


Date: December 17, 2025

To: Governing Body

Via:


JOHN BURNETT (Dec 18, 2025 11:57:30 MST)

Sam Burnett, Interim Public Works Department Director

Marcos Esquibel, Interim Complete Streets Division Director *Marcos Esquibel*

From: Romella Glorioso-Moss, PhD, CPM, AICP, CPO, Capital Projects Manager *RGM*

ACTION:

Request for Ratification of Second Amendment to Cooperative Project Agreement – Construction Work Item #24-0535 with the New Mexico Department of Transportation for \$2,000,000 to Extend the Term through December 30, 2026 to Complete the Construction of S100770 Tierra Contenta Trail Extension Project – A Federally-Funded Project. (Romella Glorioso-Moss, Capital Projects Manager, rsglorioso-moss@santafenm.gov)

BACKGROUND AND SUMMARY:

The construction of the Tierra Contenta Trail, spanning from Buffalo Grass to South Meadows, began in August 2025 and is expected to be completed by Fall 2026. The project schedule accommodates the relocation of prairie dogs in accordance with the City’s ordinance, which specifies allowable capture periods as April 1–30 and June 15–September 15. This timing aligns with local climate conditions and the natural behavior of prairie dogs, ensuring humane relocation practices. The ordinance is part of the City’s broader effort to manage prairie dog populations and maintain the health of the native ecosystem.

The term extension will also facilitate a smooth federal project closeout process. Originally, federal funding for the project was set to expire on December 30, 2025; however, NMDOT has agreed to extend the funding deadline to December 30, 2026. This project is part of the Safe Routes to School initiative and will provide a safer route for students attending Sweeney Elementary and Ortiz Middle School.

To execute the funding amendment, NMDOT and FHWA require the Agreement to be returned to NMDOT by the week of November 10, 2025. This timeline does not allow sufficient time for the Governing Body to approve the amendment through its standard process. Therefore, pursuant to SFCC 2-4.6.B, the City Manager approved the time extension on November 18, 2025. SFCC 2-4.6.B provides:

The City Manager has the authority to enter agreements seeking or accepting funds of any amount, when the deadline to seek or accept the funds occurs before the deadline to include the agreement on the agenda for the governing body's next regularly scheduled meeting. Such agreements shall be subject to ratification by the governing body at the next scheduled meeting for which an agenda has not yet been posted;

FUNDING SOURCE:

Fund Name/Number: New Mexico Department of Transportation S100770

Munis Org Name/Number: Streets Roadways / 3309980

Munis Object Name/Number: WIP Construct/ 572970

PLID: GO18355BV

ATTACHMENT:

CM signed Second Amendment to Cooperative Project Agreement – Construction Work

Item# 25-0535

Contract No.:	_____
Vendor No.:	0000054360
Control No.:	S100770
CFDA No:	20.205- Highway Planning & Construction

**SECOND AMENDMENT TO
COOPERATIVE PROJECT AGREEMENT – CONSTRUCTION WORK**

This **Second Amendment** is to the Cooperative Project Agreement entered into between the New Mexico Department of Transportation (Department) and City of Santa Fe (Local Agency). This Amendment is effective as of the date of the last party to sign on the signature page.

RECITALS

Whereas, the Department and the Local Agency entered into an Agreement, Contract No. D19937 on September 26, 2023; and,

Whereas, Section 12 allows for modification of the Agreement by an instrument in writing executed by the parties; and,

Whereas, the Department and the Local Agency want to extend the term of the Agreement to allow for Project completion; and,

Whereas, the parties agree to modify this Agreement.

Now, therefore, the Department and the Local Agency agree as follows:

1. **Section 4, Term**, is deleted and replaced with the following:

4. Term.

This Agreement is effective on **September 26, 2023**. This Agreement terminates on **December 30, 2026**. If a contract term extension is needed, the Local Agency must provide written request to the Region or District T/LPA Coordinator sixty (60) days prior to the expiration date to ensure timely processing of an Amendment.

2. Exhibit A is deleted and replaced with the attached Exhibit A.

All other obligations set forth in the Original Agreement shall remain in full force and effect unless expressly amended or modified by this Second Amendment.

In witness whereof, each party is signing this Agreement on the date stated opposite of that party's signature.

NEW MEXICO DEPARTMENT OF TRANSPORTATION

By: _____ Date: _____
Cabinet Secretary or Designee

Reviewed and Approved as to form and legal sufficiency by the New Mexico Department of Transportation's Office of General Counsel

Signed by:
By: Samuel Roybal Date: 10/07/25
Assistant General Counsel

City of Santa Fe

By: Mark Scott Date: _____
Mark Scott (Nov 18, 2025 13:01:45 MST)

City Manager, signed pursuant to SFCC 114(F)(2)

By: Emily K. Oster Date: Nov 7, 2025
Financial Director

ATTEST

By: Andrea Salazar Date: Nov. 18, 2025
ANDREA SALAZAR (Nov 18, 2025 13:06:36 MST)
CITY OF SANTA FE Clerk

Approved as to form and legal sufficiency by the City's Attorney

By: Kevin L. Nault Date: Oct 31, 2025
Kevin L. Nault (Oct 31, 2025 15:58:31 MDT)
Attorney

By:

Michael Garcia, Mayor, Signed pursuant to SFCC 2-4.6.B

Attest:

Geralyn Cardenas, Interim City Clerk

EXHIBIT A

2 CFR 200.331 Requirements

Federal Award Identification.

(i) Public Entity name (which must match the name associated with its unique entity identifier);	City of Santa Fe
(ii) Public Entity's unique entity identifier (UEI);	QLN2YKMMJ8X6
(iii) Federal Award Identification Number (FAIN);	Please see approved Federal Highway form.
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	Please see date on approved Federal Highway form.
(v) Cooperative Project Agreement(Construction) Period of Performance Start and End Date;	Please see date on approved Federal Highway form thru S100770 12/30/2026.
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the Public Entity;	\$1,125,000
(vii) Total Amount of Federal Funds Obligated to the Public Entity by the pass-through entity including the current obligation;	This award is in addition to any previous awards received by sub-recipient from NMDOT.
(viii) Total Amount of the Federal Award committed to the Public Entity by the pass-through entity;	The total amount of this award is in addition to any previous awards received by sub-recipient from NMDOT.
(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	Tierra Contenta Trail Extension. Extend multi-use trail in Tierra Contenta from Buffalo Grass to South Meadows, including sidewalks and drainage improvements.
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	FHWA, New Mexico Department of Transportation Sean Sandoval - 505 -660-6102, Sean.Sandoval@state.nm.us P.O. Box 1149 Santa Fe, NM 87501-1149
(xi) CFDA Number and Name;	20.205- Highway Planning & Construction
(xii) Identification of whether the award is R&D; and	No R&D
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).	N/A

New Mexico Department of Transportation
Agreement Request Form(ARF)

Control No.: S100770

T/LPA Contact Information:

Procurement Vehicle: Amendment 2

T/LPA Name: City of Santa Fe

Address: P.O. Box 909, 200 Lincoln Avenue
Santa Fe, NM 87504-0909

Unique Entity Identifier(UEI): QLN2YKMMJ8X6

Person in Responsible Charge: Romella Glorioso-Moss

-Person in Responsible Charge- A full-time, public employee of the T/LPA qualified to ensure that the work delivered is complete, accurate, and consistent with the terms, conditions, and specifications of the Cooperative Agreement. The Person in Responsible Charge should be a high-level staff Person rather than an elected official.

Title: Capital Projects Manager

Phone: (505) 955-6623

Email: rsglorioso-moss@santafenm

Signature Page Titles: 1 Mayor
3 City Attorney & Finance Director

2 City Clerk

Project Data:

Phase/ Phases of Work: Construction Construction Management <Select Phase of Work>

Termination Date: 12/30/2026 Ex. 01/01/2024

-Termination Date is the period of time which the T/LPA is expected to complete all activities described in the ARF, by phase, and to expend all funds. The closeout process and associated tasks(invoicing and supporting docs) should be included in the timeline and be based off of the total time needed start to finish. To support your termination date above please include a graphical project timeline with the submittal of this ARF.

For POD use only:
Period of Performance Date: Start Date: 09/26/2023 End Date: 09/26/2027
- Period of Performance Date means the time during which a recipient or sub recipient may incur new obligations to carry out the work authorized under an award or sub award, respectively.

Project Funding:

Attach your Current STIP Detail Page as verification of funding. Please make sure all funding needed for the project phase has been identified and that there are no funds that still need to be added.

Comments: _____

Approvals:

By signing this ARF, signee is validating that the funding, and period of performance dates are both Accurate and Feasible. Ensure that the period of performance + applicable close out time will be entered into Federal Highway Administration(FHWA)'s Financial System(FMIS) as mandated per 2 CFR 2100.309.

T/LPA Authorized Signature Romella Glorioso-Moss Date 07/24/2025

Region T/LPA Authorized Signature Katrina A. Quintana Date 7/25/2025

District T/LPA Authorized Signature Sean Brady Date 7/25/2025

CLE T/LPA Authorized Signature James M. Malcom Date 7-25-25

POD T/LPA Manager Signature APPROVED Date _____
By Jacquelyn Hurtado at 2:17 pm, Jul 31, 2025



City of Santa Fe, New Mexico

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

July 24, 2025

Katrina Quintana
Engineer Tech V
TLPA Region Coordinator
North Region Design
1120 Cerrillos Road, Room 203
Santa Fe, NM 87505
Via email: Katrina.Quintana@dot.nm.gov

**Subject: Amendment #2
CN S100770 Cooperative Project Agreement – CONSTRUCTION
Tierra Contenta Trail Extension (Buffalo Grass to South Meadows)**

Dear Ms. Quintana:

The City of Santa Fe (“City”) respectfully requests a term extension for CN S100770 Cooperative Project Agreement – CONSTRUCTION (Contract No. D19937) through December 30, 2026, with no corresponding change in cost.

The preconstruction meeting was held on June 24, 2025, and the Notice to Proceed was issued to GM Emulsion for August 4, 2025. Construction is expected to last 180 days, assuming no weather delays or other disruptions that could alter the contract timeline. We are budgeting an additional six months to complete project closeout.

Attached are the Agreement Request Form and current STIP.

Thank you for your continued support, and please e-mail me at rsglorioso-moss@santafenm.gov or call (505) 955-6623 if you have any questions.

Sincerely,

Romella Glorioso-Moss

Romella Glorioso-Moss, PhD, CPM
Capital Projects Manager
Public Works – Complete Streets

Cc. Alden Chato, Engineering Technician IV, Construction Audit, NMDOT District 5
Erika Lujan, Finance Grants Manager, City of Santa Fe

Project Overview

Control # S100770
 Lead Agency City of Santa Fe
 Project Type Bicycle and Pedestrian (28)
 Title Tierra Contenta Trail Extension
 Limits Point location
 Description T/LPA: Extend multi-use trail in Tierra Contenta from Buffalo Grass to South Meadows, including sidewalks and drainage improvements.
 Production Date Letting Date

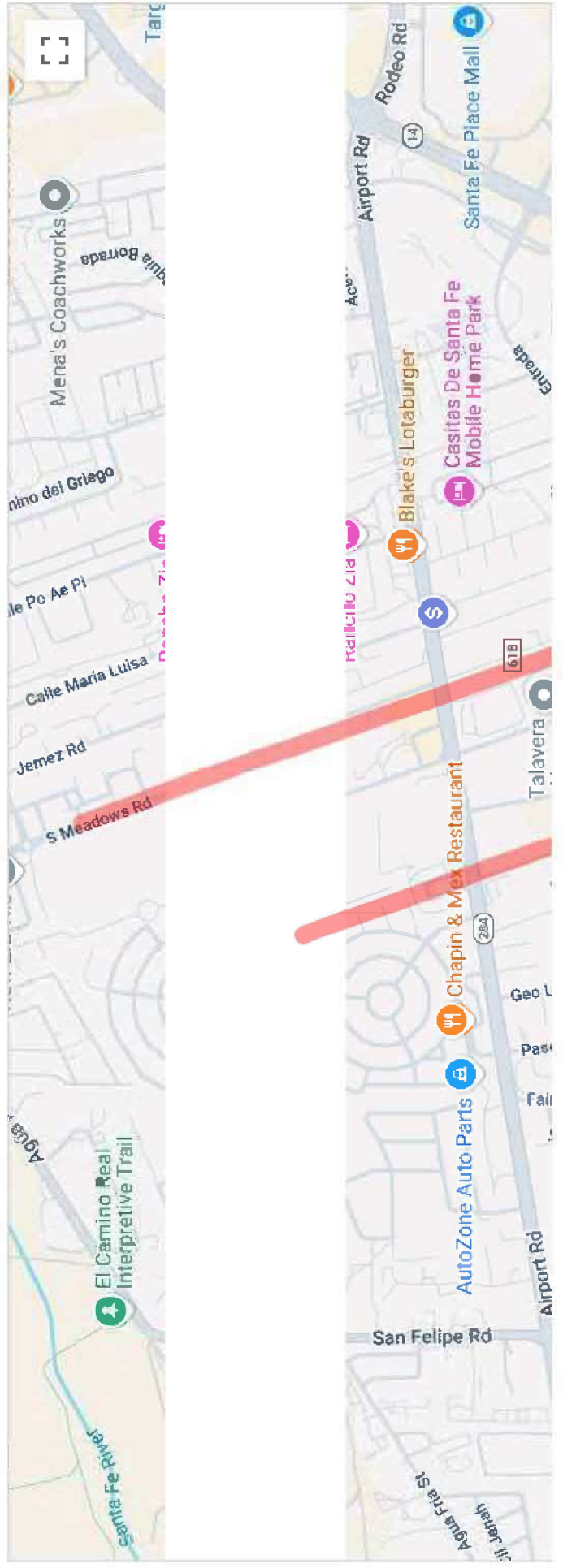
Funding History

Region/TIP SFM 22-22.1
 Contact JoAnn Garcia
 Air Quality

Amendment History

Local ID District 5
 TCM
 Total Cost \$2,000,000
 County Santa Fe
 Construction 2023 Start

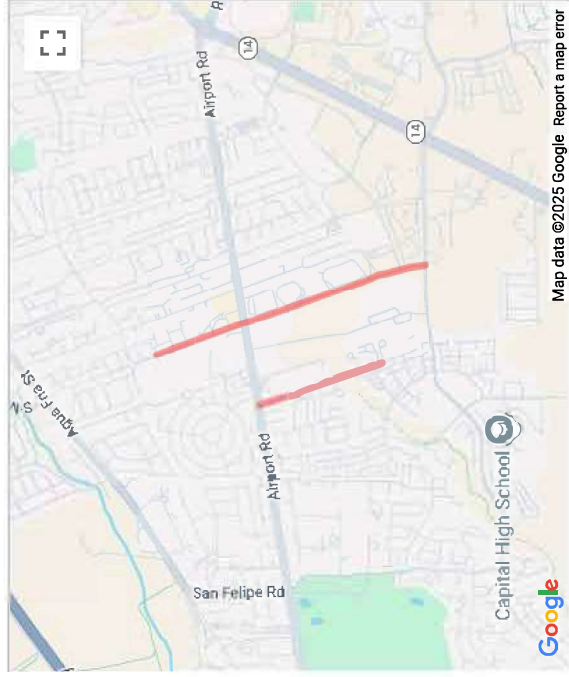
Phase	Fund Source	Prior FFY	FFY2022	FFY2023	FFY2024	FFY2025	Future FFY	Total
CON	LOCAL CONTRIBUTIONS (LOCC)	-	-	\$683,286	-	-	-	\$683,286
CON	LOCAL GENERAL FUNDS (LGF)	-	-	\$162,573	-	-	-	\$162,573
CON	TRANSP ALT FLEXIBLE (TAPF)	-	-	\$953,994	-	-	-	\$953,994
	Total Construction	-	-	\$1,799,853	-	-	-	\$1,799,853
ENG/CE	LOCAL GENERAL FUNDS (LGF)	-	-	\$29,141	-	-	-	\$29,141
	Total ENG/CE	-	-	\$29,141	-	-	-	\$29,141
ENG/CE	TRANSP ALT FLEXIBLE (TAPF)	-	-	\$2,000,000	-	-	-	\$2,000,000
	Total Programmed	-	-	\$2,000,000	-	-	-	\$2,000,000
		-	-	\$171,006	-	-	-	\$171,006



ALL Transportation Improvement Program, 22-22.1 Amendment 2022-2026

1 Projects Listed

NMDOT ID S100770 Lead Agency City of Santa Fe Project Type Bicycle and Pedestrian (28) Project Name Tierra Contenta Trail Extension Project Point location Limits		MPO/TIP SFM 22-22.1 Contact JoAnn Garcia 4806209799 Air Quality	Local ID NMDOT District District 5 TCM	Total Cost \$2,000,000 County Santa Fe Construction 2023 start					
Description T/LPA: Extend multi-use trail in Tierra Contenta from Buffalo Grass to South Meadows, including sidewalks and drainage improvements.									
Phase	Fund Source	Prior	FY2022	FY2023	FY2024	FY2025	FY2026	Future	Total
CON	LOCAL CONTRIBUTIONS (LOCC)	-	-	\$683,286	-	-	-	-	\$683,286
CON	LOCAL GENERAL FUNDS (LGF)	-	-	\$162,573	-	-	-	-	\$162,573
CON	TRANSP ALT FLEXIBLE (TAPF)	-	-	\$953,994	-	-	-	-	\$953,994
<i>Total Construction</i>									
ENG/CE	LOCAL GENERAL FUNDS (LGF)	-	-	\$1,799,853	-	-	-	-	\$1,799,853
ENG/CE	TRANSP ALT FLEXIBLE (TAPF)	-	-	\$29,141	-	-	-	-	\$29,141
<i>Total ENG/CE</i>									
Total Programmed									
		-	-	\$2,000,000	-	-	-	-	\$2,000,000



Version History

TIP Document	2022-2026	State Approval	FHWA Approval	FTA Approval
22-03	Amendment	05/26/2022	06/28/2022	07/14/2022
22-14.1	Amendment	12/31/2022	01/27/2023	N/A
22-22.1	Amendment	09/05/2023	09/05/2023	N/A

Current Change Reason

SCHEDULE / FUNDING / SCOPE - Adjusting funding sources. No change in total cost

Project Change(s):

Funding Change(s):

- LOCAL GENERAL FUNDS (LGF)
 - Decrease funds in FFY 23 in CON from \$191,714 to \$162,573 + Increase funds in FFY 23 in ENG/CE from \$0 to \$29,141
 - LOCAL CONTRIBUTIONS (LOCC)
 - + Increase funds in FFY 23 in CON from \$608,286 to \$683,286 - Decrease funds in FFY 23 in ENG/CE from \$75,000 to \$0
 - TRANSP ALT FLEXIBLE (TAPF)
 - Decrease funds in FFY 23 in CON from \$1,125,000 to \$953,994 + Increase funds in FFY 23 in ENG/CE from \$0 to \$171,006
- Total project cost stays the same \$2,000,000*

CN S100770 CON AMD _2 Signatures Needed (1)

Final Audit Report

2025-10-31

Created:	2025-10-29
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvjCuJTdqmGrwM1HC0u2dr0Wv2T_yW8VG

"CN S100770 CON AMD _2 Signatures Needed (1)" History

 Document created by MATTHEW HARDING (mrharding@santafenm.gov)

2025-10-29 - 8:55:38 PM GMT- IP address: 63.232.20.2

 Document emailed to klnault@santafenm.gov for signature

2025-10-29 - 8:56:14 PM GMT

 Email viewed by klnault@santafenm.gov

2025-10-29 - 8:56:21 PM GMT- IP address: 51.54.38.120

 Email viewed by klnault@santafenm.gov

2025-10-31 - 9:58:04 PM GMT- IP address: 63.232.20.2

 Signer klnault@santafenm.gov entered name at signing as Kevin L. Nault

2025-10-31 - 9:58:29 PM GMT- IP address: 63.232.20.2

 Document e-signed by Kevin L. Nault (klnault@santafenm.gov)

Signature Date: 2025-10-31 - 9:58:31 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2025-10-31 - 9:58:31 PM GMT



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 11/6/2025 UPDATED

Project Title: TIERRA CONTENTA TRAIL EXTENSION

Project Type: CIP Grant Internal Tracking

Department: PUBLIC WORKS Project Manager: ROMELLA GLORIOSO-MOSS Ext: 6623

Project Date Range: 09/26/2023 to 12/30/2026 Create Fixed Asset

Project ID: <u>GO18355BV</u>
Grant ID: <u>S2329</u>
Approved By: <u>ERIKA LUJAN</u> <small>ERIKA LUJAN (Nov 6, 2025 13:20:06 MST)</small>
<u>CT</u> (Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: FED FHWA-P/T NM DOT S100770 % of Funding: 85.44

MUNIS ORG: 3559980 MUNIS OBJ: 490150 Awarded Amount: \$1,125,000.00

Funding Source: IMPACT FEES % of Funding: 14.56

MUNIS ORG: 2320471 MUNIS OBJ: 760355 Awarded Amount: \$191,714.00

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: CONSTRUCTION MUNIS ORG: 3559980 MUNIS OBJ: 572970

Grants Only (list all grants if applicable):

Grantor Name: FED FHWA-P/T NM DOT S100770 Awarded Amount: 1,125,000

AR Charge Code: 3559980.490150 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700000 Federal CFDA (if applicable): 20.205

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation

Signature: *Erika Quintana*

Email: efquintana@santafenm.gov