

Santa Fe County Purchasing Process Request Form

Date Submitted:	3/16/20206	Requesting User Agency:	Growth Management/ Planning
Name & Phone of Contact Person:	Brett Clavio 995-2775; or Marvelous Echeng 986-6215		
Contract Tracking #/Buyer (Purchasing)	2026-0281-GM	BCC Approval? <input checked="" type="checkbox"/> Yes No If yes, please indicate date	April 14, 2026

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.)

MOA request with the City of Santa Fe regarding the construction of improvements to Henry Lynch Road. Project consists of roadway reconstruction, paving, roundabout, bike lanes, ADA-sidewalks, curb & gutter, drainage improvements, traffic control devices, and landscaping. Total project cost is \$15m. Phase A, the County portion, costs \$5m. If awarded a New Mexico Transportation Project Fund grant, the local match for Phase A would be \$250,000. The project(s) will begin in Growth Management but will finish with Public Works.

PURCHASING STATUS:

none

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 No	Is this a capital project? <input type="checkbox"/> Yes No	
If yes: provide fund(s) NMDOT_TPF	Capital approval: _____	
Grant approval: _____ Pending_____	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.

This is a new MOA with the City of Santa Fe is for the construction phase of the Henry Lynch Road project. A previous MOA (#22-0164-PW/MM) for the planning and design phase was executed in 2022.

LEGAL APPROVAL: (sign and date)

Peter Valencia

3/31/2026

FINANCE DIRECTOR APPROVAL: (sign and date)

COUNTY MANAGER APPROVAL: (sign and date)

ATTACH NEEDED DOCUMENTS (Purchase Requisition, Justification Memo & Documentation (sole source, emergency or other procurement exemption), W-9 for new vendor, draft BCC memorandum, Price Agreement used (SPA, GSA, etc.))