

Santa Fe County Purchasing Process Request Form

Date Submitted: 6/12/2026

IR

Requesting User
Agency:

Name & Phone of Contact Person: Ira Royal 505-992-9874

Public Works-Projects

Contract Tracking #/Buyer (Purchasing)

2024-0273-PW/DK

BCC Approval? ☐ Yes
☒ No
If yes, please indicate date
Sam Sample
APD

PJ Montano (Jun 12, 2026 13:40:55 MDT)

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.)

Santa Fe County is requesting Amendment No. 2 to Agreement No. 2024-0273-PW/DK with WSP USA, Inc. to extend the contract term through June 28, 2027. WSP is providing construction administration, engineering support, and project closeout services for the CR-54 Los Pinos Road All-Weather Crossing Project. Due to project delays resulting from a winter suspension period and utility conflicts encountered during construction, additional time is necessary to complete the remaining services associated with project completion and closeout. The requested amendment will ensure continuity of professional engineering services through final completion of the project. No changes to the scope of work or contract amount are proposed under this amendment. *IR* 06/12/26

Does this request require IT approval? ☐ Yes ☐ No If yes, is the approved work order attached? ☐ Yes ☐ No

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.)

Grants	Capital, Fund & Cost Center Approval	Budget Approval:
Is this grant related? ☐ Yes ☐ No	Is this a capital project? ☒ Yes ☐ No	
If yes: provide fund(s) _____	Capital approval: YES _____	
Grant approval: _____	Fund/Cost Center 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)