




**Date:** May 28, 2026

**To:** Governing Body

**From:** Sebastian Gallegos, Airport Project Manager   
SEBASTIAN GALLEGOS (Jun 8, 2026 15:29:50 MDT)

**Via:** Jimmy Gunn, Interim Airport Director   
James Garduno, Airport Project Manager   
JAMES GARDUNO (Jun 9, 2026 08:12:46 MDT)

**Subject:** Architect & Engineering (A&E) Service for Santa Fe Regional Airport Terminal Expansion

**Vendor Name:** FBT + Luis Vidal Architects Joint Venture

**Vendor Number:** 11525

**ACTION:**

Request for the approval of Professional Service Contract in the total amount of \$ 1,160,00.00 including NMGR for Professional Architect/Engineer services for a new terminal expansion at the Santa Fe Regional Airport for a term of 4 years; (Sebastian Gallegos, Project Manager, [sfgallegos@santafenm.gov](mailto:sfgallegos@santafenm.gov). 505- 695-3538, Jimmy Gunn, Interim Airport Director, [jdgunn@santafenm.gov](mailto:jdgunn@santafenm.gov). 505-699-2403).

**CONTRACT NUMBER:**

The FY26 Munis Contract Number is 3260433.

**BACKGROUND AND SUMMARY:**

The Santa Fe Regional Airport is seeking to procure professional Architectural and Engineering (A/E) services for the planning, design, and development of a terminal expansion project intended to support current operational demands and future passenger growth. The proposed expansion is anticipated to include approximately six (6) to eight (8) new aircraft gates, each equipped with passenger boarding bridges (jet bridges), expanded concession areas, additional public restrooms, a restaurant/food service area, and multiple vendor and retail spaces to improve passenger amenities, increase terminal capacity, and enhance overall airport functionality. The selected A/E consultant will be responsible for project programming, conceptual and schematic design, cost estimating, design development, and preparation of construction documents and related support services necessary for project implementation. This project is being funded through a grant awarded by the New Mexico Department of Finance and Administration (DFA).

**ATTACHMENTS:**

Professional Services Contract  
Proposal  
Certificate of Insurances  
Horizons Service List

CPO Determination/Blanket List

**PRIOR APPROVALS AND SUPPORTING INFORMATION:**

**FUNDING SOURCE:**

Fund Name/Number: Terminal Expansion

Munis Org Name/Number: 5450407

Munis Object Name/Number: 572960

Budget Officer/Designee: Andy Hopkins Date: 06/10/2026

Budget Officer Comment/Exceptions: \_\_\_\_\_

**PROCUREMENT METHOD:**

The procurement method used was FY26-RFP-035

Chief Procurement Officer (CPO)/Designee: JoAnn Lovato Montano Date: 06/12/2026

CPO Comment/Exceptions: \_\_\_\_\_

**ASSOCIATED APPROVALS:**

**IT Components included?**  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

**Treasury/Point of Sale Components included?**  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

**Vehicles included?**  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

**Construction to City Facilities, Furniture, and/or Fixtures, included?**  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

**Is this an externally funded purchase?**  Yes |  No

If yes, what is the issuing agency: State of New Mexico DFA

Approval: ERIKA LUJAN  
ERIKA LUJAN (Jun 12, 2026 12:39:21 MDT) Title: 06/12/2026 Date: 06/12/2026

Comment/Exceptions: \_\_\_\_\_

**Capital Asset or Project?**  Yes |  No

Project Ledger Number PWD2554522

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

AP  
AP (Jun 10, 2026 09:03:52 MDT)

CITY OF SANTA FE  
PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and **FBT and Luis Vidal Architects Joint Venture (FBT + Vidal JV)**, hereinafter referred to as the “Consultant,” and is effective as of the date set forth below upon which it is executed by the Parties.

**RECITALS**

**WHEREAS**, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, section 13-1-111 and

**WHEREAS**, the Consultant is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Agreement; and

The City and the Consultant hereby agree as follows:

**1. Scope of Work**

The Consultant shall provide the following services:

Architecture & Engineering (“A/E”) services - conducted in five distinct and sequential phases:

**A. Preliminary Phase:** This phase involves those activities required for defining the scope of a project and establishing preliminary requirements including, without limitation, as follows:

- i. Conferring with the City Manager and Airport Director of the Santa Fe Regional Airport on project requirements, programming, finances, schedules, early phases of the project, operational safety, phasing considerations and other pertinent matters; meeting the FAA and other concerned agencies and parties on matters affecting the project.
- ii. Planning, procuring, and/or preparing necessary surveys, geological engineering investigations, field investigations, and architectural and engineering studies required for preliminary design considerations.
- iii. Developing designs, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
- iv. Assisting the sponsor in the preparation of necessary and required documents for federal grants, including Disadvantaged Business Enterprise (DBE) plan and goals, and exhibits.

**B. Design Phase:** This phase involves all activities required to undertake and accomplish the project design that is able to be issued for construction in accordance with the applicable standard of care including but not limited to: , :

- i. Conducting meetings and design conferences to obtain information and to coordinate or resolve design matters.
- ii. Collecting engineering data and undertaking field investigations; geological engineering and surveys; and architectural, engineering, and environmental studies.
- iii. Preparing necessary engineering reports and recommendations.
- iv. Preparing detailed plans, specifications, and cost estimates. Conducting a detailed value engineering analysis, if applicable and if requested. Printing one (1) physical copy for delivery to the Airport Director and providing necessary digital copies of engineering drawings and contract specifications.

**C. Bidding or Negotiation Phase:** This phase involves providing sets of plans and specifications for this phase, and all bid documents; assisting the sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts; and preparing contract documents.

**D. Construction Phase:** This phase involves all basic services rendered after the award of a construction contract including, without limitation, as follows:

- i. Providing consultation and advice to the sponsor during all phases of construction.
- ii. Presenting designs and/or plans with the Sponsor at pre-construction conferences
- iii. On site construction observation involving the services of a resident engineer, inspector, or manager, periodically during the construction or installation phase of a project and providing appropriate reports to the sponsor.
- iv. Reviewing shop drawings submitted by contractors for general conformance with the design intent, following the standard of care to achieve an approved submittal.
- v. Reviewing, laboratory and mill test reports of materials and equipment for general conformance with the design intent and specifications.
- vi. Preparing and assisting the sponsor in negotiating change orders and supplemental agreements.
- vii. Observing or reviewing performance tests required by specifications.
- viii. Determining payment amounts to contractors and assisting sponsors in the preparation of payment requests for amounts reimbursable from grant projects.
- ix. Conduct wage rate interviews in accordance with federal standards
- x. Making inspection and submitting a report of substantial completion of the project to the sponsor.

**E. Project Closeout Phase:** This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to:

- i. Making final inspections and submitting punch-lists and a report of the completed project to the City once completion is accepted by the City Manager or designee.
- ii. Providing record drawings.
- iii. Preparing summary of material testing reports.
- iv. Preparing summary of project change orders.
- v. Preparing grant amendment requests and associated justification, if applicable.
- vi. Preparing final project reports including financial summary.
- vii. Obtaining release of liens from all contractors.

**F. Special Services** - The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the Consultant. These special services may vary greatly in scope, complexity, and timing and may involve several different disciplines and fields of expertise. Notwithstanding the foregoing, any Special Services described herein shall be performed only upon the Consultant's receipt of prior written authorization from the Sponsor through the City Manager or designee. Such Special Services shall be considered Additional Services and shall entitle the Consultant to additional compensation, in accordance with mutually agreed terms. The Consultant shall have no obligation to commence such Special Services until such written authorization is received. Any impacts to the Project schedule or deliverables resulting from the performance of Special Services shall be subject to equitable adjustment.

Third party consultants performing special services may be employed directly by the City to implement one or more phases of a project or may be employed by the principal Consultant via a subcontract agreement. In certain instances, these services may be performed by the principal Consultant. Some examples of special services that might be employed for airport projects include, but are not limited to:

- o Soils investigations, including core sampling, laboratory testing, related analyses, and reports.
- o Detailed mill, shop, and /or laboratory inspections of materials and equipment.
- o Land surveys and topographic maps.
- o Field and/or construction surveys.
- o Photogrammetry surveys.
- o On site construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s) or manager(s) during the construction or installation phase of a project. (This is a distinct service from the periodic inspection responsibilities included as part of the basic services.)
- o Environmental studies and assessment reports for specific development projects.
- o Expert witness testimony in litigation involving specific projects.
- o Project feasibility studies.
- o Public information and community involvement surveys, activities, and studies.
- o Preparation of as-built plans and record drawings.
- o Preparation of or updating the airport layout plan.
- o Preparation of property maps.
- o Preparation of Quality Control Plan.

- o Miscellaneous plans, studies, and assessment reports including environmental, noise, etc.
- o Assist Sponsor in specifications for procurement purposes of airport equipment (i.e. snow removal, airport rescue and fire righting, etc.), and in preparing all documents required to procure such equipment.
- o Assisting the sponsor in Federal, State and local grant administration and preparation of necessary applications for grants.
- o Construction management.
- o Preparation of final report.

**G. Planning Services** - This category involves studies under the broad heading of airport system and master planning and includes, without limitation, as follows:

- o Study designs to establish the framework and detailed work program.
- o Airport data collection and facility inventories.
- o Aeronautical activity forecasts and demand/capacity.
- o Facility requirements determination.
- o Airport Layout and terminal area plans development.
- o Environmental assessment studies/reports, airport noise compatibility plans (Part 150 studies), and other environmental related studies.
- o Compatible land-use planning in the vicinity of airports.
- o Airport development schedules and cost estimates.
- o Airport financing planning.
- o Participate in public information programs and/or public hearings relating to airport development and planning projects.

Concession Master Planning, Feasibility Analysis, Implementation and management:

**H. Consultant Projects** - Consultant shall complete the following project:

- o Terminal Expansion - Provide A&E services for the expansion and upgrade of the existing passenger terminal to accommodate projected growth.

## **2. Standard of Performance; Licenses**

A. The Consultant does hereby accept its designation as a professional service, rendering services related to Architect & Engineering for the City, as set forth in this Agreement. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.

B. The Consultant agrees to obtain and maintain and require its contractors, subcontractors, representatives, and agents to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, and its employees.

## **3. Compensation**

A. The City shall pay to the Consultant in full payment for services satisfactorily performed at a lump sum fee rate of one million, one-hundred sixty thousand and .00 dollars (\$1,160,000.00) ~~per hour~~ (OR BASED UPON DELIVERABLES, MILESTONES, BUDGET, ETC.), such compensation not to exceed AMOUNT (\$1,248,450.00), including gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Contract totaling Eighty-eight thousand, four hundred fifty dollars (\$

88,450.00) shall be paid by the City to the Consultant. **The total amount payable to the Consultant under this Agreement, including gross receipts tax and expenses, shall not exceed AMOUNT (\$1,248,450.00). This amount is a maximum and not a guarantee that the work assigned to be performed by Consultant under this Contract shall equal the amount stated herein. The parties do not intend for the Consultant to continue to provide services without compensation when the total compensation amount is reached. The Consultant is responsible for notifying the City when the services provided under this Contract reach the total compensation amount. In no event will the Consultant be paid for services provided in excess of the total compensation amount without this Contract being amended in writing prior to those services in excess of the total compensation amount being provided. The fee above reflects the amount for Preliminary Phase only as outlined in FBT+Vidal JV's Proposal for Professional Engineering and Architectural Services dated March 17, 2026. Upon completion of the preliminary phase, a proposal to complete the balance of the scope shall be submitted.**

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the City. All invoices **MUST BE** received by the City no later than thirty (30) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date **WILL NOT BE PAID.**

C. Payment in future fiscal years is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the City. All invoices **MUST BE** received by the City no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date **WILL NOT BE PAID.**)

D. Consultant must submit a detailed statement accounting for all services performed and expenses incurred. If the City finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Consultant that payment is requested, it shall provide the Consultant a letter of exception explaining the defect or objection to the services, and outlining steps the Consultant may take to provide remedial action. Upon certification by the City that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked.

E. If the City fails to pay the contractor within twenty-one days after receipt of an undisputed request for payment, the City shall pay interest to the consultant beginning on the twenty-second day after payment was due, computed at one and one-half percent of the undisputed amount per month or fraction of a month until the payment is issued. If the City receives an improperly completed invoice, the City shall notify the sender of the invoice within seven days of receipt in what way the invoice is improperly completed, and the owner has no further duty to pay on the improperly completed invoice until it is resubmitted as complete.

**F. Notice of Extended Payment Provision For Grant Funded Contracts.** This contract allows the owner to make payment within 45 days after submission of an undisputed request for payment.

#### **4. Term**

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate **four (4) years from date of final signature** unless terminated pursuant to paragraph 5 (Termination) and paragraph 6 (Appropriations).

## 5. Termination

A. Grounds. The City may terminate this Agreement for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Consultant may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.

B. Notice; Opportunity to Cure.

1) In terminations for cause, the City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination of (i) identify all the Consultant's material breaches of this Agreement upon which the termination is based and (ii) state what the Consultant must do to cure such material breaches. City's notice of termination for cause shall only be effective (i) if the Consultant does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Consultant does not, within the thirty (30) day notice period, notify the City of its intent to cure and begin with due diligence to cure the material breach. 2) Consultant shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Agreement upon which the termination is based and (ii) state what the City must do to cure such material breaches. Consultants's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Consultant of its intent to cure and begin with due diligence to cure the material breach. If the City's breach is a failure to make payments due Consultant, the City's cure period shall not exceed thirty (30) days.

3) Subject to the foregoing, this Agreement may be terminated immediately upon written notice to the Consultant (i) if the Consultant becomes unable to perform the services contracted for, as reasonably determined by the City; (ii) if, during the term of this Agreement, the Consultant is suspended or debarred by the City; or (iii) the Agreement is terminated pursuant to Paragraph 6, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Consultants's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Consultant shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

## 6. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately upon written notice being given by the City to the Consultant. The City's decision as to whether sufficient appropriations are available shall be accepted

by the Consultant and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Consultant shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**7. Status of Consultant**

The Consultant and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Consultant and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Contract. The Consultant acknowledges that all sums received hereunder are reportable by the Consultant for tax purposes, including without limitation, self-employment and business income tax. The Consultant agrees not to purport to bind the City unless the Consultant has express written authority to do so, and then only within the strict limits of that authority.

**8. Assignment**

The Consultant shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

**9. Subcontracting**

The Consultant shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Consultant from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

**10. Release**

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations for payment of fees and reimbursable expenses due for Consultant's services arising from or under this Contract.

**11. Confidentiality**

Any confidential information provided to or developed by the Consultant in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

**12. Product of Service -- Copyright**

All materials developed or acquired by the Consultant under this Contract (collectively "the Work Product") shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Consultant under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Consultant. If City utilizes the Work Product to produce new documents for any addition, extension, modification, or remodeling of the Project, or for completion of the Project by others, and the City does not retain the Consultant to perform the design and construction administration services for such work, the City shall retain a licensed design professional to perform any architectural, engineering or other professional services required and shall delete any and all references to the Consultant from any of the Work Product used in connection with such work. The City agrees that the Consultant shall have no liability to the City for any revisions or addition to or alteration or deviation from the Work Product occurring subsequent to the Consultant's completion of its services under this Contract or, if earlier, the termination of this Contract. Notwithstanding the foregoing, Consultant shall be liable for damages arising from Work Product that does not meet the standards applicable to

professional architectural design and engineering, and for damages resulting from inadequate observation and inspection during construction as described in Article 1(D) above.

**13. Conflict of Interest; Governmental Conduct Act**

A. The Consultant represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Consultant further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Consultant’s representations and warranties in Paragraphs A and B of this Article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Consultant shall provide immediate written notice to the City if, at any time during the term of this Contract, Consultant learns that Consultant’s representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Consultant’s representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Contract to the contrary, the City may immediately terminate the Contract.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

**14. Amendment**

A. This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Contract to unilaterally reduce funding due to budget or other considerations, the Consultant shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

**15. Entire Agreement.**

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control.

**16. Merger**

This Contract incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written contract.

RFP

All terms and conditions of the RFP# FY26-RFP-035 and the Consultant's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

**17. Penalties for violation of law**

NMSA 1978, sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

**18. Equal Opportunity Compliance**

The Consultant agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Consultant assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Consultant is found not to be in compliance with these requirements during the life of this Contract, Consultant agrees to take appropriate steps to correct these deficiencies.

**19. Applicable Law**

The laws of the State of New Mexico shall govern this Contract, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, section 38-3-2. By execution of this Contract, Consultant acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Contract.

**20. Workers Compensation**

The Consultant agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Consultant fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.

**21. Professional Liability Insurance**

Consultant shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Consultant's compliance with the provisions of this section as a condition prior to performing services under this Contract.

**22. Other Insurance**

If the services contemplated under this Contract will be performed on or in City facilities or property, Consultant shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. **Business Automobile Liability** insurance for all owned, non-owned automobiles, with a combined single limit not less than \$1,000,000 per accident.

C. **Broader Coverage and Limits.** The insurance requirements under this Contract shall be the the minimum coverage and limits specified in this Contract,. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Contract are sufficient to cover the obligations of Consultant hereunder.

D. Certain services described in the Contract and RFP# FY26-RFP-035 extend beyond customary architectural and engineering (A/E) professional services and may require the procurement of additional or specialized insurance coverage not typically maintained by the Consultant. In the event such additional insurance is required to support the full scope of services requested, the Consultant shall obtain such coverage as reasonably necessary. Any additional insurance premiums required solely to perform services beyond standard A/E services shall be treated as a reimbursable expense, subject to the City's prior written approval.

E. Consultant shall maintain the above insurance for the term of this Contract and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Consultant. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

### **23. Records and Financial Audit**

The Consultant shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

### **24. Indemnification**

The Consultant shall indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract to the extent caused by the negligent act or failure to act of the Consultant, its officers, employees, servants, subcontractors or agents. If any action, suit or proceeding related to the services performed by the Consultant or any officer, agent, employee, servant or subconsultant under this Contract is brought against the Consultant, the Consultant shall, as soon as practicable but no later than two business (2) days after it receives notice thereof, notify the legal counsel of the City.

**25. New Mexico Tort Claims Act**

Any liability incurred by the City of Santa Fe in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its “public employees” as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act.

**26. Invalid Term or Condition**

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

**27. Enforcement of Contract**

A party's failure to require strict performance of any provision of this Contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Contract shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

**28. Notices**

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City:  
Sebastian Gallegos, Airport Project Manager  
121 Aviation Dr, Santa Fe, NM, 87507  
[Sfgallegos@santafenm.gov](mailto:Sfgallegos@santafenm.gov)  
505-695-3538

To the Consultant: [insert name, address and email].  
FBT and Luis Vidal Architects Joint Venture  
500 Marquette Avenue NW 15<sup>th</sup> Floor, Albuquerque, NM 87102  
Arthur R. Tatum AIA  
Art@fbtarch.com  
James R. Henry, AIA  
jh@luisvidal.com

**29. Authority**

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Consultant represents and warrants that he or she has the power and authority to bind Consultant, and that no further action, resolution, or approval from Consultant is necessary to enter a binding contract.

**30. Non-Collusion**

In signing this Agreement, the Consultant certifies the Consultant has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City’s Chief Procurement Officer.

### **31. Default/Breach**

In case of Default and/or Breach by the Consultant, which remains uncured after written notice from the City and the expiration of a reasonable cure period of not less than thirty (30) days, the City may procure the goods or services from another source. The Consultant shall be responsible only for the reasonable, direct costs incurred by the City as a result of such material default or breach. In no event shall the Consultant be liable for indirect, incidental, consequential, special, or punitive damages. The City's remedies shall be limited to those expressly set forth in this Agreement or otherwise available at law or equity, subject to the limitations herein.

### **32. Equitable Remedies**

The Consultant acknowledges that its failure to comply with any provision of this Agreement will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Consultant consents to the City's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

### **33. Default and Force Majeure**

The City reserves the right to cancel all, or any part of any orders placed under this Agreement without cost to the City, if the Consultant fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Consultant liable for excess cost incurred by the City to the extent actually and directly caused by the Consultant's default. The Consultant shall not be liable for any excess costs if and to the extent such failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Consultant; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of Consultant's subconsultants due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subconsultants were obtainable from other sources in sufficient time to permit the consultant to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

[SIGNATURE PAGE TO FOLLOW]



**Proposal for Professional Engineering and Architectural Services**

**Project Name:** Architect & Engineering (A&E) Service for Santa Fe Regional Airport Terminal Expansion

**Prepared for:** Santa Fe Regional Airport

**Prepared by:** FBT + Luis Vidal Architect Joint Venture (FBT + Vidal)

**Date:** March 17, 2026

**1. Introduction and Understanding of the Project**

The FBT + Vidal Design team appreciates the opportunity to provide professional architectural and engineering services for the Santa Fe Regional Airport, hereinafter the Sponsor. Our team understands that the Sponsor intends to undertake improvements that support the continued safe, efficient, and compliant operation of the airport while meeting applicable FAA requirements and grant assurances.

This proposal outlines our understanding of the project requirements and presents a scope of services designed to support the Sponsor through planning, design, bidding, construction administration, and project closeout.

Our team has extensive experience delivering federally funded airport projects and understands the importance of maintaining compliance with FAA standards, grant requirements, DBE participation goals, and applicable federal regulations while managing schedule, cost, and operational impacts to the airport.

The services described herein are organized into five phases consistent with standard FAA project development procedures.

**2. Scope of Services Summary**

The FBT + Vidal team will provide professional architectural and engineering services for the Project in accordance with the following phases.

Phase	Description	Key Deliverables
<b>I. Preliminary Phase</b>	Establish project scope, review operational requirements, coordinate with FAA, conduct investigations, and develop conceptual layouts and preliminary cost estimates. Assist in Federal, State and local grant administration and preparation of necessary applications for grants.	Concept layouts, preliminary cost estimate, supporting documentation for grant funding, DBE planning documents
<b>II. Design Phase</b> - Schematic Design - Design Development - Construction Documents	Develop full engineering and architectural design documents for construction, including plans,	Construction drawings, technical specifications, engineering reports, and final construction cost estimate

	specifications, technical reports, and cost estimates.	
<b>III. Bidding / Negotiation Phase</b>	Assist the Sponsor with advertising the project, responding to bidder questions, analyzing bids, and preparing construction contracts.	Bid documents, addenda, bid tabulation, and recommendation for award
<b>IV. Construction Phase</b>	Provide construction administration, inspection, submittal review, and project management services during construction.	Construction observation reports, submittal reviews, change order documentation, and payment certifications
<b>V. Project Closeout Phase</b>	Complete final inspections, prepare record drawings, assemble testing documentation, and prepare final grant documentation.	Record drawings, final inspection report, testing summary, and final grant report

### 3. Program

- New TSA Checkpoint
- Food & Beverage Concession (Restaurant)
- Six (6) to Eight (8) Airline Boarding Gates
- Gift Shop / Retail Concession
- Men’s and Women’s Restrooms
- SARA — Service Animal Relief Area (Indoor and/or Outdoor)
- Airline Office Space
- Conference Room
- Fire Hydrant on Ramp
- Art Wall Space
- Refrigerated Cooling Space

### 4. Benchmark Approach

To establish a benchmark for preliminary scope definition, the FBT + Vidal team analyzed comparable regional airports with similar annual passenger activity, service models, and operational scale to Santa Fe Regional Airport’s (SAF) future projections.

Airport	Approx Gates	Overall Terminal SF (approx)	SF per Gate (approx)
<b>Aspen/Pitkin County Airport (planned)</b>	6–8	~90,000	~11,250–15,000
<b>Jackson Hole Airport</b>	6–8	~115,600	~14,450–19,270
<b>Santa Barbara Municipal Airport</b>	~6	~105,000	~17,500
<b>Yampa Valley Regional Airport (HDN)</b>	~7	~128,000	~14,200–18,300
<b>Monterey Regional Airport (MRY)</b>	~5	~63,000	~12,600

### Recommended Planning Parameters for Santa Fe Regional Airport

Based on benchmarking and industry standards for similar regional/destination airports, the following planning parameters are recommended for Santa Fe Regional Airport:

- SF per Gate: 18,000 SF
  - This represents a starting average starting point of regional/destination airport benchmarks (e.g., Jackson Hole, Santa Barbara) and allows space for the programmed spaces identified above.
- Number of Gates: 6–8 gates
  - A flexible range allows for phased growth aligned with projected passenger demand.
- Planning Terminal Footprint:
  - 4 gates × 18,000 SF/gate = 72,000 SF
  - 4 gates × 15,000 SF/gate = 60,000 SF
  - 4 +4 Gates = ~132,000 SF

Based on a review of comparable regional and destination airports, a conservative initial planning benchmark of 18,000 SF per gate is recommended for Santa Fe Regional Airport. This provides an appropriate size indicated above. The square footage noted is inclusive of all necessary amenities and its support spaces listed in paragraph 3. Program above.

It is further recommended that the terminal be planned for a total of 6–8 gates, with Phase 1 designed for 4 gates and an additional 4 gates as Phase 2 to align with projected passenger demand. This results in a planning range for terminal size of approximately 72,000–132,000 SF. These parameters provide a defensible basis for design effort and professional service fee estimates.

**NOTE: This approach is for initial fee discussion and does not represent your actual project. This is for fee negotiation purposes only.**

## 5. Fee Proposal

Using a benchmark-based approach to establish a comparable project size and cost, the FBT + Vidal team has structured its compensation to align with the project’s early planning and evolving design phases. Fees are initially defined through the Preliminary Phase. The final design fee will be established once there is approval of a scope, budget, and design/ construction schedule.

### Key Points:

- **Project Assumptions:** 8-gate full buildout, new headhouse, and initial construction of 4 gates; potential reuse of the existing terminal to be evaluated during design
- **Initial Fee Commitment:** \$1.16M covering Phase I – Preliminary Design, in order to establish the project definition.
- **Fee Adjustment:** At the end of the Preliminary Design Phase, we will align our fee with the approved Scope, Budget, and Design and Construction Schedule.

Scope of Work by Phase	Description	Compensation
<b>I. Preliminary Phase</b>	Programming, conceptual planning, preliminary engineering studies, grant documentation support	<b>\$1.16M</b>
<b>II.A Design Phase - Schematic Design</b>	Architectural and engineering schematic design, plans and cost estimate	tbd
<b>II.B Design Phase -Design Development through Construction Documents</b>	Full architectural and engineering design, plans, specifications, and cost estimates	tbd
<b>III. Bidding / Negotiation Phase</b>	Bid support, addenda preparation, bid evaluation, contract preparation	tbd
<b>IV. Construction Phase</b>	Construction administration, inspection, submittal review, change order review, payment certification	tbd
<b>V. Project Closeout Phase</b>	Record drawings, final inspection, grant closeout documentation	tbd
<b>Total Professional Services Fee*</b>		tbd

The FBT + Vidal Joint Venture team appreciates the opportunity to present this phased terminal planning and cost framework for the Santa Fe Regional Airport. Our approach balances initial investment with scalable growth, leveraging regional airport benchmarks and best practices to ensure an efficient, functional, and cost-conscious design.

The phased plan, with 4 initial gates and a 4-gate expansion, provides flexibility for future passenger growth while optimizing terminal and civil/airfield infrastructure. Our recommended planning assumptions is used to start the project on a firm foundation, and will help with the basis for budgeting, professional services, and decision-making.

The FBT + Vidal design team is committed to delivering a comprehensive, high-quality, and phased terminal solution that meets Santa Fe Regional Airport’s operational, financial, and passenger experience goals. We look forward to collaborating closely with the airport team to bring this vision to reality.

Regards,

Arthur R Tatum 

Arthur Tatum, AIA & Jim Henry, AIA  
**fbt + vidal a joint venture**

**Exhibit A-**

**Expanded Scope of Services- Explanations and Exclusions**

**1. Exclusions**

**Services Not Included Unless Authorized**

- Soils investigations, including core sampling, laboratory testing, related analyses, and reports.
- Detailed mill, shop, and /or laboratory inspections of materials and equipment.
- Land surveys and topographic maps.
- Field and/or construction surveys.
- Photogrammetry surveys.
- On site construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s) or manager(s) during the construction or installation phase of a project. (This differs from the periodic inspection responsibilities included as part of the basic services.)
- Environmental studies and assessment reports for specific development projects.
- Expert witness testimony in litigation involving specific projects.
- Project feasibility studies.
- Public information and community involvement surveys, activities, and studies.
- Preparation of as-built plans and record drawings.
- Preparation of or updating the airport layout plan.
- Preparation of property maps.
- Preparation of Quality Control Plan.
- Miscellaneous plans, studies, and assessment reports including environmental, noise, etc.
- Assist Sponsor in specifications for procurement purposes of airport equipment (i.e. snow removal, airport rescue and fire righting, etc.), and in preparing all documents required to procure such equipment.
- Construction management.
- Preparation of final report.

**These services can be provided as additional services upon the Sponsor's authorization.**

**2. Scope of Services**

Terminal Expansion - Provide A&E services for the expansion and upgrade of the existing passenger terminal to accommodate projected growth. The Consultant will provide professional architectural, engineering, planning, and construction administration services required to complete the Project.

**I. Preliminary Phase**

The Preliminary Phase includes activities required to define the Project's scope and establish initial planning, technical, and operational requirements.

Services during this phase shall include, but are not limited to, the following:

**a. Project Coordination and Programming**

- Confer with the Sponsor to establish project goals, requirements, and priorities.
- Review operational, financial, scheduling, phasing, and safety considerations.
- Coordinate with the Federal Aviation Administration (FAA), airport stakeholders, and other agencies regarding project scope, regulatory requirements, and compliance.

## **b. Investigations and Data Collection**

- Plan, procure, and/or coordinate necessary surveys and field investigations.
- Perform site investigations and preliminary architectural and engineering analyses necessary to support planning and early design development.

## **c. Preliminary Planning and Concepts**

- Prepare conceptual design showing preliminary layouts.
- Evaluate environmental, aesthetic, and operational considerations.
- Develop preliminary project recommendations and order-of-magnitude cost estimates.
- Study designs to establish the framework and detailed work program.
- Airport data collection and facility inventories.
- Aeronautical activity forecasts and demand/capacity.
- Facility requirements determination.
- Airport Layout and terminal area plans development.
- Compatible land-use planning in the vicinity of airports/ within the airport property boundary.
- Preliminary Airport development schedules and cost estimates.
- Airport financing planning.
- Participate in public information programs and/or public hearings relating to airport development and planning projects.

## **d. Grant and Funding Assistance**

- Assist the Sponsor in preparing documentation required for federal funding applications.
- Prepare Disadvantaged Business Enterprise (DBE) plans and participation goals as required.
- Develop supporting exhibits and documentation required for federal or state grant submittals.

## **II.A Design Phase**

The design phase will follow the following stages of design as described below:

### **Schematic Design Phase**

During the Schematic Design Phase, the Consultant will develop preliminary design concepts based on the project program, operational requirements, and input from the Sponsor. This work will establish the overall project approach, including general layout, scale, relationships of major

components, and conceptual building systems. The Consultant will prepare schematic drawings and other graphic materials necessary to illustrate the design concept and will provide a preliminary opinion of probable construction cost.

## **II.B Design Phase**

The design phase will follow the following stages of design as described below:

### **Design Development Phase**

- During the Design Development Phase, the Consultant will refine the approved schematic design and further develop the architectural and engineering systems of the project. Drawings and supporting documentation will be expanded to define the size, character, materials, and major systems of the project, including coordination among architectural and engineering disciplines. The Consultant will update the opinion of probable construction cost based on the refined design. Coordinate geological engineering investigations and geotechnical studies.
- Preliminary Environmental assessment studies/reports, airport noise compatibility plans (Part 150 studies), and other environmental-related studies.

### **Construction Documents Phase**

During the Construction Documents Phase, the Consultant will prepare detailed drawings and specifications that establish the requirements for construction of the project. These documents will define the scope, quality, materials, and technical requirements necessary for bidding and construction. Coordination among all design disciplines will be completed and a final opinion of probable construction cost will be prepared.

Services shall include, but are not limited to, the following:

#### **a. Design Coordination**

- Conduct design meetings and coordination conferences with the Sponsor, FAA, regulatory agencies, and project stakeholders.
- Coordinate technical input and resolve design issues as they arise during development of the design documents.

#### **b. Technical Investigations**

- Collect engineering data and conduct field investigations as required.
- Coordinate with geological engineering studies and necessary surveys.
- Undertake architectural, engineering, and environmental analyses required to support final design.

#### **c. Engineering Reports**

- Prepare required engineering reports, studies, and technical recommendations supporting the project design.
- Environmental assessment studies/reports, airport noise compatibility plans (Part 150 studies), and other environmental-related studies.

**d. Final Design Documentation**

- Coordinate geological engineering investigations and geotechnical studies.
- Prepare detailed construction plans, specifications, and cost estimates suitable for bidding and construction.
- Conduct value engineering analysis if requested by the Sponsor.
- Prepare and reproduce required copies of engineering drawings, specifications, and contract documents for bidding and regulatory review.

**III. Bidding or Negotiation Phase**

During the Bidding or Negotiation Phase, the Consultant shall assist the Sponsor in procuring construction services.

Services shall include:

- Preparing and distributing plans, specifications, and bidding documents.
- Assisting the Sponsor with advertising the project for bids.
- Responding to bidder questions and issuing addenda as required.
- Assisting in negotiating services when procurement is conducted through negotiation.
- Analyzing bids received and providing recommendations regarding award of construction contracts.
- Assisting in preparation of final contract documents between the Sponsor and the selected contractor.

**IV. Construction Phase**

The Construction Phase includes services provided after the award of the construction contract to support the Sponsor through project implementation.

Services shall include, but are not limited to:

**a. Construction Consultation**

- Provide technical consultation and advice to the Sponsor throughout the construction phase.

**b. Pre-Construction Conference**

- Represent the Sponsor at pre-construction conferences and assist in coordination between the Sponsor and contractor.

**c. Construction Observation and Inspection**

- Provide on-site construction observation and inspection services through a resident engineer, inspector, or project manager as required.

- Monitor construction progress and prepare periodic reports documenting construction activities.

**d. Shop Drawing Review**

- Review and approve shop drawings and contractor submittals for conformance with design intent and contract documents.

**e. Materials and Testing Review**

- Review laboratory testing reports, mill certificates, and material testing documentation for compliance with project specifications.

**f. Change Order Administration**

- Prepare, evaluate, and negotiate change orders and supplemental agreements as necessary.

**g. Performance Testing**

- Observe and review required performance tests to confirm compliance with project specifications.

**h. Payment Administration**

- Review contractor pay applications and determine payment amounts due.
- Assist the Sponsor in preparing reimbursement requests for eligible grant-funded work.

**i. Federal Compliance**

- Conduct wage rate interviews in accordance with applicable federal labor standards.

**j. Final Construction Inspection**

- Conduct final project inspection and provide a completion report to the Sponsor.

**V. Project Closeout Phase**

The Project Closeout Phase includes services required after completion of construction to finalize project documentation and funding requirements.

Services shall include:

**a. Final Inspection and Punch List**

- Conduct final inspections and prepare punch lists for completion of outstanding work.

**b. Record Drawings**

- Prepare record (as-built) drawings reflecting significant field changes incorporated during construction.

**c. Testing Documentation**

- Prepare a summary of all material testing and inspection reports.

**d. Change Order Summary**

- Prepare a summary of all change orders and contract modifications executed during construction.

**e. Grant Amendments**

- Prepare documentation and justification required for grant amendment requests, if applicable.

**f. Final Project Report**

- Prepare final project reports including financial summaries and documentation required by funding agencies.

**g. Release of Liens**

- Assist the Sponsor in obtaining final releases of liens from contractors and subcontractors.

**3. Deliverables**

Deliverables included, but are not limited to:

- Preliminary planning documents and concept layouts
- Engineering reports and studies
- Design drawings and technical specifications
- Preliminary Construction cost estimates
- Bid documents and addenda
- Construction progress reports
- Record drawings
- Final project report and grant documentation

**4. Schedule**

The anticipated schedule for completion of the services will be developed in coordination with the Sponsor and will depend on:

- FAA review timelines
- Grant funding approvals
- Environmental review requirements
- Construction bidding conditions
- Weather and construction sequencing considerations

**A detailed project schedule will be developed during the Preliminary Phase.**

## 5. Assumptions

This proposal assumes:

- The Sponsor will provide timely review and approval of project deliverables.
- FAA coordination will occur through the Sponsor unless otherwise requested.
- Specialized studies not listed in the scope (e.g., environmental assessments, wildlife hazard studies, ALP updates, etc.) may require additional services.
- Construction inspection levels will be determined based on FAA and Sponsor requirements.

- end



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/29/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Professional Liability Insurers, Inc. Higginbotham Insurance Agency, Inc. 6101 Moon Street NE Ste 1000 Albuquerque NM 87111	<b>CONTACT NAME:</b> Eloise Hughes <b>PHONE (A/C, No. Ext):</b> 505-822-8114 <b>E-MAIL ADDRESS:</b> ehughes@higginbotham.net	<b>FAX (A/C, No):</b> 505-822-0341
	<b>INSURER(S) AFFORDING COVERAGE</b>	
License#: 2081754 FANNARC-01	<b>INSURER A:</b> Everest National Insurance Company	<b>NAIC #</b> 10120
<b>INSURED</b> Fanning/ Bard/ Tatum Architects AIA Ltd 500 Marquette Ave NW, Suite 1500 Albuquerque NM 87102	<b>INSURER B:</b> RLI Insurance Company	13056
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 1547971397

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		PSB0011622	5/1/2026	5/1/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PSA0003804	5/1/2026	5/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PSE0005773	5/1/2026	5/1/2027	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0006273	5/1/2026	5/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability			AAEP000089-251	5/10/2025	5/10/2026	Each Claim \$ 1,000,000 Aggregate \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: Santa Fe Airport Expansion. City of Santa Fe their officials, officers, employees, and agents are additional insured with respect to General Liability as required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

City of Santa Fe 121 Aviation Dr Santa Fe NM 87507	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/29/2026

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Higginbotham Insurance Agency, Inc. 125 E John Carpenter Fwy Suite 190 Irving TX 75062	<b>CONTACT NAME:</b> Ashley Enrique	
	<b>PHONE (A/C, No. Ext):</b> 817-349-2279	<b>FAX (A/C, No):</b> 817-347-6981
<b>E-MAIL ADDRESS:</b> aenrique@higginbotham.net		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> Sentinel Insurance Company, Ltd		11000
<b>INSURER B :</b> Continental Casualty Company		20443
<b>INSURER C :</b> Hartford Property & Casualty		914
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**COVERAGES**

CERTIFICATE NUMBER: 1054935699

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			65SBAAC3543	10/1/2025	10/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			65SBAAC3543	10/1/2025	10/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			65SBAAC3543	10/1/2025	10/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	65WBCAP8481	8/4/2025	8/4/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability Claims Made Policy			AEH591951420	10/31/2025	10/31/2026	Each Claim \$5,000,000 Annual Aggregate \$5,000,000 Each Claim Deductible \$ 10,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The General Liability (Including Completed Operations) and Pollution Liability policies include a blanket automatic additional insured endorsement that provides additional insured status and General Liability, Pollution Liability and Workers' Compensation policies includes a blanket waiver of subrogation endorsement to the certificate holder only when there is a written contract that requires such status.

The General Liability and Pollution Liability policies have a blanket Primary & Non-Contributory endorsement that affords that coverage to certificate holders only where there is a written contract between the Named Insured and the certificate holder that requires such status.

The General Liability and Workers Compensation policies include an endorsement providing that 30 days' notice of cancellation See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

Santa Fe Airport  
121 Aviation Dr  
Santa Fe NM 87507

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



**ADDITIONAL REMARKS SCHEDULE**

AGENCY Higginbotham Insurance Agency, Inc.		NAMED INSURED LVA Luis Vidal USA Inc. 125 E John Carpenter Fwy, Suite 190 Irving TX 75062	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

will be furnished to the certificate holder when required by written contract.

Professional Liability Policy provides Automatic Waiver of Subrogation as per Form Number CNA79034XX (04-2020) "Professional Liability and Pollution Incident Liability Insurance" to the extent prior to a wrongful act or circumstance is required by a written agreement subject policy terms, conditions and exclusions.

Other States Insurance: Part Three of the policy applies to the states, if any, listed here:  
ALL STATES EXCEPT NORTH DAKOTA, OHIO, WASHINGTON, WYOMING, U.S.TERRITORIES AND STATES  
DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE

**GALLEGOS, SEBASTIAN F.**

---

**From:** Matt Loehman <mloehman@horizonsofnewmexico.org>  
**Sent:** Friday, November 7, 2025 1:59 PM  
**To:** GALLEGOS, SEBASTIAN F.  
**Cc:** jperez@horizonsofnewmexico.org; gblock@horizonsofnewmexico.org; GARDUNO, JAMES D.  
**Subject:** Re: !!Important!! First Right of Refusal Inquiry

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon -

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

**Matt Loehman**  
**Executive Director**

**Horizons of New Mexico**  
6121 Indian School Rd. NE, Suite 220  
Albuquerque, NM 87110

office phone: (505) 345-1540  
email: [mloehman@horizonsofnewmexico.org](mailto:mloehman@horizonsofnewmexico.org)  
web: [www.horizonsofnewmexico.org](http://www.horizonsofnewmexico.org)

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Fri, Nov 7, 2025 at 1:51 PM GALLEGOS, SEBASTIAN F. <[sfgallegos@santafenm.gov](mailto:sfgallegos@santafenm.gov)> wrote:

Gentlemen,

Attached is a detailed scope of work for Architect and Engineering services needed, please review and let us know at your earliest convenience, this is an extremely important project for the Airport.

**A/E services** - conducted in five distinct and sequential phases:

1. ***Preliminary Phase:*** This phase involves those activities required for defining the scope of a project and establishing preliminary requirements including, without limitation, as follows:

a. Conferring with the sponsor on project requirements, programming, finances, schedules, early phases of the project, operational safety, phasing considerations and other pertinent matters; meeting the FAA and other concerned agencies and parties on matters affecting the project.

b. Planning, procuring, and/or preparing necessary surveys, geological engineering investigations, field investigations, and architectural and engineering studies required for preliminary design considerations.

c. Develop design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.

d. Assisting the sponsor in the preparation of necessary and required documents for federal grants, including Disadvantaged Business Enterprise (DBE) plan and goals, and exhibits.

II. ***Design Phase:*** This phase involves all activities required to undertake and accomplish a full and complete project design including, without limitation, as follows:

- a. Conducting meetings and design conferences to obtain information and to coordinate or resolve design matters.
- b. Collecting engineering data and undertaking field investigations; geological engineering and surveys; and architectural, engineering, and environmental studies.
- c. Preparing necessary engineering reports and recommendations.
- d. Preparing detailed plans, specifications, and cost estimates. Conducting a detailed value engineering analysis, if applicable and if requested. Printing and providing necessary copies of engineering drawings and contract specifications.

III. ***Bidding or Negotiation Phase:*** This phase involves providing sets of plans and specifications for this phase, and all bid documents; acting for the sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts; and preparing contract documents.

IV. ***Construction Phase:*** This phase involves all basic services rendered after the award of a construction contract including, without limitation, as follows:

- a. Providing consultation and advice to the sponsor during all phases of construction.
- b. Representing the sponsor at pre-construction conferences
- c. On site construction inspection and management involving the services of a resident engineer, inspector, or manager, periodically during the construction or installation phase of a project and providing appropriate reports to the sponsor.
- d. Reviewing and approving shop drawings submitted by contractors for compliance with design concept.
- e. Reviewing, analyzing and approving laboratory and mill test reports of materials and equipment.
- f. Preparing and negotiating change orders and supplemental agreements.
- g. Observing or reviewing performance tests required by specifications.
- h. Determining payment amounts to contractors and assisting sponsors in the preparation of payment requests for amounts reimbursable from grant projects.
- i. Conduct wage rate interviews in accordance with federal standards.

- j. Making final inspection and submitting a report of the completed project to the sponsor.

V. ***Project Closeout Phase:*** This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to:

- a. Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
- b. Providing record drawings.
- c. Preparing summary of material testing reports.
- d. Preparing summary of project change orders.
- e. Preparing grant amendment requests and associated justification, if applicable.
- f. Preparing final project reports including financial summary.
- g. Obtaining release of liens from all contractors.

**Special Services** - The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the Consultant. These special services may vary greatly in scope, complexity, and timing and may involve several different disciplines and fields of expertise.

Consultants performing special services may be employed directly by the Airport to implement one or more phases of a project or may be employed by the principal Consultant via a subcontract agreement. In certain instances, these services may be performed by the principal Consultant. Some examples of special services that might be employed for airport projects include, but are not limited to:

- Soils investigations, including core sampling, laboratory testing, related analyses, and

reports.

- Detailed mill, shop, and /or laboratory inspections of materials and equipment.
- Land surveys and topographic maps.
- Field and/or construction surveys.
- Photogrammetry surveys.
- On site construction inspection and/or management involving the services of a full-time

resident engineer(s), inspector(s) or manager(s) during the construction or installation phase of a project. (This differs from the periodic inspection responsibilities included as part of the basic services.)

- Environmental studies and assessment reports for specific development projects.
- Expert witness testimony in litigation involving specific projects.
- Project feasibility studies.
- Public information and community involvement surveys, activities, and studies.
- Preparation of as-built plans and record drawings.
- Preparation of or updating the airport layout plan.
- Preparation of property maps.
- Preparation of Quality Control Plan.
- Miscellaneous plans, studies, and assessment reports including environmental, noise, etc.

- Assist Sponsor in specifications for procurement purposes of airport equipment (i.e. snow

removal, airport rescue and fire righting, etc.), and in preparing all documents required to procure such equipment.

- Assisting the sponsor in Federal, State and local grant administration and preparation of

necessary applications for grants.

- Construction management.
- Preparation of final report.

**Planning Services** - This category involves studies under the broad heading of airport system and master

planning and includes, without limitation, as follows:

- Study designs to establish the framework and detailed work program.
- Airport data collection and facility inventories.
- Aeronautical activity forecasts and demand/capacity.
- Facility requirements determination.
- Airport Layout and terminal area plans development.
- Environmental assessment studies/reports, airport noise compatibility plans (Part 150

studies), and other environmental related studies.

- Compatible land-use planning in the vicinity of airports.
- Airport development schedules and cost estimates.
- Airport financing planning.
- Participate in public information programs and/or public hearings relating to airport

development and planning projects.

**Consultant Projects** - Consultant shall complete the following project:

Terminal Expansion - expand and build a new passenger terminal to accommodate projected growth

*Thank you,*

*Sebastian Gallegos*

*Project Manager 1*

*Santa Fe Regional Airport*

*121 Aviation Dr. Santa Fe, NM 87507*

*[sfgallegos@santafenm.gov](mailto:sfgallegos@santafenm.gov)*

*Cell 505-695-3538*



**SANTA FE**  
**REGIONAL AIRPORT**



# City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

[www.santafenm.gov](http://www.santafenm.gov)

*Alan Webber, Mayor*

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

Dear City Staff,

In accordance with State Statute and City Ordinances, this document serves as a blanket services' determination and is valid until June 30, 2026, for the types of general, professional, and construction services that are clearly one of the types pre-established and approved by the State Purchasing Agent and City CPO.

Please continue to obtain determinations for services that do not clearly and fully fit within the types listed below. For mixed or hybrid services, unclear scopes of work, and design-build projects, specific determinations will be required. In these cases, please email [purchasing\\_det@santafenm.gov](mailto:purchasing_det@santafenm.gov) to obtain the necessary CPO determinations for your procurement needs.

Should you have any questions or require clarification on a particular service, feel free to contact CPD.

## **The following are General Services:**

- Air/bus, vehicle charter/rental service
- Animal/k9 boarding - basic
- Auctioneers
- Audio-visual equipment setup and routine maintenance for events and presentations (including projectors, microphones, and speakers)
- Automotive mechanical services – all - including vehicle inspection, diagnostics, repair labor, parts replacement, and routine maintenance (e.g., oil changes, brake service, tune-ups, etc.)
- Banking Services (routine, transaction-based)
- Boiler testing/water treatment service
- Bookkeeping service (routine, transaction-based)
- Biohazard clean-up and disinfection services for crime scenes, homicides, suicides, unattended deaths, car accidents, deadly car crashes and cleanup of police units, along with any other biohazard situations. Building alarm systems, service and repair
- Check collection service
- Clothing, textile fabrication repair service

**General Services (continued):**

- Commercial laundry service, dry cleaning, etc.
- Communications systems installation, servicing, and repair
- Conference and trade show coordination
- Debt collection service
- Delivery/courier service
- Document storage, duplication, retrieval, review, and destruction service
- Drug testing and screening (standard tests)
- Engraving service
- Equipment installation, preventive maintenance, inspection, calibration, and repair
- Equipment rental services
- Exams administration and scoring service
- Executive recruitment
- Firefighting/suppression service
- Food preparation, vending, and catering services
- Health screening, basic diagnostic (wellness, blood pressure monitoring, blood draw, etc.)
- Herbicide application service
- Household goods packing, storage, transportation service
- HVAC system maintenance service - Includes filter changes, inspections, cleaning, minor repairs, and system diagnostics.
- Information Technology - Hosting only
- Information Technology Help Desk Services
- Information Technology Services requiring software or equipment
- Information Technology Software and Hardware Support Services
- Interpretive services: written/oral/sign language
- Inventory service
- Janitorial service, carpet cleaning, window washing
- Laboratory testing and analysis (standard tests only)
- Land clearing/debris removal service
- Landscaping—tree planting, grooming service, lawn mowing, etc. (but not landscape architects)
- Language translation service
- Linen rental service

**General Services (continued):**

- Marine equipment inspection, certification, and repair
- Medical equipment rental or repair service (wheelchairs, walkers, etc.), including measurements, adjustments, and modifications to meet patient needs
- Metal/pipe/wiring detection service
- Office furnishings installation, refurbishment, and repair service
- Package inspection and crating
- Painting service
- Paper shredding
- Parking lot sweeping/snow removal service
- Pest/weed control service
- Photographic/micrographic processing and delivery, includes aerial and ground photography (if analysis is included, then personal service)
- Printing/duplicating service
- Process serving
- Property management (rent collection, property maintenance, etc.)
- Recycling/disposal/litter pickup service
- Retreat and workshop planning, conduct, coordination, etc.
- Security/armored car services
- Shop welding/metal fabrication service
- Software as a Service
- Steam cleaning, high pressure washing, parts cleaning service
- Studio photography service (does not include portrait painting)
- Telephone interview service (conduct of survey using prescribed survey instrument)
- Towing service
- Traffic control services – including certified flaggers, barricade setup/removal, temporary signage, and traffic control plans (not involving permanent installations or design engineering)
- Training – when offered as a regular course by an institution (such as a college or university)
- Travel service — air, surface, water
- Videotaping and recording service
- Warehouse dry/cold storage rental service
- Weather information service

## **The following are Professional Services:**

- Accountants (certified public accountants and registered public accountants)
- Actuaries
- Analysts of processes, programs, fiscal impact, and compliance
- Appraisers
- Archeologists
- Architects
- Artwork, original (services creating the artwork)
- Audio/video media productions (design, development, and/or oversight of)
- Auditors
- Broadband
- Business process re-engineering
- Counselors
- Consultants (including IT Consultants)
- Curriculum/Examination development
- Data Backup Services
- Data Storage and Management Services
- Design
- Economists
- Engineers
- Environmental monitoring: noise level, safety, hazardous gas detection, radiation monitoring service, etc.
- Financial Advisors
- Grant writing
- Graphic designers (creative or original in nature)
- Hearing officer services
- Independent Verification and Validation
- Information Technology Hosting when it includes Maintenance and Support
- Information Technology Maintenance
- Information Technology Management
- Information Technology Programming
- Information Technology Risk Assessment

## **Professional Services (Continued):**

- Insurance Adjusters/Brokers
- Investigators (personnel-related, etc.)
- Investment advisors and management
- Labor negotiators
- Landscape Architects
- Lawyers
- Lobbyists
- Managed Network Services
- Management and system analysts
- Management consultants
- Marketing consultants (including identifying market opportunities, conduct of marketing programs, planning, promotion, market research surveys, etc.)
- Medical arts practitioners
- Medical – doctors, immunizations, etc.
- Mental health support – Therapists, Counselors, etc.
- Network Cybersecurity Services
- Network Installation
- Physicals
- Planners
- Policy Advisors
- Polygraph services
- Product Development Services
- Program/Project Managers
- Psychologists
- Public relations advisors/Publicists
- Publication development (creation of audio/video productions, brochures, pamphlets, maps, signs, posters, annual reports, etc.)
- Researchers
- Scientists (Bio/Chem/Env/Geo/Hydro/Mech, etc.)
- Social and Human Services - Includes case management, outreach, crisis intervention, supportive housing assistance, and other services intended to support vulnerable or at-risk populations. Services may be delivered by licensed or trained professionals in coordination with public or nonprofit systems.

**Professional Services (Continued):**

- Speech writers
- Statisticians
- Surveyors
- Trade developers
- Training – when it is specifically designed for an agency as opposed to established courses (such as out of the box training offered to all at a training company, university, or college)
- Veterinarian services
- Web design and development

**The following are Construction Services:**

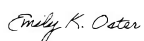
- Bid-Build (Standard)
- Construction Managers
- New Construction (including buildings, roads, bridges, utilities)
- Remodeling and Renovations (interior and exterior work)
- Demolition (including site clearance)
- Excavation and Earthwork
- Electrical Work (installation, repair, upgrades)
- Permanent installation or upgrades of audio-visual systems (including wiring and structural modifications)
- Plumbing (installation, repair, maintenance)
- Masonry and Concrete Work
- Roofing (installation, repair, maintenance)
- Structural Repair and Reinforcement
- Stucco installation, repair, and finishing
- Painting and Finishing (for construction purposes)
- Mechanical Work (HVAC systems, etc.)
- Site Preparation and Land Grading
- Utility Installation and Repair (water, sewer, gas lines)

Travis Dutton-Leyda, Chief Procurement Officer



Date: 06/30/2025

Emily Oster, Finance Director



Date: 06/30/2025