction Documents	Plan revisions to address 80% PSE review comments and release plans	8	40	24	\$ 10,968	\$ 10,968	\$ 10,968	\$ 10,968				\$ 10,968.00
90% Plan Corrections	Address any additional comments and issue final stamped plans	6	16	8	\$ 4,864	\$ 4,864	\$ 4,864	\$ 4,864				\$ 4,864.00
Final P&E Submittal	Address any additional comments and issue final stamped plans, specifications, and estimates				\$ 5,910	\$ 5,910	\$ 5,910	\$ 5,910				\$ 5,910.00
SUBTOTAL					\$ 13,246	\$ 13,246	\$ 13,246	\$ 13,246	\$ 10,680	\$ 5,470	\$ 10,680	\$ 27,792.00
												\$ 13,246.00