

Santa Fe County Purchasing Process Request Form

Date Submitted:	December 18, 2025	CDD-Housing
Name & Phone of Contact Person:	David Padilla - (505) 490-0345	
Contract Tracking #/Buyer (Purchasing)	2021-0206-PW	BCC Approval? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate date

AGENCY REQUEST: (Lease, MOU, Grant, Professional Services Agreement, Construction, Application, etc.) Describe the County, Public and/or Agency need. Describe what you are attempting to purchase, obtain or accomplish. Attach additional information relating to your request (scope of work, specifications, bid items on etc.)

Request for Survey services: Santa Fe County Housing Authority at Camino de Jacobo is requesting services to including but not limited to site Boundary with Improvements. Survey will need the following, Survey plat that is legally and recordable. Perimeter survey clearly mark all corners. See SOW attached. The accounts for this project, **318-1922-487.80-06 Total Funding available \$60,000 (Grant #24-13122)**

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. Include funding information (GF, GRT, Grant, Grant Match, In Kind requirements, etc.)

<u>Grants</u>	<u>Capital, Fund & Cost Center Approval</u>	<u>Budget Approval:</u>
Is this grant related? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a capital project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes: provide fund(s) \$60,000 (318-1922-487.80-06)	Capital approval: _____ Fund/Cost Center approval: _____	
Grant approval: _____		

Please provide account number(s) for this request:

LEGAL FORM: (Is this a new contract or an amendment or change of a previously submitted procurement or contract? Identify any known liabilities and/or risks to the County.

LEGAL APPROVAL: (sign and date)

FINANCE DIRECTOR APPROVAL: (sign and date)

COUNTY MANAGER APPROVAL: (sign and date)

 Gregory S. Shaffer, County Manager 4/9/2026

ATTACH NEEDED DOCUMENTS

REQUISITION BY: AGSTORER

STATUS: REQ-APRVL >\$10000
REASON: SURVEY

DATE: 1/06/26

SHIP TO LOCATION: HOUSING DIVISION/CSD

SUGGESTED VENDOR: 24243 COBBFENDLEY

DELIVER BY DATE: 6/30/26

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	REQUESTED BY DAVID PADILLA Prepare a boundary with improvements survey for Camino de Jacobo Housing Site regarding: Housing Authority Complex at 52 Camino de Jacobo, Tract B-2, Sec. 6, T. 16N, R.9E, N.M.P.M. Santa Fe, NM for a total of \$87,123.51 inclusive of NMGRT. SFCA# 2021-0206-PW-B (Grant# 24-I3122) COMMODITY: SUBCOMMOD: MISC	87123.51	EA	1.0000	87123.51	
REQUISITION TOTAL:					87123.51	

A C C O U N T I N F O R M A T I O N


LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	31819224878006	CAPITAL PURCHASES LAND CAPITALIZED CONT SVC	100.00	87123.51
				87123.51


3/31/26

REQUISITION IS IN THE CURRENT FISCAL YEAR.


Budget Approved Only - Category Sufficient
4/9/2026


4/1/2026
NOO required


03/30/2026

FY-26

DAT

2/19/2026

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS
INTERNAL PURCHASE REQUISITION**

TRACKING From/To Date Initial

Admin/IT		
Purchasing		
IT/Purchasing		
COST CENTER	318-1922-487	
REQUISITION #		
PO #		
Project Code		

DEPARTMENT / DIVISION : **Housing Authority**

The Following Items to be Used On / At: Housing Authority

REQUESTED BY: David Padilla

SHIP TO:				VENDOR 1			VENDOR 2		VENDOR 3	
<i>Housing Department</i>				Name:	CobbFendley					
<i>52 Camino de Jacobo</i>				Address 1:	Vendor # 24243					
<i>Santa Fe, New Mexico 87507</i>				Address 2:						
<i>Phone: 505-992-3060</i>				City / State / Zip:						
				Contact / Phone:						
#	DESCRIPTION	LINE ITEM	QUANT	UNIT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT
	<i>Prepare a boundary with improvements survey for Camino de</i>	80-06	1		\$ 80,951.00	\$ 80,951.00		\$ -		\$ -
	<i>Jacobo Housing Site regarding: Housing Authority Complex</i>	80-06	1		\$ 6,172.51	\$ 6,172.51		\$ -		\$ -
	<i>at 52 Camino de Jacobo, Trac B-2, Sec. 6, T, 16N, R, 9E, N.M.P.M</i>				\$ -	\$ -		\$ -		\$ -
	<i>Santa Fe, New Mexico @ \$80,951.00 for a total of \$87,123.51 to</i>				\$ -	\$ -		\$ -		\$ -
	<i>include \$6,172.51 in NMGRT.</i>				\$ -	\$ -		\$ -		\$ -
	<i>Grant # 24-I3122</i>				\$ -	\$ -		\$ -		\$ -
	<i>SFCA# 2021-0206-PW-B</i>				\$ -	\$ -		\$ -		\$ -
					\$ -	\$ -		\$ -		\$ -
					\$ -	\$ -		\$ -		\$ -
					\$ -	\$ -		\$ -		\$ -
Notes / Comments:						SUBTOTAL	\$ 87,123.51	\$ -		\$ -
						SHIPPING/HANDLING	\$ -			
						TOTAL CHARGES	\$ 87,123.51	\$ -		\$ -

AUTHORIZED SIGNATURE:	Date:	I HEREBY CERTIFY THAT REQUESTS WHICH ARE LESS THAN \$3000 ARE PROCURED AT THE BEST AVAILABLE PRICE.	Approval:	Date:
			David Padilla	2/19/2026

Scope of Work (SOW): Boundary with Improvements Survey for Santa Fe County Housing Authority Property

This Scope of Work details the requirements for preparing a Boundary with Improvements survey of the property located in Santa Fe, New Mexico, suitable for recording in the office of the Santa Fe County Clerk. The survey must meet all City and County of Santa Fe regulations and requirements for a Boundary Survey.

1. Project Overview

The Surveyor shall perform a comprehensive Boundary with Improvements Survey for the specified Santa Fe County Housing Authority property. The primary objective is to accurately delineate the property boundary and map existing site improvements, preparing a survey plat that is legally recordable.

2. Survey Requirements

The survey shall encompass the following specific elements:

2.1 Boundary Delineation

- Perform a perimeter survey of the property at large.
- Establish and clearly mark all property corners in accordance with New Mexico professional surveying standards.
- The final plat must comply with all requirements for a Boundary Survey within the City and County of Santa Fe, NM, and be prepared for recording with the Santa Fe County Clerk.

2.2 Existing Improvements Mapping

The survey shall identify and map the horizontal location and footprint of the following improvements:

- **Buildings:** Footprints of all forty (40) existing buildings and other permanent site improvements. Covered porch areas must be clearly identified and differentiated on the plat.
- **Infrastructure:** All existing roadways and parking areas, including all associated parking stripes.
- **Yard Areas:** Identification of specific yard areas designated as "front" and "side" of the house, extending to the sidewalk/wall/fence line. *Note: Fences and outbuildings considered personal property are explicitly excluded from this survey scope.* (Santa Fe County Housing Authority to provide informal drawings to assist in identifying these specific yard limits).
- **Where multi units exist:** the common wall will be the dividing line of the property boundaries.

2.3 Utilities Identification

- Identify and locate visible above-ground utilities.
- Locate known underground utilities. The surveyor will be reasonable for locating all utilities. The surveyor will coordinate the request for utility locates (811). The Surveyor is responsible for surveying the utility marks once the Client confirms field locates have been completed.

3. Client Coordination and Communication

To ensure efficient execution and minimize confusion, communication shall be handled through a single point of contact:

- **Client Point of Contact:** The Santa Fe County Housing Authority will designate one (1) primary contact person responsible for receiving comments from the Surveyor (OSI), coordinating utility locates, and confirming site readiness.

4. Site Access and Tenant Notification

- The Client is responsible for informing all residents that the Surveying team (OSI) will be on-site periodically until the project is completed.
- The Client Point of Contact will notify the Surveyor when utility locates have been marked in the field and the site is accessible for comprehensive data collection.

5. Deliverables

Upon completion of the field and office work, the Surveyor shall provide the following:

- 3 signed and sealed copies of the Recordable Boundary with Improvements Plat.
- Digital copies of the Plat (PDF format).
- [Optional: Digital survey data files (e.g., AutoCAD .dwg format)].

6. Schedule

- [Insert proposed timeline/schedule details here once agreed upon].

Justin S. Greene
Commissioner, District 1

Lisa Cacari Stone
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3

LaToya G. Ricketts
Executive Director



Adam Fulton Johnson
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

Cathy Hurtado
Resident Board Member

Requisition Transmittal Form

A Requisition Transmittal Form must be initiated by the requester for all financial transactions. Supervisor approval is required prior to requesting funds.

Requester:	David Padilla
Division:	Housing/Admin/Maintenance
Summary of Item:	Survey Services
Line-Item Account #:	318-1922-487.80-06
Budgeted Amount:	\$100,000
Expended to Date:	\$0
Requested Amount:	\$60,000

Approval Signatures:

Before signing this document, verify that the content you are signing is correct.

Requester:	David Padilla	Date: 01/06/2026
Accountant:	<i>Alicia Storer</i>	Date: 1/6/2026
Deputy Director:	<i>Adrianna Velasquez</i>	Date: 1/6/2026
Executive Director:	<i>LaToya G. Ricketts</i>	Date: 1/6/2026

Project Assignment Form

Date: February 25, 2026

Contract No. 2021-0206-B-PW/APS Project Assignment 1

Surveyor: CobbFendley & Associates

Project Name/Purpose: On-Call Surveying Services Camino De Jacobo Housing Site

The County seeks a comprehensive **Boundary with Improvements Survey** for the Camino De Jacobo Housing Site. The purpose of the survey is to accurately delineate the property boundary, identify existing improvements and prepare a plat suitable for legal recording.

Property Description: Housing Authority Complex at 52 Camino De Jacobo Santa Fe, NM

Survey Scope of Work:

Topographic with Improvements & Boundary Survey

Cobb Fendley will utilize Aerial mapping along with conventional surveying methodologies to produce a Topographic Survey of the project area. Survey will be collected sufficiently to produce one (1) foot contours. Features, ground shots and breaklines will be collected along with any items that may affect the surface.

Subdivision of residential area:

CobbFendley will utilize Santa Fe County and City of Santa Fe Subdivision Specifications to create approximately 72 parcels. Our team will meet with the County to develop lot size and configurations, roadway dedication and utility easements.

Roadway dedications and utility easements will be included in the subdivision process.

1. Boundary Delineation

- a) Perform perimeter of the property.
- b) Establish and clearly mark all property corners in accordance with New Mexico professional and surveying standards.
- c) Final Plat must meet City/County of Santa Fe requirements for a Boundary Survey and be prepared for filing with the Santa Fe County Clerk.

2. Existing Improvements Mapping

- a) Identify and map the horizontal location and footprint of all forty (40) existing buildings and permanent improvements.
- b) Clearly identify covered porch areas.
- c) Identify and map all internal roadways, parking areas and parking stripes.
- d) Identify front and side yard areas extending to the fence/wall/sidewalk line. (Note: personal property-type fences and outbuildings are excluded).
- e) For multi-unit structures, the common wall shall constitute the dividing line of boundaries.

3. Utilities

- a) Identify visible above-ground utilities.

- b) Locate known underground Utilities (Surveyor to Coordinate 811 locates and survey marks once confirmed by Cobb Fendley.)

4. Deliverables

- a) Three (3) signed and sealed copies of the Recordable Boundary with Improvements Plat.
- b) Digital PDF Copies
- c) Optional digital survey data files (.dwg or equivalent) if available.
- d) Civil 3d drawing and PDF of the topographic survey along with the Ortho-mosaic files.

Costs: \$80,951.00 exclusive of NM GRT

Schedule:

CobbFendley intends to meet with the County within one week of notice to proceed to kick off the project. CobbFendley intends to complete two phases of work. In the first phase: Aerial mapping will be utilized to collect data and supplemented by ground survey data collection. CobbFendley anticipates four (4) weeks from commencing field work to collect feature data and develop a base map along with boundary survey of the original parcel.

Once the base map is complete Cobb Fendley will proceed with the second phase: the subdivision process.

A sketch plat will be developed within three weeks to submit for review. After sketch plat approval CobbFendley will move forward creating a preliminary plat as the second submittal.

Cobb Fendley will submit the preliminary within three (3) weeks for review. Cobb Fendley anticipates three weeks to complete the final plat for submittal once the preliminary plate has been reviewed. The company's assumption is that the owner/agency will require a two-week period for each submittal. If review process by owner agency requires more time, Cobb Fendley will adjust the schedule.

SANTA FE COUNTY




Gregory S. Shaffer
Santa Fe County Manager

4/9/2026

Date

CONTRACTOR - CobbFendley



Signature
Sean Wolfe | Sr. Vice President

2/25/2026

Date

**NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
EXHIBIT B**

Notice of Obligation to Reimburse Grantee # 001
 DATE: 3/30/2026
 TO: Department Representative: Daniel Catanach, Grant Manager
 FROM: Grantee Entity: Santa Fe County
 Grantee Official Representative: Gregory S. Shaffer
 SUBJECT: Notice of Obligation to Reimburse Grantee
 Grant Number: 24-I3122
 Grant Termination Date: 6/30/2028

As the designated representative of the Department for Grant Agreement number 24-I3122 entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: CobbFendley & Associates
 Third Party Obligation Amount: \$87,123.51

Vendor or Contractor: _____
 Third Party Obligation Amount: _____

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable):	<u>\$100,000.00</u>
The Amount of this Notice of Obligation:	<u>\$87,123.51</u>
The Total Amount of all Previously Issued Notices of Obligation:	<u>\$0.00</u>
The Total Amount of all Notices of Obligation to Date:	<u>\$87,123.51</u>

Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.

Department Rep. Approver: Daniel Catanach
 Title: Grant Manager
 Signature: 
 Date: 3/31/2026

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.