Justin S. Greene Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante Commissioner, District 3



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



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

102 Grant Avenue · P.O. Box 276 · Santa Fe, New Mexico 87504-0276 · 505-986-6200 · FAX: 505-995-2740 www.santafecountynm.gov

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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 primarily 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

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Santa Fe Rail Trail Segment 6 Construction Documents

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