

**AGREEMENT BETWEEN SANTA FE COUNTY AND
SWCA ENVIRONMENTAL CONSULTANTS
FOR A COMMUNITY WILDFIRE PREPAREDNESS PLAN**

This Agreement is entered into this 24th day of September, 2025, between **Santa Fe County**, a political subdivision of the state of New Mexico (the “County”), and **SWCA, Incorporated dba Environmental Consultants**, 20 E. Thomas Rd., Ste. 1700, Phoenix, AZ 85012 with an office located at 7770 Jefferson Street NE, Suite 410, Albuquerque, New Mexico 8109 (the “Contractor”).

Background

WHEREAS the Santa Fe County Fire Department requires a community wildfire preparedness plan or “CWPP”; and

WHEREAS, in accordance with NMSA 1978, Section 13-1-112, and the Santa Fe County Purchasing Regulations and Policy Manual, the County issued RFP 2025-0299-FD/TS to procure these services from a qualified contractor; and

WHEREAS, the Evaluation Committee determines that the Contractor is the most qualified offeror; and

WHEREAS, the County requires the services of the Contractor, and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW THEREFORE, the parties agree as follows:

Agreement

1. **CONTRACTOR’S SERVICES**

A. The Contractor will complete the CWPP for the County Fire Department in five Tasks:

- a) Task 1. Project Initiation and Planning.
- b) Task 2. Data Collection / Risk Assessment.
- c) Task 3. Community Engagement and Public Outreach.
- d) Task 4. Development of the Santa Fe County CWPP.
- e) Task 5. Review, Finalization and Adoption.

B. The details of the Contractor’s Tasks 1 through 5 are described in Attachment A (Contractor’s proposed services in response to RFP 2025-0299-FD/TS).

2. **ADDITIONAL SERVICES**

A. The parties agree that all tasks in section 1 (Contractor’s Services) will be completed to the County’s satisfaction and in accordance with the specifications in Attachment A and for the amount stated in section 3 below.

B. The County may request changes in the Contractor’s Services. Any changes to the Contractor’s services will be made by written amendment.

3. COMPENSATION, INVOICING AND SET-OFF

A. The total compensation payable to the Contractor for the term of this Agreement will not exceed **\$69,901.34**, *exclusive* of NM GRT. Any NM GRT levied on the amount payable under this Agreement will be paid by the County to the Contractor.

B. The Contractor will submit a monthly written request for payment to the County when payment is due. Upon the County's receipt of the written request, the County will issue a written certification of complete or partial acceptance or rejection of the services for which payment is sought. The County will not make payment until the County issues a written certification accepting the services.

- 1) The County's representative for certification of acceptance or rejection of goods and services is Michael Feulner, Wildland Fire Captain, mfeulner@santafecountynm.gov, (505) 995-6527, or such other individual as may be designated in the absence of the County representative.
- 2) Within 30 days of the issuance of the certification accepting the services, the County will make payment for the services. If the County does not issue payment for accepted services within 30 days of the certification by the County, the County will pay a late payment fee of 1.5% per month until the amount due is paid in full.

C. If the Contractor breaches this Agreement, the County may, without penalty, withhold payments due the Contractor for the purpose of set-off until the County determines the exact amount of damages it suffered as a result of the breach.

D. The County's payment to Contractor will not foreclose the County's right to recover excessive or illegal payment.

4. EFFECTIVE DATE AND TERM

A. This Agreement will become effective on the date of last signature by the parties and will terminate one year from that date, unless earlier terminated under section 5 (Termination) or 6 (Appropriations and Authorizations). The parties may agree to extend the term by written amendment. In no event will the term of this Agreement exceed 4 years in total.

5. TERMINATION

A. Termination for Cause. Either party may terminate this Agreement based upon a breach by the other party. The non-breaching party will give the breaching party written notice of termination stating the specific grounds for the termination. The termination will be effective 30 days from the breaching party's receipt of the notice, during which time the breaching party may cure the breach. If the breach cannot with due diligence be cured within 30 days, the breaching party will have a reasonable time to cure the breach, provided that, within the 30-day period, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may terminate this Agreement at any time for any reason or no reason, by giving the Contractor written notice of termination. The notice will state the effective date of termination, which will not be less than 15 days from the Contractor's receipt of the notice. The County will pay the Contractor for acceptable services performed before the effective date of termination. The County will not be liable for any services performed by the Contractor after the date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

The County's performance of the obligations under this Agreement is contingent upon sufficient appropriations and authorizations by the Board of County Commissioners of Santa Fe County, and if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and/ or authorizations are not made in this or future fiscal years, this Agreement will terminate upon written notice by the County to the Contractor. A termination for non-appropriations or lack of authority will be without penalty to the County, and the County will not be required to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is not committed to the expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision regarding appropriations and authorization will be final and will not be subject to challenge by the Contractor in any way, or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The parties intend that the Contractor and its agents and employees will be independent contractors and not employees or agents of the County. Accordingly, the Contractor and its agents and employees will not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to County employees. Except as may be authorized in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County.

8. ASSIGNMENT AND SUBCONTRACTING BY THE CONTRACTOR

A. The Contractor will not assign or transfer any interest in this Agreement or assign any claims for money due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer in violation of this Agreement will be void.

B. The Contractor will not subcontract or delegate any portion of the services without the advance written approval of the County. Any attempted subcontract or delegation by the Contractor to a non-party in violation of this Agreement will be void.

9. CONTRACTOR'S PERSONNEL

A. The services in section 1 (Contractor's Services) will be performed by the Contractor or under its supervision.

B. The Contractor states that it has, or will secure at the Contractor's expense, all personnel required to perform the services and obligations under this Agreement. Such personnel will not be employees of or have any contractual relationship with the County, and will be qualified and licensed by federal, state and local law to perform the services.

10. RELEASE

The Contractor's receipt of payments due under this Agreement serves as a release of the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations arising from this Agreement.

11. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement will be kept confidential and will not be made available to any individual or organization by the Contractor without the prior written approval of the County.

12. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County will own any such copyright.

13. CONFLICT OF INTEREST

The Contractor states that it does not have any interest that would conflict in any manner with the performance of the services and obligations under this Agreement.

14. AMENDMENT

This Agreement may not be modified, altered, changed, or amended orally. To be valid any amendment to this Agreement will be in writing signed by the parties.

15. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements and understandings between the parties and all agreements and understandings are merged into this Agreement. No prior or contemporaneous agreements or understandings, verbal or otherwise, of the parties will be valid or enforceable unless embodied in this Agreement.

16. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Section 13-1-28, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

17. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by federal, state, local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. The Contractor will not discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges that failure to comply with this section will constitute a breach of this Agreement.

18. GOVERNING LAW

A. The Contractor will comply with all applicable laws, ordinances, and regulations, including Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

B. This Agreement will be construed in accordance the laws of the State of New Mexico without regard to its choice of law rules. The Contractor acknowledges that the exclusive forum for any litigation related to this Agreement will be state district courts of New Mexico, located in Santa Fe County.

19. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records for a period of six years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

20. INDEMNIFICATION

A. The Contractor shall indemnify the County and its elected officials, agents, and employees from any liabilities, damages, demands, suits, costs or expenses, including court costs and legal fees, resulting from the Contractor's performance or non-performance of its obligations under this Agreement.

B. The County may control and participate in the defense of any demand, suit, or cause of action that relate to the County. No matter will be settled without the County's consent. Consent will not be unreasonably withheld.

C. The Contractor's obligations under this indemnification section will not be limited by the terms of the insurance policy the Contractor is required to maintain under this Agreement.

21. SEVERABILITY

If any provision of this Agreement is held invalid or non-enforceable by a court of competent jurisdiction, other provisions will not be affected and will remain valid and enforceable.

22. NOTICE

Notice required to be given to either party will be in writing and delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, to:

The County: Santa Fe County Fire Department
Attn: Michael Feulner, Wildland Fire Captain
35 Camino Justicia
Santa Fe, NM 87508
505-995-6527
mfeulner@santafecountynm.gov

The Contractor: SWCA Environmental Consultants
Attn: Matt Edwards, Vice President
7770 Jefferson St. NE, Ste 410
Albuquerque NM 87109
505-254-1115
medwards@swca.com

23. CONTRACTOR REPRESENTATIONS

The Contractor represents that:

A. This Agreement is duly authorized by the Contractor, the person signing this Agreement has authority to do so, and, once signed by the Contractor, this Agreement will constitute a binding obligation of the Contractor.

B. The terms of this Agreement do not conflict with Contractor's corporate agreement or any statement that may be filed with the New Mexico Secretary of State.

C. The Contractor is legally registered and is properly licensed by the State of New Mexico to provide the services and will maintain such registration and licensure for the term of this Agreement.

24. FAX OR ELECTRONIC SIGNATURE

A fax or electronic signature will have the same force and effect as an original signature.

25. NO THIRD-PARTY BENEFICIARIES

The parties do not intend by this Agreement to create any rights in any non-parties.

26. CONTRACTOR'S INSURANCE

A. General. The Contractor will submit evidence of insurance as is required in this section. The Contractor's policies of insurance will be written by a company authorized to provide insurance in the state of New Mexico.

B. Liability Insurance, Including Automobile. The Contractor will maintain a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Contractor's insurance will include coverage for all services and work performed for the County under this Agreement; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. Santa Fe County will be a named an additional insured on the Contractor's policy.

C. Increased Limits. If the Legislature of the State of New Mexico increases the maximum limits of liability under the New Mexico Tort Claims Act, the Contractor will increase the maximum limits of any insurance required under this Agreement.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act, NMSA 1978, Section 41-4-1, the Contractor will increase the maximum limits of its insurance.

E. Additional insured. Santa Fe County will be listed as an additional insured on all policies of insurance required above.

27. PERMITS AND FEES

Contractor will procure all permits, licenses, and pay all fees associated with the performance of the services and the Contractor's obligations under this Agreement.

28. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement will modify or waive the sovereign immunity or limitation of liability enjoyed by County or its public employees at common law or under the New Mexico Tort Claims Act.

29. CAMPAIGN CONTRIBUTION DISCLOSURE

The Contractor will complete and submit simultaneous with signing this Agreement, the Santa Fe County Campaign Contribution Disclosure form.

30. SURVIVAL

The provisions of the following paragraphs will survive termination of this Agreement: Indemnification, Records and Inspection; Release; Confidentiality; and Choice of Law.

The parties execute this Agreement as of the date of last signature by the parties.

SANTA FE COUNTY



Gregory S. Shaffer
Santa Fe County Manager

9/24/2025

Date

Approved as to form:

Roberta D. Joe for W.B.

Walker Boyd
Santa Fe County Attorney

9/12/2025

Date

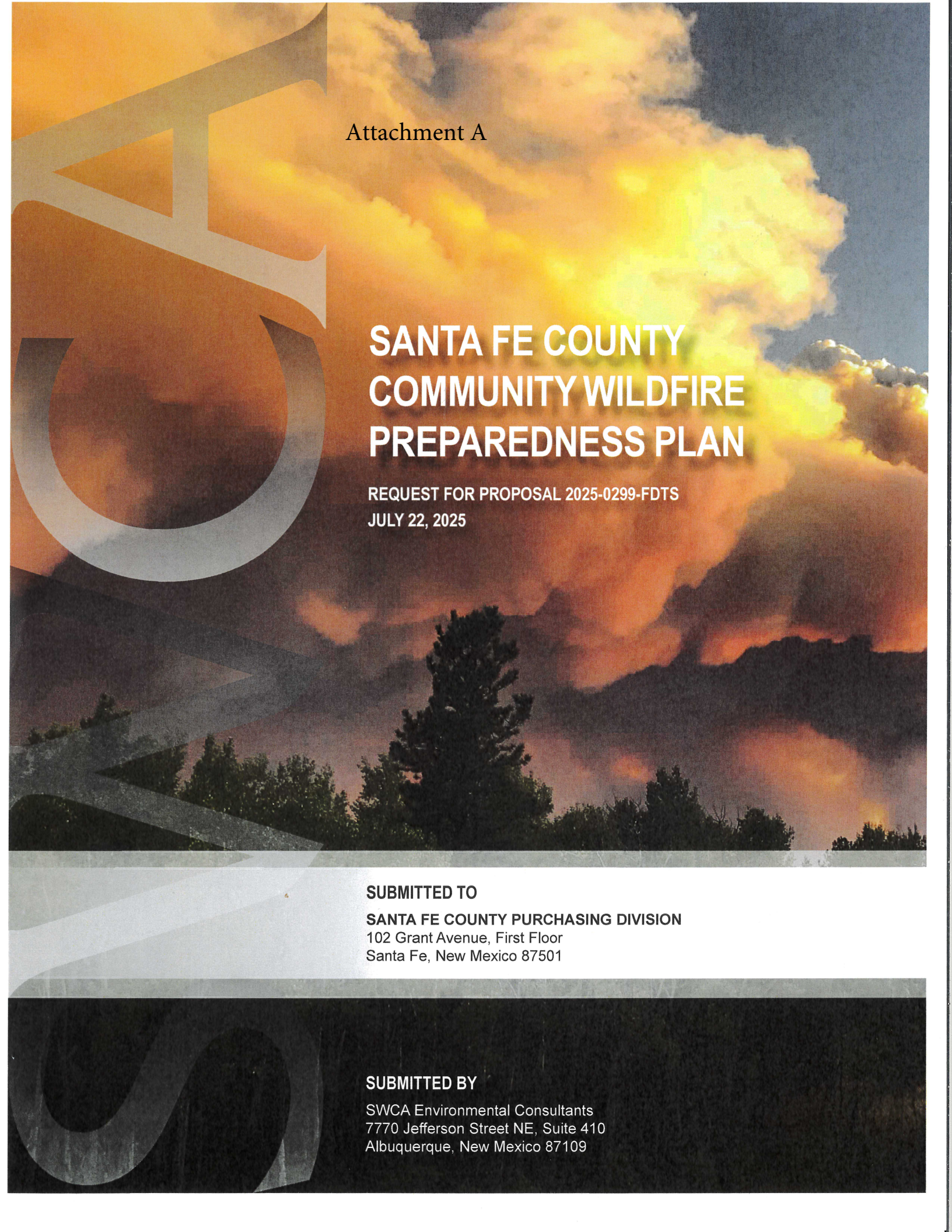
CONTRACTOR – SWCA Environmental Consultants



Matt Edwards, Vice President

9/12/2025

Date



Attachment A

SANTA FE COUNTY COMMUNITY WILDFIRE PREPAREDNESS PLAN

REQUEST FOR PROPOSAL 2025-0299-FDTS
JULY 22, 2025

SUBMITTED TO

SANTA FE COUNTY PURCHASING DIVISION
102 Grant Avenue, First Floor
Santa Fe, New Mexico 87501

SUBMITTED BY

SWCA Environmental Consultants
7770 Jefferson Street NE, Suite 410
Albuquerque, New Mexico 87109

TASK 1. PROJECT INITIATION AND PLANNING

To support a robust and inclusive planning process that makes prudent use of available funding, SWCA proposes convening three SCCWPP planning meetings: one project kickoff and orientation meeting, one 4–6-hour interactive workshop, and one virtual meeting to gather input on the draft document.

Prior to the project kickoff meeting, SWCA will work with the County to develop a Core Team list for the SCCWPP. Having developed the original CWPP and its update, our team is well-acquainted with the key local, state, and federal stakeholders who should be engaged in the process. We will assist the County in identifying and inviting appropriate Core Team members.

As with previous CWPP iterations, SWCA recommends that the Core Team include representatives from key agencies and stakeholder groups involved in wildfire prevention—such as community organizations, municipal representatives, and state, Tribal, and federal wildfire management agencies. The Core Team will be responsible for reviewing risk assessment data, developing mitigation recommendations, and contributing expert insight on changes in wildfire risk and hazard across the county, particularly within the WUI.

Core Team Meeting 1 – Kickoff and Orientation

SWCA will convene a conference call with Core Team members that will focus on key topics of the project including identifying the SCCWPP goals and objectives, establishing communication protocols, finalizing a project work plan and timeline, and identifying preliminary data needs that would facilitate the planning process. Prior to the meeting, SWCA will administer a survey to Core Team members to gather input on the valuable landscapes and resources that are at risk within the planning area and

Task 1 Anticipated challenges:

- ♦ Limited stakeholder availability
- ♦ Lack of familiarity with previous plans and purpose of plan update

Solutions:

- ✓ We will offer flexible engagement formats (hybrid virtual / in-person meetings, asynchronous feedback opportunities) to ensure key partners can participate, even with busy schedules.
- ✓ We will begin with a clear framing presentation to orient stakeholders to the plan's intent, scope, and history, including a summary of what has changed since the last update.

gather data on recent accomplishments that have been completed since the 2020 plan was finalized. Results from the survey will be used to guide the meeting discussion. SWCA will revisit the existing CWPP and identify and establish Core Team expectations for the update. This will include discussing community hazards that may have emerged since 2020.

Core Team Meeting 2

The second meeting will be convened as a workshop and will be used to review the quantitative risk assessment (Task 2b) results and review and revise the SCCWPP recommendations. This workshop-style event will provide an opportunity for the Core Team to ask our Fire Behavior Analysts and planners questions about the assessment and discuss and delineate areas of concern. Having drafted the original recommendations for the 2008 and 2020 CWPPs, SWCA is familiar with the existing project recommendations and is therefore well equipped to facilitate a discussion to document the successes and accomplishments—or hurdles and limitations—of those projects. We will collaboratively draft updates to those recommendations, consider new projects and approaches, and assign new action items helping to facilitate greater action on the ground. Since 2020, our CWPP planning process has evolved significantly, and we will apply the lessons our team has learned over the past several years to this update.

Core Team Meeting 3

The third meeting will be held virtually to maximize attendance and will last up to two hours. SWCA will distribute a draft of the SCCWPP two weeks in advance for review. During the meeting, the Core Team will discuss feedback, which SWCA will incorporate before public review.

TASK 2. DATA COLLECTION/ RISK ASSESSMENT

Task 2a. Gather Data and Revise Community Base Maps

Having developed the 2020 CWPP and story map, SWCA already possesses the data sets used in those efforts, offering significant cost savings to the County. Our team will review these data and update them as needed. All finalized data will be delivered to the County in Esri- and Microsoft Office-compatible formats upon completion of the SCCWPP.

In collaboration with the Core Team, SWCA will review and, if needed, update the community base maps from the previous CWPP. These maps will include land ownership, vegetated areas with critical infrastructure, WUI risk areas, fire risks in forests and grasslands, watershed boundaries, fire history, past fuel treatments, topography, access roads, and major water sources. SWCA also understands that updates will be required to WUI delineation, risk assessment, and project prioritization.

Task 2b. Revise the Quantitative Wildfire Risk Assessment

Since 2020, our team has significantly advanced our CWPP risk assessment process by integrating new technologies to improve wildfire risk analysis and management. For

this project, SWCA proposes a Quantitative Wildfire Risk Assessment (QWRA) aligned with the Core Team's prioritized landscape values. Updated maps will show wildfire hazard and risk to key assets, such as homes, infrastructure, and water supplies, using the Interagency Fuel Treatment Decision Support System and ArcGIS Spatial Analyst tools to model predicted flame length, fire intensity, and burn probability.

The assessment will use baseline fuels data from the 40 Scott and Burgan Fire Behavior Fuel Model (via LANDFIRE) and incorporate models like BehavePlus, RANDIG, and FlamMap to evaluate fire behavior. It will integrate fire history, fuels, topography, wind, and climate to estimate wildfire risk and likelihood. Draft outputs will be reviewed by the Core Team to ensure local accuracy. All inputs and results will be compiled into base maps illustrating hazard and risk across the planning area.

Task 2c. Conduct National Fire Protection Association 1144 Assessments

SWCA completed National Fire Protection Association 1144 assessments of structural ignition during the 2020 CWPP update and SWCA is in receipt of these data sets. As a cost-saving measure, SWCA proposes consulting with the County and Core Team on existing conditions within WUI communities and completing field assessments only for communities whose risk ratings will have changed significantly from 2020 levels, maybe due to recent fires, community development, or new wildfire hazards.

This consultation will also provide an opportunity to discuss initial concerns and response capabilities for each community. For communities needing reassessment, the evaluation will address wildfire risk factors in structural areas and home ignition zones—such as construction materials, defensible space, fuels, fire response and access routes. SWCA staff will be accompanied by county Office of Energy Management staff, fire staff, or similar personnel.

The compiled data on community risk will be used to draft and bolster detailed recommendations that align with the National Strategy. SWCA will revise the written community-at-risk summaries in Appendix D of the 2020 CWPP for any re-assessed communities based on newly gathered information.

TASK 3. COMMUNITY ENGAGEMENT AND PUBLIC OUTREACH

SWCA will collaborate with the County to promote and facilitate a 2-hour open-house public meeting, engaging a broad segment of the population. The SWCA project manager will be available to interact with attendees at stations covering the National Strategy's core principles: resilient landscapes, fire-adapted communities, and effective wildfire response. Fire department, county, and agency representatives will be invited to provide local insights. To maximize attendance, the meeting will be scheduled outside regular working hours.

SWCA will advise on promotional strategies and provide clear, plain-language materials for distribution via popular

Task 3 Anticipated challenge: **Low engagement**

Solution: Early and proactive outreach using concise messaging to remind stakeholders why this plan matters now. Communicate connections to topics in the plan with recent events or current risks.

local channels to ensure residents understand the event's purpose, learnings, and feedback opportunities. This outreach will engage residents in the SCCWPP process, assess wildfire risk perceptions, identify needed risk reduction tools, and gather input on proposed projects. With extensive experience working respectfully with Tribal communities across the Southwest, SWCA is skilled in culturally sensitive communication and navigating Tribal sovereignty, governance, and community priorities to support effective, collaborative outcomes.

SWCA developed the original CWPP story map with the County. As an *optional task*, our team can work with the County to set up a project hub site that can serve as a landing page for the SCCWPP and integrate elements of the story map into a more functional and user-friendly format (Optional Task 6).

TASK 4. DEVELOPMENT OF THE SANTA FE COMMUNITY WILDFIRE PREPAREDNESS PLAN

The tasks above will be used during the development of the draft SCCWPP. To be judicious with available funds, the update will not result in a total rewrite of the original CWPP; it will instead update pertinent sections of the existing CWPP document, integrating new data and technologies and incorporating input from the Core Team.

Development of Priorities and Recommendations

The SCCWPP will remain structured to align with the National Strategy, enhancing integration with national fire policy and funding. A key element of the plan will be the development of priority projects and recommendations that support the National Strategy's core goals:

- 1. Resilient Landscapes.** Recommendations for fuel treatments and watershed protection.
- 2. Fire-Adapted Communities.** Recommendations to promote defensible space, prevent structural ignitability, review policy and compliance, and provide public education/ outreach.
- 3. Safe and Effective Wildfire Response.** Recommendations for firefighting capability.

Implementation Plan and Assessment Strategy

For each National Strategy goal, SWCA will collaborate with the Core Team to review and update the CWPP action plans. The recommendation matrices will detail project descriptions, priorities, methods, timelines, potential funding sources, and agency contacts. Building on previous CWPP recommendations, SWCA and the Core Team will assess completed projects, retain relevant ones, and incorporate priorities from other planning documents. In revising the implementation and assessment plans, SWCA will work with the Core Team to identify barriers to past project success. Together with the County, SWCA will develop a detailed implementation and monitoring strategy, outlining funding options, responsible leads and partners, and required actions for long-term success.

TASK 5. REVIEW, FINALIZATION, AND ADOPTION

SWCA will deliver the draft SCCWPP to the Core Team within six months of the notice to proceed. The Core Team will have two weeks to review and comment on the draft, followed by a final meeting dedicated to discussing the plan, addressing comments, concerns, and recommendations. After incorporating Core Team feedback, the draft will be released for public review, inviting written comments via an online form to ensure accessible and organized feedback for the County and Core Team.

SWCA will present the final SCCWPP to County stakeholders via a virtual platform, as directed by the County, prior to the approval and adoption process. Following final revisions, SWCA will provide the press-ready SCCWPP in digital format to the County, Core Team, and other interested parties. The final plan will be submitted to the County within nine months of contract award.

Task 5 Anticipated challenge:
Resistance or delays in plan adoption

Solution: We will engage decision makers throughout the planning process, clarify the benefits of adoption, and use lessons learned from past versions to streamline the approval process.

Assumptions

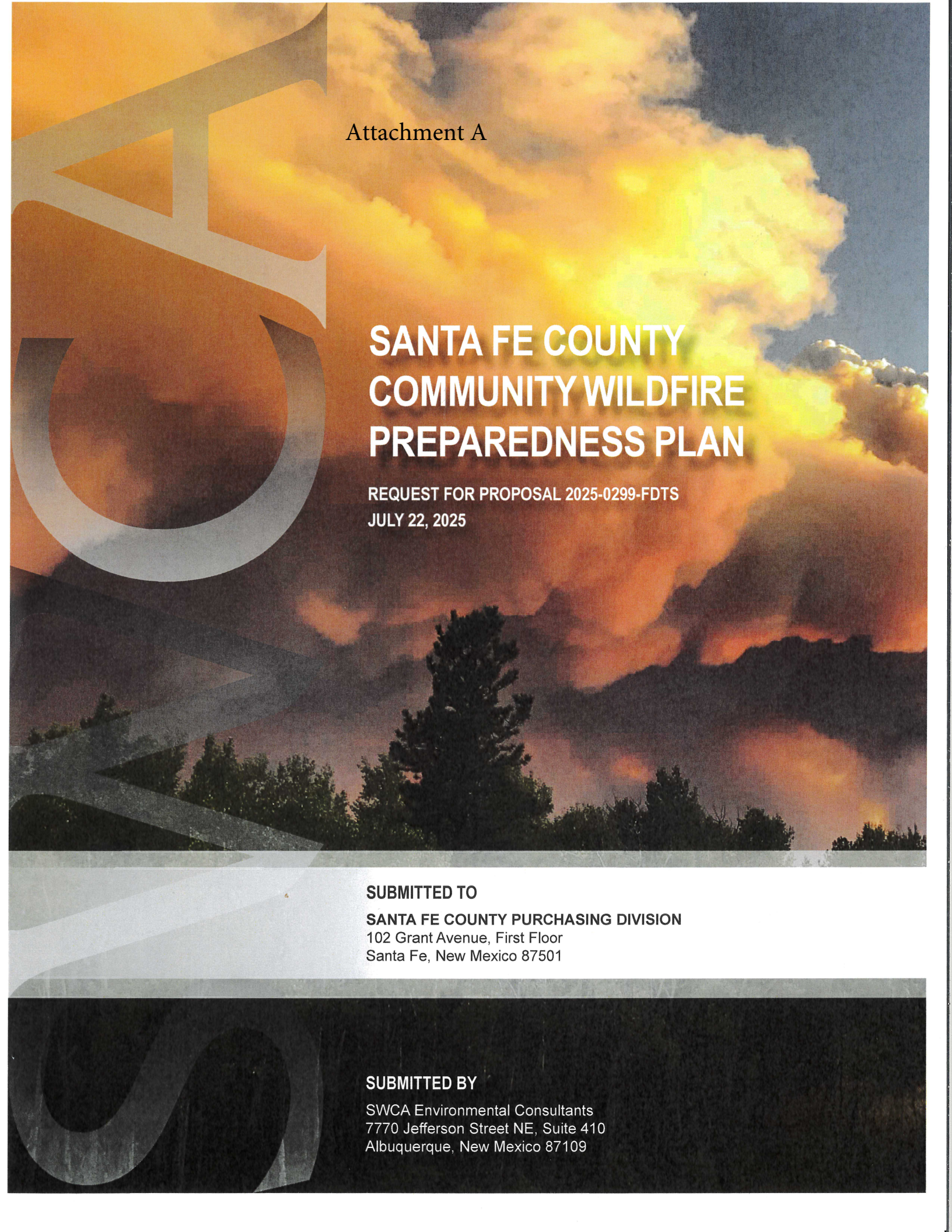
- Core Team Meeting 1 will be virtual and last no more than 2 hours.
- Core Team Meeting 2 will be in person and last up to 6 hours.
- Core Team Meeting 3 will be virtual and last no more than 2 hours.
- Data requests will be fulfilled within 3 weeks; delays may affect the budget and/or schedule.
- Deliverables for Tasks 1-Optional Task 6 will undergo one round of Core Team review. SWCA will incorporate comments, after which the deliverable will be considered final.
- No major format or content changes will occur after Core Team approval of the SCCWPP outline; changes after this point may require additional time and funding.
- No major changes requiring new data collection or re-analysis will occur after completion of the community risk assessment (Task 2).
- Core Team will provide one round of comments on fire behavior models and mapping products. SWCA will revise accordingly, after which products will be considered final.
- WUI delineations will not change after they are approved by the Core Team.
- Field assessments will be limited to communities significantly changed since 2020; External factors (e.g., weather, property access) will not delay field assessments.
- Field assessments will be scheduled alongside Core Team Meeting 2 and the public engagement event to reduce travel costs. One field day is budgeted.
- All deliverables will be electronic, except printed materials for Core Team meetings. Files will be delivered via SWCA's SharePoint unless otherwise requested.
- If a disturbance (e.g., wildfire) occurs during SCCWPP development, SWCA will work with the County to assess impacts and adjust the scope and cost as needed.
- Presentation of the final SCCWPP to stakeholders will be virtual.
- The client is responsible for collecting final SCCWPP signatures.
- SWCA GIS specialists will require access to the County's ArcGIS Online account. Our team will work with the County to determine a suitable hosting approach.

SCHEDULE

SWCA understands the County's proposed 9–12-month schedule for the SCCWPP. Based on our prior work on the 2008 CWPP and 2020 Update—and our access to key data—we are confident in delivering the final plan within an aggressive 9 months. This will support timely use for funding cycles and on-the-ground wildfire risk reduction. If selected, the hub site will be completed within 10 months.

Table 2. Proposed Project Schedule

TASK	APPROXIMATE TIME FROM NTP
Task 1. Project Initiation and Planning	
Core Team Meeting 1 (virtual)	1 month
Core Team Meeting 2 (in person)	4 months
Core Team Meeting 3 (virtual)	7 months



Attachment A

SANTA FE COUNTY COMMUNITY WILDFIRE PREPAREDNESS PLAN

REQUEST FOR PROPOSAL 2025-0299-FDTS
JULY 22, 2025

SUBMITTED TO

SANTA FE COUNTY PURCHASING DIVISION
102 Grant Avenue, First Floor
Santa Fe, New Mexico 87501

SUBMITTED BY

SWCA Environmental Consultants
7770 Jefferson Street NE, Suite 410
Albuquerque, New Mexico 87109

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Core Team Meeting 3 (virtual)	7 months

TASK	APPROXIMATE TIME FROM NTP
Task 2. Data Collection and Risk Assessment	
Task 2a. Gather Data and Revise Community Base Maps	4 months
Task 2b. Revise QWRA	4 months
Task 2c. Conduct NFPA Field Assessments	4 months
Task 3. Community Engagement and Public Outreach	
Public Engagement Meeting	4 months
Task 4. Development of the SCCWPP	
Provide Draft SCCWPP	6 months
Task 5. Review, Finalization, and Adoption	9 months

TASK	APPROXIMATE TIME FROM NTP
Task 2. Data Collection and Risk Assessment	
Task 2a. Gather Data and Revise Community Base Maps	4 months
Task 2b. Revise QWRA	4 months
Task 2c. Conduct NFPA Field Assessments	4 months
Task 3. Community Engagement and Public Outreach	
Public Engagement Meeting	4 months
Task 4. Development of the SCCWPP	
Provide Draft SCCWPP	6 months
Task 5. Review, Finalization, and Adoption	9 months

From: [Emily Geery](#)
To: [Christen L. Martinez](#); [Jessica Posey](#); [Cody Stropki](#)
Subject: Re: Agreement No. 2025-0299-FD
Date: Tuesday, August 4, 2026 8:38:26 AM
Attachments: [image001.png](#)
[image002.png](#)

Hi Christen,

Thank you for reaching out about the extension. We wanted to clarify that we completed the CWPP on time and within budget.

We would like to extend the contract in the event that additional related tasks are needed over the next year. We look forward to reviewing the amendment. Thank you.

Sincerely,
Emily

Get [Outlook for iOS](#)

From: Christen L. Martinez <clmartinez@santafecountynm.gov>
Sent: Monday, 03 August 2026 13:55:23
To: Jessica Posey <Jessica.Posey@swca.com>; Emily Geery <EGeery@swca.com>
Subject: RE: Agreement No. 2025-0299-FD

Good afternoon Emily,

Thank you, Jessica for connecting us. I just need a written response from SWCA agreeing to extend the term of the agreement an additional year, and we will draft the Amendment and send to you for review and approval.

Thank you,

Christen L. Martinez
Department Administrator
Public Safety Department
505-992-3080



From: Jessica Posey <Jessica.Posey@swca.com>

Sent: Monday, August 3, 2026 5:59 AM

To: Christen L. Martinez <clmartinez@santafecountynm.gov>; Emily Geery <EGeery@swca.com>

Subject: RE: Agreement No. 2025-0299-FD

Good morning Christen,

I'm bringing our PM into this thread for more info. Thank you for reaching out!

[@Emily Geery](#), the agreement on 99563 ends 9/24/26 but they'd like us to imitate a CO in order to extend and complete the project and invoicing.

Thank you,

Jessica Posey

Associate Project Accounting Analyst

SWCA Environmental Consultants

P.O. Box 7217

Carol Stream, IL 60197-7217

Main 602-274-3831 | Direct Number +1 602-609-2293

jessica.posey@swca.com



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From: Christen L. Martinez <clmartinez@santafecountynm.gov>

Sent: Friday, July 31, 2026 5:32 PM

To: Jessica Posey <Jessica.Posey@swca.com>

Subject: Agreement No. 2025-0299-FD

Good morning Jessica,

I'm hoping you can help me or point me to the appropriate person. The above-mentioned agreement between SWCA and Santa Fe County is due to expire on September 24, 2026. Is SWCA amenable to extending the term of the agreement an additional year under the same terms and conditions? Extending the agreement gives us time to ensure all tasks are completed and invoices have been paid.

Thank you,

Christen L. Martinez

Department Administrator

Public Safety Department

505-992-3080

