

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

DATE: October 28, 2024

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

RE: **Sole Source Determination Pursuant to Section 13-1-126 NMSA 1978 for Engineering Services with Santa Fe Engineering Consultants, LLC to Complete Engineering Design Services for County Roads 89 and 89C**

ISSUE

Santa Fe County first contracted with Engineering Consultants, LLC in October of 2014 to provide design services necessary for an alignment study and report to address the additional outfall for storm water runoff/drainage from the southern portion of CR 89 to the Rio Tesuque, to include drainage and engineering study, completing the additional services for archaeological, property ownership, topographical and subsurface utility exploration; design development services to include 30%, 60%, 90% and final design documents. The design services are necessary for the portion of the Pojoaque Basin Regional Water System Project.

The Regional Water System is a Federal, State and Local Government mandate to create a regional water system for residents, to include the Pueblos of Nambe, Tesuque, San Ildefonso, Pojoaque and Nambe, otherwise referred to as the Aamodt Settlement Agreement.

All designs related to the Pojoaque Regional Water System are required to be reviewed and approved by the U.S. Bureau of Reclamation (BoR). This has led to numerous delays and modifications to the design of the water system, resulting additional time to complete the design of the overall project.

Pursuant to NMSA 1978, Section 13-1-150. Multi-term contract; specified period; a contract for professional services may not exceed four-years, including all extensions and renewals.

BACKGROUND

The original Agreement No. 2014-0030-F-PW/PL expired in October 2017. The County determined that the design services are proprietary, and it would not be practical or advantageous to the County to procure the services from another Engineering Firm. The County determined that the services may be awarded as a sole source procurement, pursuant to Section 13-1-126, NMSA 1978, to continue the design services related to County Roads 89 and 89C.

DETERMINATION

Due to the qualifications, proprietary rights and unique capabilities of the Engineer, it is not practical to procure engineering services through a competitive, RFP process, as the current design that was provided by the Engineer meets the unique need and is substantially related to the intended purpose of the scope of work of the original solicitation and contract, and no other Engineering Firm may accept nor stamp the design plans of another Engineering Firm.

Therefore, the County has determined that the design services necessary to complete the drainage and road improvement project for County Road 89 and 89-C can only be provided by the Santa Fe Engineering Consultants, LLC, the Engineer of Record for the project and meets the requirements of a sole source procurement, pursuant to 13-1-126, NMSA 1978.

Contract Information:

Vendor: Santa Fe Engineering Consultants, LLC
1599 S. St. Francis Dr., Suite B
Santa Fe, NM 87505

Design Services: Complete final design construction documents
Bidding & Negotiation
Construction Administration
Post Construction

TOTAL Compensation **\$ 205,825.00, exclusive of GRT**

Attachment – SF Engineering Consultant, LLC Cost Proposal:

Santa Fe Engineering Consultants, LLC



Civil and Traffic Engineering
Construction Management
Land Development

1599 St Francis Drive, Suite B
Santa Fe, N. M. 87505
(505) 982-2845 Fax (505) 982-2641

October 3, 2024

Ms. Erin Feehily
Project Manager III
Santa Fe County Public Works Department
424 NM Highway 599, Building H
Santa Fe, NM 87507

RE: SANTA FE COUNTY ENGINEERING DESIGN SERVICES FOR CR 89 (FEATHER CATCHER)

Dear Ms. Feehily,

Santa Fe Engineering Consultants (SFEC) is pleased to submit a revised cost proposal for Engineering Services for the above referenced project.

We have added an additional item to address the Aamodt Agreement concerning connecting to the Regional Water System. We have also added an item to include broadband to the road project.

This project was completed to 30% Conceptual Design in 2014. The scope of this proposal is to update and to complete the project and provide construction documents. In order to accomplish this, it will be necessary to “resurrect” the plans, drainage calculations, and other studies. The plans will be updated to reflect topographic changes, new construction, and utilities. We will review the work that had been done in the past, including checking conformance to current codes. This does not include subsurface investigations. The scope will include design of an alternative to the retention pond. Various storm drainage system alternatives will be evaluated. SFEC will conduct three final design review meetings, team meetings will be set on a bi-weekly basis or as needed. The following services will be provided:

A. Scope of Work

The project has been broken into major tasks, to allow time for review by County Staff, neighbors, and other stakeholders. The major tasks are as follows:

- Task 1 - Project Kick-off Meeting (Acquisition of Data)
- Task 2 – Update Topographic Mapping (as required)
- Task 3 – Update Environmental Studies (as required)
- Task 4 – Preliminary Design (60% Design Submittal)
- Task 5 – Final Design (90% Design Submittal)
- Task 6 – Construction Documents (100% Plans, Specifications, and Estimate)

Task 7– Printing

Task 8 – Design Review Meetings

Task 9 - Public Involvement

Task 10 - Easement Exhibits

Task 11 – Bureau of Reclamation Coordination for Connection to the Regional Water System

Task 12 – Include Broadband on CR 89

DETAILED SCOPE OF WORK

Task 1– Project Kick-Off Meeting and Acquisition of Data

SFEC will review and provide background for all the previous work.

Task 2– Update Topographic Mapping (as required)

SFEC will subcontract with a NM licensed surveyor, to obtain updated topographic mapping and coordinate

Task 3 – Update Environmental Studies (as required)

SFEC shall subcontract with Barr Engineering (formerly known as Ecosphere) to update environmental surveys and studies.

Task 4 - Preliminary Design (60% Design Submittal)

SFEC will meet with the County Fire Marshall to ensure compliance with current codes. In addition, meet with dry utilities for coordination of road improvements. SFEC will re-run hydraulic drainage calculations and analyze drainage to accommodate surface flow and eliminate the drainage pond, if feasible. Review the drainage analysis to see if it is more feasible to construct a storm drain system in lieu of the retention pond shown in the 30% design plans. Provide new road design to avoid ROW acquisition on Pueblo of Pojoaque lands.

Task 5 – Final Design (90% Design Submittal)

Design comments from County Staff review of the previous design plans will be incorporated into the 90% Final Design. The final design plans will include the following:

- Title Sheet
- Vicinity Map
- Project Layout Sheet
- Index of Sheets
- Summary of Quantities
- General Notes and Incidental Items
- Typical Sections
- Miscellaneous Details

- Certified Topographic Map
- Grading Plans
- Erosion and Sediment Control Plans
- SFEC shall submit and distribute plans (11x17) for 100% design plan review. SFEC will document these design review meetings and provide meeting minutes.

Task 6 – Final Construction Documents (100% Design Submittal)

SFEC will provide final design plans. The Santa Fe County Public Works department will review the plans, specification and cost estimate. SFEC will incorporate final comments into the 100% Construction Documents and estimate. Deliverables to include stamped Plans, Engineer's Estimate, Specifications, and Special Notice to Contractor.

Task 7 – Printing

Deliverables are to include the following:

- 2 copies – 11x17 100% plans, specs, and cost estimate and electronic file to be reviewed and approved by Santa Fe County Public Works Department.
- 2 copies – Final Stamped Construction Documents on 11x17 paper and electronic file, Engineers Opinion of Probable Cost, and Specifications.

Task 8– Design Review Meetings

SFEC will conduct three design review meetings. Design comments from County Staff review of the previous design plans will be incorporated into the Final Design. SFEC shall conduct progress meetings as required for coordination with County staff.

Task 9 – Public Involvement

SFEC will conduct one public meeting via Zoom or other virtual means in order to present the final plans and to obtain public input. Preparation of drawings for display and meeting minutes are included. Deliverables include Public Involvement meeting minutes and report.

Task 10- Easement Exhibits

SFEC will subcontract with a NM licensed survey to prepare the necessary easement exhibits including drainage and ROW. ROW acquisition is not included. The number of exhibits will be determined at the 60% design submittal and the fee will be negotiated based upon the number of exhibits.

Task 11– Bureau of Reclamation Coordination for Connection to the Regional Water System

SFEC shall coordinate with the Bureau of Reclamation or their designated representatives. SFEC shall incorporate the Bureau of Reclamation (BOR) waterline design into the road project.

Task 12 – Include Broadband on CR-89

SFEC shall coordinate with the local internet service providers to install high speed broadband on CR-89.

B. Summary of Costs

Attached for your review is a detailed breakout of projected costs. If you have any questions or desire additional information, please do not hesitate to contact us.

TABLE 1 FEE BREAKDOWN SUMMARY ENGINEERING SERVICES FOR CR 89 (FEATHER CATCHER)		
		Fee
Task 1	Project Kick-off meeting and data acquisition	\$ 3,920.00
Task 2	Update topographic mapping	\$ 62,790.00
Task 3	Update environmental studies	\$ 8,480.00
Task 4	Preliminary Design (60% Design Submittal)	\$ 53,955.00
Task 5	Final Design (90% Design Submittal)	\$ 20,970.00
Task 6	Final Construction Documents (100% Submittal)	\$ 11,985.00
Task 7	Printing	\$ 440.00
Task 8	Design Review Meetings	\$ 14,260.00
Task 9	Public Involvement	\$ 13,755.00
Task 10	Easement Exhibits	TBD
Task 11	Bureau of Reclamation Coordination for Connection to the Regional Water System	\$10,775.00
Task 12	Include Broadband on CR-89	\$4,495.00
	Total exclusive NMGRT	\$205,825.00

If you have any questions or desire additional information, please do not hesitate to contact us.

Sincerely,



Michael Gomez, P.E.
Santa Fe Engineering Consultants, LLC.

TABLE 2								
SANTA FE ENGINEERING CONSULTANTS								
ENGINEERING SERVICES FOR								
CR 89 (FEATHER CATCHER ROAD) AND DRAINAGE IMPROVEMENT PLANS								
MAN HOUR AND COST ESTIMATE								
TASK DESCRIPTION	SENIOR ENGINEER	DESIGN ENGINEER	QA ENGINEER	PROJECT MGR	SNR. ENG. TECH	CADD DRAFTER	PROJECT ASSOCIATE	SFEC COST BY TASK
	HOURLY RATES BY PERSONNEL							
	\$250.00	\$210.00	\$175.00	\$150.00	\$150.00	\$125.00	\$85.00	
1 PROJECT KICK-OFF MEETING AND DATA ACQUISITION								
MEET WITH COUNTY STAFF, OBTAIN ANY PERTINENT DATA, REVIEW PLANS, STUDIES AND ROW ACQUISITION, AND PREPARE MEETING MINUTES	2	4	0	2	4	8	8	\$3,920.00
SUBTOTAL	2	4	0	2	4	8	8	\$3,920.00
2 UPDATE TOPOGRAPHIC MAPPING								
COORDINATE WITH SURVEYOR TO OBTAIN UPDATED TOPOGRAPHIC MAPPING.	2	4	0	4	4	2	0	\$2,790.00
SUBCONSULTANT PRECISION SURVEYS								\$60,000.00
SUBTOTAL	2	4	0	4	4	2	0	\$62,790.00
3 UPDATE ENVIRONMENTAL STUDIES								
COORDINATE WITH ENVIROMENTAL SUBCONSULTANT TO OBTAIN UPDATED STUDIES	4	4	0	2	0	0	4	\$2,480.00
SUBCONSULTANT BARR ENGINEERING CO. (FORMERLY KNOWN AS ECOSPHERE)								\$6,000.00
SUBTOTAL	4	4	0	2	0	0	4	\$8,480.00
4 PRELIMINARY DESIGN - 60% SUBMITTAL								
SITE VISIT AND INSPECTION OF EXISTING CONDITIONS	4	4	0	2	4	0	0	\$2,740.00
UTILITY COORDINATION	0	2	0	4	2	0	1	\$1,405.00
PREPARATION OF DRAINAGE CALCULATIONS AND ANALYSIS	4	40	0	0	40	40	0	\$20,400.00
PREPARE FIGURES AND PROFILES	0	0	0	0	4	8	0	\$1,600.00
PREPARE COST ESTIMATES AND TABLES	1	2	0	1	8	8	2	\$3,190.00
PROGRESS MEETING & PREPARE MEETING MINUTES	2	0	0	2	0	0	2	\$970.00
REVISE PLANS BASED UPON COUNTY DIRECTION TO EXCLUDE RETENTION POND AND CONVEY DRAINAGE WITHIN ROADWAY LIMITS	4	24	0	4	40	80	2	\$22,810.00
SFEC QA/QC REVIEW	0	0	2	0	0	0	0	\$350.00
PRODUCTION- PRINT, PDF, & BIND SUBMITTAL	0	0	0	0	0	0	2	\$170.00
SUBMIT 60% DRAFT TO THE COUNTY	0	0	0	1	0	0	2	\$320.00
SANTA FE COUNTY REVIEW	0	0	0	0	0	0	0	\$0.00
SUBTOTAL	15	72	2	14	98	136	11	\$53,955.00
5 FINAL DESIGN - 90% SUBMITTAL								
REVISE PLANS BASED UPON COUNTY DIRECTION	2	12	0	4	16	40	2	\$11,190.00
PROGRESS MEETING & PREPARE MEETING MINUTES	2	0	0	2	0	0	2	\$970.00
FINALIZE DRAINAGE AND ANALYSIS	2	8	0	0	8	6	0	\$4,130.00
PREPARE FIGURES AND PROFILES	0	1	0	0	6	8	0	\$2,110.00
PREPARE COST ESTIMATES AND TABLES	0	1	0	1	8	0	2	\$1,730.00
SFEC QA/QC REVIEW	0	0	2	0	0	0	0	\$350.00
PRODUCTION- PRINT, PDF, & BIND SUBMITTAL	0	0	0	0	0	0	2	\$170.00
SUBMIT 90% DRAFT TO THE COUNTY	0	0	0	1	0	0	2	\$320.00
SANTA FE COUNTY REVIEW	0	0	0	0	0	0	0	\$0.00
SUBTOTAL	6	22	2	8	38	54	10	\$20,970.00
6 FINAL DESIGN - 100% SUBMITTAL								
REVISE PLANS BASED UPON COUNTY COMMENTS AND REVIEW	4	0	0	1	8	12	2	\$4,020.00
PREPARE FINAL PLANS AND PROFILES, STRUCTURE SECTIONS	0	0	0	0	6	8	0	\$1,900.00
PREPARE FINAL COST ESTIMATES AND SPECIFICATIONS	0	1	0	1	2	0	2	\$830.00
PROGRESS MEETING & PREPARE MEETING MINUTES	0	2	0	2	0	0	2	\$890.00

SANTA FE ENGINEERING CONSULTANTS
ENGINEERING SERVICES FOR
CR 89 (FEATHER CATCHER ROAD) AND DRAINAGE IMPROVEMENT PLANS
MAN HOUR AND COST ESTIMATE

TASK	DESCRIPTION	SENIOR ENGINEER	DESIGN ENGINEER	QA ENGINEER	PROJECT MGR	SNR. ENG. TECH	CADD DRAFTER	PROJECT ASSOCIATE	SFEC COST BY TASK
		HOURLY RATES BY PERSONNEL							
		\$250.00	\$210.00	\$175.00	\$150.00	\$150.00	\$125.00	\$85.00	
	SFEC QA/QC REVIEW	0	0	2	0	0	0	0	\$350.00
	PRODUCTION- PRINT, PDF, & BIND SUBMITTAL	0	0	0	0	0	0	2	\$170.00
	SUBMIT 100% TO THE COUNTY	0	0	0	1	0	0	2	\$320.00
	SANTA FE COUNTY REVIEW	0	0	0	0	0	0	0	\$0.00
	REVIEW AND REVISE CONSTRUCTION DOCUMENTS BASED UPON COUNTY 100% DRAFT REVIEW	2	4	0	1	4	4	2	\$2,760.00
	SFEC QA/QC REVIEW	0	0	1	0	0	0	0	\$175.00
	STAMP, SCAN, AND SUBMIT FINAL CONSTRUCTION DOCUMENTS TO THE COUNTY	1	0	0	1	0	0	2	\$570.00
	SUBTOTAL	7	7	3	7	20	24	14	\$11,985.00
7	PRINTING								
	REPRODUCTION OF 60%, 90% & 100% SUBMITTAL 11X17 PLANS FOR COUNTY REVIEW AND COMMENTS	0	0	0	0	0	0	4	\$340.00
	REIMBURSABLE PAPER								\$100.00
	SUBTOTAL	0	0	0	0	0	0	4	\$440.00
8	DESIGN REVIEW MEETINGS								
	SUBMIT 60, 90%, & 100% DRAFT TO THE COUNTY, PROGRESS MEETING, AND PREPARE MEETING MINUTES	6	6	0	6	0	0	40	\$7,060.00
	FINAL PROGRESS REVIEW MEETING AND PREPARE MEETING MINUTES	8	16	0	2	8	0	4	\$7,200.00
	SUBTOTAL	14	22	0	8	8	0	44	\$14,260.00
9	PUBLIC INVOLVEMENT								
	STAKEHOLDER COORDINATION, MEETINGS, AND SUBMIT NOTIFICATIONS	4	0	0	8	0	0	4	\$2,540.00
	PREPARE PUBLIC PRESENTATION AND ATTENDANCE AT MEETING	4	8	0	16	4	4	4	\$6,520.00
	REVIEW PUBLIC INPUT AND PREPARE MEETING MINUTES	2	4	0	2	0	0	8	\$2,320.00
	INCORPORATE PUBLIC INPUT INTO FINAL PLANS, SPECS, AND ESTIMATE, PRINTING, MAILERS AND STAMPS	2	4	0	1	2	4	1	\$2,375.00
	SUBTOTAL	12	16	0	27	6	8	17	\$13,755.00
10	EASEMENT EXHIBITS								
	SFEC WILL SUBCONTRACT WITH A NM LICENSED SURVEY TO PREPARE THE NECESSARY EASEMENT EXHIBITS INCLUDING DRAINAGE AND ROW. ROW ACQUISITION IS NOT INCLUDED. THE NUMBER OF EXHIBITS WILL BE DETERMINED AT THE 60% DESIGN SUBMITTAL	0	0	0	0	0	0	0	\$0.00
	SUBTOTAL	0	0	0	0	0	0	0	\$0.00
11	BUREAU OF RECLAMATION COORDINATION FOR CONNECTION TO THE REGIONAL WATER SYSTEM								
	SFEC SHALL COORDINATE WITH THE BUREAU OF RECLAMATION OR THEIR DESIGNATED REPRESENTATIVES. SFEC SHALL INCORPORATE THE BUREAU OF RECLAMATION (BOR) WATERLINE DESIGN INTO THE ROAD PROJECT	4	4	1	8	8	40	16	\$10,775.00
	SUBTOTAL	4	4	1	8	8	40	16	\$10,775.00
12	INCLUDE BROADBAND ON CR-89								
	SFEC SHALL COORDINATE WITH THE LOCAL INTERNET SERVICE PROVIDERS TO INSTALL HIGH SPEED BROADBAND ON CR-89	2	4	1	4	8	4	8	\$4,495.00
	SUBTOTAL	2	4	1	4	8	4	8	\$4,495.00
SUBTOTAL TASKS 1-12									\$205,825.00
NMGR @ 8.1875%									\$16,851.92
TOTAL									\$222,676.92