



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** October 30, 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 Hazen and Sawyer On-call Engineering Services

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### ITEM AND ISSUE:

The Public Utilities Department respectfully requests your review and approval of a Budget Amendment Resolution (BAR) in the amount of \$1,060,000 from the Water Enterprise Cash Fund to Water WIP Design for on-call engineering services for Hazen and Sawyer. (John Del Mar, [jpdelmar@santafenm.gov](mailto:jpdelmar@santafenm.gov), 505-955-4231)

### BACKGROUND AND SUMMARY:

This BAR is needed to fund on-call engineering services from Hazen and Sawyer for FY 26. Hazen and Sawyer were 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 3204162. 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 # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

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

DEPARTMENT / DIVISION NAME				DATE	
Public Utilities Department / Water Division				11/7/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<b>EXPENDITURES</b>				<i>{enter as <u>positive</u> #}</i>	<i>{enter as <u>negative</u> #}</i>
CIP WIP Design, SJC Return Flow Pipeline Project	5050395	572960	WTR2050501	125,000	
CIP WIP Design, Technical Services - WTR	5050395	572960	WTR2550507	75,000	
CIP WIP Design, Asset Management Plan Implementation	5050395	572960	WTR1950527	160,000	
CIP WIP Design, Demand and Water Resources Dashboards	5050395	572960	WTR2550520	95,000	
CIP WIP Design, Santa Fe Water 2100	5050395	572960	WTR2550519	150,000	
CIP WIP Design, Water Conservation and Drought Plan	5050395	572960	WTR2550512	75,000	
CIP WIP Design, Priority Line Replacement	5050395	572960	WTR2550521	305,000	
CIP WIP Design, Wellfield Technical Hydro Services	5050395	572960	WTR2550518	75,000	
<b>REVENUES</b>				<i>{enter as <u>negative</u> #}</i>	<i>{enter as <u>positive</u> #}</i>

**JUSTIFICATION:** *(use additional page if needed)*  
 --Attach supporting documentation/memo

\$ 1,060,000	\$ -
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BAR is needed to fund on-call engineering services from Hazen and Sawyer for FY26

Munis Contract #3204162

Item# 23-0516

<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
	Fund Balance
Fund(s) Affected	Increase/(Decrease)
505	(1,060,000)
<b>TOTAL:</b>	<b>(1,060,000)</b>

Amanda Britt	11/7/2025	<i>(Use this form for Finance Committee/ City Council agenda items ONLY)</i>	<i>Andy Hopkins</i>
Prepared By <i>(print name)</i>	Date	<b>CITY COUNCIL APPROVAL</b>	Budget Officer
Division Director Signature <i>{optional}</i>	Date		<i>Emily K. Oster</i>
<i>Jesse Roach</i> <small>Jesse Roach (Nov 12, 2025 17:03:16 MST)</small>	Date		Finance Director <i>{≤ \$5,000}</i>
Department Director Signature	Date	Agenda Item #:	City Manager <i>{≤ \$60,000}</i>