



City of Santa Fe, New Mexico

Memorandum



DATE: November 14, 2025
TO: Governing Body, Finance Committee, and Public Works & Utilities Committee
VIA: Jesse Roach, Interim Public Utilities Department Director
FROM: John Del Mar, Water Division Engineering Supervisor
CC: Jonathan Montoya, Interim Water Division Director
RE: BAR for Carollo On-call Engineering Services

ITEM AND ISSUE:

The Public Utilities Department respectfully requests your review and approval of a Budget Amendment Resolution (BAR) in the amount of \$2,005,000 from the Water Enterprise Cash Fund to Water WIP Design for on-call engineering services for Carollo Engineers Inc. (John Del Mar, jpdelmar@santafenm.gov, 505-955-4231)

BACKGROUND AND SUMMARY:

This BAR is needed to fund on-call engineering services from Carollo Engineers Inc. for FY 26. Carollo was procured via RFP in August of 2023. The Water Division currently has over \$150M in capital improvement projects either in construction or in the planning and design phase. Projects include dam safety improvements at two reservoirs, numerous water treatment plant repairs and upgrades, new pipelines for long term water security, and replacement of aging water distribution infrastructure. In addition to CIP, the water Division manages a complex water system with multiple sources, planning needs, and operating modes. The Water Division relies on on-call engineering services for specialized expertise and general support.

This BAR adds funds to the contract amount that was originally processed when the contract was initiated and also replaces the carry-over BAR from FY25 to FY26 in order to provide more detailed budgeting information pursuant to Ordinance 2025-10.

CONTRACT NUMBER:

The FY24 Munis contract number is 3204172. The original contract date was August 14, 2023.

FUNDING SOURCE:

Fund Name/Number: Water Cash Fund / 505

Munis Org Name/Number: WTR Cap Proj / 5050395

Munis Object Name/Number: WIP Design / 572960

Log # <i>{Finance use only}</i>	
Journal # <i>{Finance use only}</i>	

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Public Utilities / Water Division				DATE 11/14/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
CIP WIP Design, CRWTP Trough & Tube Setter Replacement	5050395	572960	WTR1950524	1,200,000	
CIP WIP Design, Hydraulic Model Improvements	5050395	572960	WTR2550514	20,000	
CIP WIP Design, SJC Return Flow Pipeline Project	5050395	572960	WTR2050501	710,000	
CIP WIP Design, Technical Services-WTR	5050395	572960	WTR2550507	75,000	
REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
JUSTIFICATION: <i>{use additional page if needed}</i> <i>--Attach supporting documentation/memo</i>				\$ 2,005,000	\$ -

BAR is needed to fund On-call engineering services from Carollo Engineers Inc.

Munis #3204172

Item #23-0513

<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
	Fund Balance
Fund(s) Affected	Increase/(Decrease)
505	(2,005,000)
TOTAL:	(2,005,000)

Amanda Britt	11/14/2025	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	<i>Andy Hopkins</i>
Prepared By <i>{print name}</i>	Date	CITY COUNCIL APPROVAL	Budget Officer
Division Director Signature <i>{optional}</i>	Date		<i>Emily K. Oster</i>
<i>Jesse Roach</i>	Date		Finance Director <i>{≤ \$5,000}</i>
Department Director Signature	Date	Agenda Item #:	City Manager <i>{≤ \$60,000}</i>