




The Purchasing Memo


Date: May 27, 2026

To: Governing Body, Finance Committee, and Quality of Life Committee

From: Kristen Woods, Youth and Family Services Program Manager  KRISTEN WOODS (May 27, 2026 13:50:17 MDT)

Via: Sandra Emory, Community Services Department Director 

Lia Salaverry, Youth and Family Services Division Director 

Marcella Apodaca, Community Services Business Operation Manager 

Justin Gonzales, Youth and Family Services Project Administrator 

1

Subject: Contract Amendment No. 2 to for Operations of Shelter Management

Vendor Name: Urban Alchemy

Munis Vendor Number: 9716

ITEM AND ISSUE: 1

Request for Approval of Amendment No. 2 to Professional Services Contract 25-0217 With Urban Alchemy to Increasing the Amount of Compensation by \$522,000 for the New Total Amount of \$2,020,303 for Shelter Operations of Homeless Services. (Kristen Woods, Youth and Family Services Program Manager, krwoods@santafenm.gov)

CONTRACT NUMBER:

The FY26 Munis contract number is 3250623.

BACKGROUND AND SUMMARY:

The City of Santa Fe ('City') is procuring an operator for low-barrier, 24-hour shelter, serving up to 75 adults who are experiencing homelessness. This 12-month contract intended to stabilize operations while the City evaluates, maintain site safety and dignity, and connect guests with services and housing pathways. The shelter will be located at 2801 Cerrillos Road and the emergency procurement will:

- Prevent immediate harm to residents and the community by restoring safety and structure
- Preserve shelter capacity with no gap in service
- Stabilize the shelter while allowing the City to evaluate long-term options for site use

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Health and Human Services/Fund 240

Munis Org Name/Number: Community Services/2400122

Munis Object Name/Number: Grants and Services/510400

Budget Officer / Designee: Andy Hopkins **Date:** 05/28/2026

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-127, Emergency

Emergency NMSA 1978, Section 13-1-127 - The current conditions at 2801 Cerillos Road and the surrounding area have become an emergency impacting public health, safety, and welfare. Data from Santa Fe Police, Fire, and Constituent Services about the change in conditions in this area clearly demonstrate escalating health and safety risks and a serious strain on emergency response and public safety systems.

- Santa Fe Police responded to 3,224 calls for service in 2024 in the vicinity of Pete's Place (3.8% of all citywide calls). So far in 2025, that number is 1,350 calls (4.9% of citywide total), averaging 11.25 calls per day.
- In the first four months of 2025 alone, SFPD has conducted 618 proactive actions at the site (e.g., close patrols, traffic stops).
- Santa Fe Fire Department responded to 583 calls in 2024 and 243 in early 2025. These include overdoses, injuries, and other emergencies totaling over \$3.4M in public cost over two and a half years. Constituent Services, from 2022-2025, reports 153 complaints regarding feces, syringes, drug activity, unsanitary conditions and violence in and around the shelter.
- At current rates, 2025 is projected to result in approximately 4,050 police calls for service, 1,854 proactive police actions, 729 fire department calls, and \$1.95 million in fire department response costs.

These conditions pose an imminent threat to shelter guests, surrounding residents and businesses, and first responders.

Chief Procurement Officer (CPO)/Designee: [Signature] **Date:** 05/28/2026

AP

AP (May 28, 2025 11:27:33 MDT)

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: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Original contract packet (with previous contract amendments)



CITY OF SANTA FE

**CITY OF SANTA FE
AMENDMENT No. 1 TO**

Contract # 3250623

Original City Clerk Item Number: 25-0217

Aid in providing resources to recently homeless individuals

This AMENDMENT No. 1 the "Amendment") amends the CITY OF SANTA FE CONTRACT, dated 6/17/2025 (the "Contract"), between the City of Santa Fe (the "City") and Urban Alchemy. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

RECTIALS

- A. Under the terms of the Contract, Contractor has agreed to provide resource aid to recently homeless individuals.
- B. Pursuant to Article 14 of the Contract, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. COMPENSATION

Article 3 of the Contract is amended to increase the amount of compensation by a total of \$522,000, so that Article 3 reads in its entirety as follows:

- A. Payment. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate of one million eight hundred sixty-seven thousand four hundred and eight dollars and ninety cents (\$1,867,408.90) for the services described in the scope of work. The amount payable to the Contractor under this Agreement is inclusive of gross receipts tax ("GRT") and expenses. The GRT rate levied on this contract is 8.1875% equaling \$152,894.10. The not to exceed total compensation on this Contract is \$2,020,303.00.

2. NOTICES

Article 28 of the contract shall be deleted in its entirety and replaced with the following. Either party may give written notice to the other party in accordance with the terms of this Paragraph. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

<p><u>To the City:</u> Chief Procurement Officer purchasing@santafenm.gov PO Box 909 Santa Fe, NM 87504-0909</p>	<p>Community Services Admin Youth and Family Services Division 119 E Marcy Street Santa Fe, NM 87501 505-955-6678</p>	<p><u>To the Contractor:</u> Urban Alchemy Chief Executive Officer Dr. Lena Miller PO Box 425509, San Francisco, CA 94142 lenam@urban-alchemy.us</p>
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Either party may change its representative or address above by written notice to the other in accordance with the terms of this Paragraph. The carrier for mail delivery and notices shall be the agent of the sender.

3. CONTRACT IN FULL FORCE

Except as specifically provided in this Amendment, the Contract remains and shall remain in full force and effect, in accordance with its terms.

[SIGNATURE PAGE TO FOLLOW]

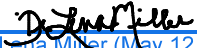
IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 to the Contract as of the dates set forth below.

CITY OF SANTA FE:

CONTRACTOR:

URBAN ALCHEMY

MICHAEL GARCIA, MAYOR



Lena Miller (May 12, 2026 13:43:27 PDT)
LENA MILLER, CHIEF EXECUTIVE OFFICER

DATE: May 12, 2026

NMBTIN: _____

ATTEST:

GERALYN CARDENAS, CITY CLERK


CITY ATTORNEY'S OFFICE:



Ruby Crews (May 12, 2026 14:46:46 MDT)

RUBY CREWS, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



ANDREA PHILLIPS (May 28, 2026 16:37:25 MDT)

ANDREA PHILLIPS, INTERIM FINANCE DIRECTOR












Urban Alchemy Amendment 1_CoSF

Final Audit Report


2026-05-12

Created:	2026-05-04
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAN8k3moNYyBv3IfFS5wtoROUI0-OCi8xp


"Urban Alchemy Amendment 1_CoSF" History

-  Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2026-05-04 - 8:17:56 PM GMT- IP address: 63.232.20.2
-  Document emailed to Lena Miller (lenam@urban-alchemy.us) for signature
2026-05-04 - 8:18:32 PM GMT
-  Email viewed by Lena Miller (lenam@urban-alchemy.us)
2026-05-04 - 9:23:37 PM GMT- IP address: 74.125.209.68
-  Email viewed by Lena Miller (lenam@urban-alchemy.us)
2026-05-06 - 5:14:56 PM GMT- IP address: 66.249.84.98
-  Email viewed by Lena Miller (lenam@urban-alchemy.us)
2026-05-08 - 8:30:46 PM GMT- IP address: 66.249.84.109
-  Email viewed by Lena Miller (lenam@urban-alchemy.us)
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-  Email viewed by Lena Miller (lenam@urban-alchemy.us)
2026-05-11 - 4:57:01 PM GMT- IP address: 66.249.84.101
-  Email viewed by Lena Miller (lenam@urban-alchemy.us)
2026-05-12 - 8:38:06 PM GMT- IP address: 66.249.84.99
-  Document e-signed by Lena Miller (lenam@urban-alchemy.us)
Signature Date: 2026-05-12 - 8:43:27 PM GMT - Time Source: server- IP address: 23.93.108.47 - Signature Appearance Selected: MOBILE_DRAW
-  Document emailed to Ruby Crews (racrews@santafenm.gov) for signature
2026-05-12 - 8:43:29 PM GMT
-  Email viewed by Ruby Crews (racrews@santafenm.gov)
2026-05-12 - 8:44:14 PM GMT- IP address: 104.47.65.254



 Document e-signed by Ruby Crews (racrews@santafenm.gov)

Signature Date: 2026-05-12 - 8:46:46 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: TYPE

 Agreement completed.

2026-05-12 - 8:46:46 PM GMT

← Back to All Requests

Homelessness – Agape House Operations – 3250623

2026-686-Request

Status: Closed Amount: \$2,020,303.00 Last Action: Final Approval Received

Actions ▾

Fully Approved

Approved On
5/26/2026

EMERGENCY REQUEST AND DETERMINATION

Name of Request	Created On
Homelessness – Agape House Operations – 3250623	04/14/2026
Summary of Request	
Requesting to create an amendment to specify funding needs and adjustment for operations	
No Background or Category Codes	
Requestor	Approval Group
JG Justin Gonzales	Community Service Admin
Creator	
JG Justin Gonzales	
Desired Delivery Date	
05/05/2026	
Fiscal Year	
FY26	

Purchase Details

Total Budget Amount
\$2,020,303.00

Vendor Selection

No vendor selected at this time.

Emergency Assessment

Department Contact:
Lia Salaverry, Kristen Woods, Justin Gonzales
Email:
lasalaverry@santafenm.gov, krwoods@santafenm.gov, jmgonzales@santafenm.gov
Phone Number

505-955-6678

Description of Goods/Service to be Procured:

shelter operations

Quantity of the Goods or Service

12 Months

Type of Good or Service

Professional Services

Emergency Justification:

Health or Safety of Any Persons

Term of Contract (Emergency)

1 year

Conversion:

To Contract

Vendor Name

Urban Alchemy

Vendor's Address

255 Golden Gate Ave. San Francisco, CA 94102

Vendor's Email Address

lenam@urban-alchemy.us

Scope of Work (Emergency)

Scope of Work

The Contractor shall provide the following services for the City:

- A. Operate a low-barrier, 24-hour shelter at 2801 Cerrillos Road serving up to 100 adults[CJ1.1][SL1.2][CJ1.3] who are experiencing homelessness (Shelter).
- B. Stabilize shelter operations without a gap in service, preventing harm to residents and the community, while the City evaluates the long-term viability and use of the facility.
- C. Ensure consistent shelter operations, maintain site safety and dignity, and connect guests with services and housing pathways.
- D. Facility and Operations Requirements
- a) Staff the Shelter 24 hours a day, 7 days a week, and provide at least two meals per day onsite.
 - b) Fully staff across all three shifts (day, swing, night), including supervisors, direct care practitioners, and support staff with a minimum of 3 staff per shift.
 - c) Recruit locally based employees.
 - e) Allow guests to remain onsite during the day, with access to meals, restrooms, and hygiene services.
 - f) Train staff on the Homeless Management Informational System (HMIS) and to conduct VI-SPDAT and utilize these platforms for data capture in compliance with HUD and CoC standards.
 - g) Ensure ADA accessibility and accommodate guests with pets, belongings, and/or disabilities.
 - h) Maintain a secure storage system for guests' personal items, medications, and bicycles.
 - i) Provide services that meet the needs of the diverse populations that access the shelter, considering systemic, institutional, and environmental barriers and inequalities that exist and seek to mitigate the effects on guest outcomes.
 - j) Provide Low-barrier shelter access to persons seeking entry to the shelter, without restricting access due to any of the following factors:
 - Income
 - Criminal history background
 - Outside use of drugs/alcohol
 - Need to have support animals in shelter
 - k) Practice Harm Reduction
 - Use Harm Reduction activities and services with participants engaged in substance use, including but not testing for drugs and alcohol.
 - Prohibit smoking in all physical structures and designate restricted areas.
 - All staff must be trained in Narcan administration and other life-saving measures

l) Use Crisis Intervention and De-Escalation

- Train program staff in appropriate evidence-based crisis intervention and de-escalation techniques to ensure the safety of all parties, prevent unnecessary exits from the shelter, and promote a safe and supportive environment.

m) Follow Housing First

- Provide housing case-management to all guests staying in Shelter
- Emphasize strategies for appropriate diversion from shelter

n) Compliance with City Direction: The service provider shall comply with all City-directed mediation, escalation, and corrective actions in response to any identified issues, complaints, or performance concerns, and will participate in good faith in all resolution processes as required by the City.

E. Data, Coordination, and Accountability

Participate in meetings scheduled by City representatives on a regular, and as-needed basis. Meet with City staff from Community Services on a monthly cadence to review program outcomes and progress. Participate in City initiatives, including data and service coordination, as requested by the City. Schedule site-visits as requested by City Staff.

F. Compliance and Performance Metrics

Adhere to all City, State, and federal requirements related to shelter operations, data privacy, and non-discrimination. Required City performance metrics include the following and shall be submitted in three formats: 1) one-time information provided to the City within the first month of the contract execution date, 2) monthly reporting metrics provided to the city by no later than the first of each month, after the contract execution date, and 3) weekly summary reports provided to the City by no later than 12pm each Friday for the duration of the contract period.

One-time information provided to the City should include:

Employment, Training, and Hiring Practices

- Job descriptions and Standard Operating Procedures for all employees on staff. This includes;
 - Credentials and qualifications required for positions
 - Titles, pay rates, and other employment verification information
- Any staff training and operational materials, including relevant policies, SOPs, and documentation of training completion
- Established procedures and schedules for routine site checks and monitoring (e.g., restrooms/port-a-pottys, common areas, perimeter)
- Overview of staff training procedures for Narcan administration and other life-saving measures

Site Operations, Policies and Training

- SOP for receiving, documenting, and responding to client and community concerns
- Routine site monitoring and maintenance procedures (e.g., cleanliness, safety checks, and facility inspections at defined intervals)
- Guest Code of Conduct, including all related guidelines and Standard Operating Procedures (SOPs) governing guest behavior and escalation procedures.
- Good Neighbor Agreements (if applicable)
- Public facing contact information for how to reach shelter staff in emergencies
- Program details outlining transportation options and services provided to guests

Weekly reports must include the following:

Utilization & Capacity

- Average occupancy rate
- Total number of unique clients served
- Bed utilization rate (target: >85%)

Service Engagement

- Number of guests connected to services, including:
 - Number of individuals enrolled in case management
 - Number of individuals receiving specific services and/or benefits
 - Number of individuals who obtained vital documents (ID, birth certificate, SS card, etc.)
 - Number of individuals connected to employment services
 - Number of individuals referred to domestic violence services
 - Number of individuals referred to Referrals to substance use services
 - Number of Narcan distributed

Housing & Navigation Outcomes

- Number and percentage of guests exiting the Shelter to stable alternatives (positive exits), including:
 - Number and percentage exiting to permanent housing
- Number of guests enrolled in the Homeless Management Information System (HMIS)
- Number of guests enrolled in CONNECT (when possible)
- Percentage of guests connected to the Coordinated Entry System (CES), including completion of VI-SPDAT assessments

Demographics

- Basic guest intake data, including demographics (race, gender, age, disability/medically vulnerable, and other relevant identifiers)
- Support all constituents regardless of Race, Sex, Gender expression, disability status, etc.

Oasis Data

- Utilization & Reach
 - Total unique visitors to the Oasis (weekly)
 - Average daily unique visitors
 - Total visits (including repeat/duplicated visits)
- Service Engagement
 - Basic needs supports provided (e.g., food/snacks, water, coffee)
 - Information and referral services provided (e.g., service provider information, navigation support)
 - Service plans created
- Referrals to Services (by Category)
 - Behavioral Health & Medical:
 - Referrals to substance use services
 - Referrals to sobering center
 - Narcan distributed
 - Housing & Shelter:
 - Referrals to Coordinated Entry / housing assessment
 - Referrals to shelter or shelter waitlist
 - Social & Stabilization Services:
 - Referrals to care coordination (e.g., Agape or similar)
 - Referrals to employment services
 - Referrals to domestic violence services

Monthly Reports

In addition to these data metrics collected on a weekly basis, the City requests that the following performance metrics be included in Monthly Reports and shall be submitted by the first of each Month for the contract period:

- General site and program updates, including program events, new or expanded services, partnerships and coordination with the broader community and service provider network, volunteer engagement opportunities (if applicable), wins and other notable activities or initiatives.
- Contractor shall document and maintain records of all guest and facility incidents. Contractor shall provide the City with reports limited to overdose incidents and any incidents requiring contact with emergency responders (Police, Fire, or EMS).
- Safety and cleanliness indicators (including efforts toward bed bug mitigation, regular cleaning protocols, and related facility maintenance practices.)
- Staff training activities, opportunities, and associated outcomes
- Contractor shall conduct at least one (1) guest survey and one (1) neighbor feedback survey every six (6) months during the term of the contract and include the results in the corresponding monthly report.

G. Site Safety, Neighborhood Relations, Facility Maintenance, and Appearance

- Implement professional security measures, both inside and around the facility.
- Ensure the Shelter is not contributing to blight conditions or illicit activity.
- Conduct regular trash pickup and exterior maintenance.
- Coordinate and participate with City staff and law enforcement as needed to maintain public safety and responsiveness.
- Establish and publicize a public-facing complaint and response protocol for neighborhood concerns.
- Contractor shall proactively coordinate with the City to identify, scope, and budget for all non-capital repairs and ongoing maintenance necessary to ensure the Shelter's structural integrity, safety, and functionality. Contractor shall provide regular updates on facility conditions and anticipated maintenance needs, including advance notice of any issues requiring repair. All scopes of work and associated budgets must be reviewed and approved in writing by the City's Facilities Team and Community Services representatives prior to the commencement of any work.

This responsibility includes, but is not limited to, servicing HVAC systems, repairing plumbing, maintaining life safety systems (e.g., alarms, extinguishers, emergency lighting), and maintaining doors, windows, and exterior systems.

G. Site Relocation Plan for Residents

Develop a client relocation plan for the closure of the Current Location and potential relocation at a new location, including a phased intake process as needed. This includes targeted case management for individuals to assist in their transition to permanent housing, alternative shelter or other positive outcomes and service placements. The City will be primarily responsible for overarching plans regarding the specific service model, relocation site, and other programmatic logistics involved with the phase out of the 2801

Cerrillos location.

- Actively engage and participate in the transition from the current shelter to a new facility by leading client engagement and noticing with trauma-informed practices in collaboration with City staff’s input.

Detailed Justification:

The current conditions at 2801 Cerillos Road and the surrounding area have become an emergency impacting public health, safety, and welfare. Data from Santa Fe Police, Fire, and Constituent Services about the change in conditions in this area clearly demonstrate escalating health and safety risks and a serious strain on emergency response and public safety systems.

Santa Fe Police responded to 3,224 calls for service in 2024 in the vicinity of Pete's Place (3.8% of all citywide calls). So far in 2025, that number is 1,350 calls (4.9% of citywide total), averaging 11.25 calls per day.

In the first four months of 2025 alone, SFPD has conducted 618 proactive actions at the site (e.g., close patrols, traffic stops).

Santa Fe Fire Department responded to 583 calls in 2024 and 243 in early 2025. These include overdoses, injuries, and other emergencies totaling over \$3.4M in public cost over two and a half years.

Constituent Services, from 2022–2025 ,reports 153 complaints regarding feces, syringes, drug activity, unsanitary conditions and violence in and around the shelter.

At current rates, 2025 is projected to result in approximately 4,050 police calls for service, 1,854 proactive police actions, 729 fire department calls, and \$1.95 million in fire department response costs.

These conditions pose an imminent threat to shelter guests, surrounding residents and businesses, and first responders.

Measures to Minimize the Duration and Impact of the Emergency Procurement

This emergency procurement is limited to a 14-month term to allow for immediate stabilization while the City conducts a feasibility review of the site and develops a long-term plan for shelter operations.

During the emergency term, the City will:

- Conduct an evaluation of whether 2801 Cerrillos Road is an appropriate long-term shelter location
- Explore alternative locations or potential redevelopment opportunities for community serving uses
- Develop and issue a competitive procurement (or use a cooperative agreement) for a permanent shelter operator during the emergency contract period

These steps are intended to ensure accountability, improve long-term outcomes, and prevent future reliance on emergency procurement under similar circumstances.

The Community Health and Safety Department will coordinate a feasibility study regarding transitioning the shelter from its current location into an area that can better serve its needs and mitigate impacts to surrounding areas.

The City will either release an RFP for a new permanent operator or procure services using another non-emergency method, such as cooperative agreement or an existing contract.

Future Steps to Prevent Similar Emergency Procurements

The Community Health and Safety Department is taking several steps to reduce reliance on emergency procurement moving forward. These include:

Building formalized contingency plans for shelter operations and emergency protocols for operator transitions.

Increasing interdepartmental coordination and data-sharing to monitor public safety and public health indicators in real time.

These strategies aim to improve operational resilience and ensure that future service transitions can be handled through standard procurement methods with minimal disruption.

Attachments

Uploaded Documents

 25-0217_Urban_Alchemy_Packet_.pdf

Workflow



✓ Request Submitted



Created By

JG Justin Gonzales

Submitted by Justin Gonzales on 5/21/26 at 3:29pm

Returned on 5/21/26 at 3:06pm

Submitted by Justin Gonzales on 5/1/26 at 8:30am

Returned on 4/16/26 at 12:58pm

Submitted by Justin Gonzales on 4/14/26 at 2:54pm

✓ CPD Analyst Initial Review



Approved

Procurement Analyst Senior

KM Kristy Miera

Approved by Kristy Miera on 5/21/26 at 3:33pm

Approved by Kristy Miera on 5/1/26 at 1:48pm

Rejected by Kristy Miera on 4/16/26 at 12:58pm

■ We need a new quote from the vendor to justify the increase of amount and term.

✓ Requesting Department Director



Approved

Director Review

MS Manuel Sanchez

Approved by Manuel Sanchez on 5/21/26 at 4:19pm

Approved by Manuel Sanchez on 5/4/26 at 9:55am

✓ CPO Review



Approved

Chief Procurement Officer (CPO)

Travis Dutton-Leyda

Approved by Travis Dutton-Leyda on 5/21/26 at 5:00pm

Approved by Travis Dutton-Leyda on 5/14/26 at 9:20am

✓ City Attorney



Approved

City Attorney

MM Marcos Martinez

Approved by Marcos Martinez on 5/22/26 at 9:04am

Approved by Marcos Martinez on 5/14/26 at 10:15am



Request to Transfer Contract Funding

From: Melek Totah, CFO

Date: 4-27-26

Agape Shelter Situation:

The Agape Shelter Contract included a statement of work (SOW) for a 24-7 operational Shelter serving 100 guests, with care coordination staff. The current costs to operate until June 17th is \$2.0 million to operate (see below chart).

Agape	February YTD	March	April	May	June	Full Year
Budget	1,398,402	175,000	11,942			1,585,344
Overage			165,000	175,000	94,960	434,960
Total	1,398,402	175,000	176,942	175,000	94,960	\$ 2,020,303

*Original Budget of \$1.5 million plus Interfaith Closeout Costs \$87,040.

The corresponding Agape Shelter budget only included a 16-hour operational Shelter for \$1.5 million. The discrepancy was raised to the City shortly after Urban Alchemy took over the services in August 2025.

Outreach/Love Situation:

We anticipate the Love/Oasis contract will be underspent by \$845,158 due to the deployment of only 1 Oasis and other savings.

Love/Outreach	February YTD	March	April	May	June	Full Year
Original Budget	1,017,272	127,000	127,000	127,000	127,000	1,525,272
Underspend						\$ 845,158
Total	1,017,272	127,000	127,000	127,000	127,000	\$ 2,370,429 *

*Original Budget of \$1,928,406 [Outreach of \$997,662, 2 Oases of \$930,775] plus Department of Workforce Solutions of \$442,372.

Proposal:

Our proposal is to move \$522,000 in funding from the Love Outreach contract to the Agape Shelter Contract for the fiscal year 25-26. This is made up of \$434,960 in additional costs for a 24-7 shelter and coverage of the Interfaith Closeout of \$87,040. The only scope change will be to remove the second Oasis from the Love/Outreach contract for the fiscal year 25-26.

URBAN ALCHEMY
 981 Howard Street, Ste. 2B
 San Francisco, CA 94103

urban-alchemy.us



Background:

The Love/Outreach contract originally included the outreach team and two Oases sites; then additional funding was added from the Department of Workforce Solutions for on call outreach services, taking the total budget to \$2.4 million. However, only one Oasis site was deployed resulting in savings of \$465,000. In addition, costs were reduced due to staff vacancy. Therefore, we anticipate \$845,158 in savings for the fiscal year.



May 23, 2025

Henri M. Hammond-Paul
Director, Community Health and Safety
119 E. Marcy Street, Suite 101
Santa Fe, New Mexico 87501
Hmhammondpaul@santafenm.gov

RE: City of Santa Fe and Urban Alchemy Professional Services Agreement

Dear Mr. Hammond-Paul;

By my signature below, on behalf of Urban Alchemy (“UA” or the “Organization”), I hereby represent and warrant the following with respect to the services as described in the agreement between UA and the City of Sante Fe (the “City”) dated on or about May 23, 2025 (the “Agreement”):

1. Organization is duly authorized and registered to do business in the place of performance;
2. Organization is ready, available, capable of and has experience carrying out the services as described in the Agreement (the “Services”);
3. Organization agrees to perform and carry out the Services and its responsibilities, obligations, and duties as described in the Agreement in a workmanlike and professional manner in accordance with all applicable standards of the industry;
4. Organization has no known obligation to any third-party which may in any way limit or restrict its ability to perform Services;
5. Organization will faithfully and diligently render the Services pursuant to applicable professional and ethical standards, in accordance with applicable standards of care, and to furnish Services in accordance with applicable laws, the Agreement, City policies and procedures, and additional requirements as reasonably requested by the City.

I the undersigned hereby certify that I am an authorized signatory of Urban Alchemy and am attesting to the representations and warranties contained herein.

DocuSigned by:

Dr. Lena Miller


Dr. Lena Miller, Co-Founder and CEO

Date: 05/23/2025

The Purchasing Memo

Date: May 30, 2025

To: Governing Body and Finance Committee

From: Henri Hammond-Paul, Director, Community Health and Safety Department 

Subject: Emergency Shelter Management Contract

Vendor Name: Urban Alchemy

Munis Vendor Number: 9716

ITEM AND ISSUE:

Community Health and Safety Department respectfully requests your review and approval of a service contract in the total amount of \$1,498,303 shelter management services for a term of 12 months with Urban Alchemy.

CONTRACT NUMBER:

The FY25 Munis contract number is 3250623.

BACKGROUND AND SUMMARY:

The City of Santa Fe (“City”) is procuring an operator for a low-barrier, 24-hour shelter, serving up to 75 adults who are experiencing homelessness. This 12-month contract is intended to stabilize operations while the City evaluates the long-term viability and use of the current facility. The contractor will ensure consistent shelter operations, maintain site safety and dignity, and connect guests with services and housing pathways. The shelter will be located at 2801 Cerrillos Road and the emergency procurement will:

- Prevent immediate harm to residents and the community by restoring safety and structure
- Preserve shelter capacity with no gap in service
- Stabilize the shelter while allowing the City to evaluate long-term options for site use

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Human Services Fund/240

Munis Org Name/Number: Human Services/2400122

Munis Object Name/Number: Grants and Services/510400

Budget Officer / Designee: Andy Hopkins **Date:** 05/30/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-127, Emergency

The current conditions at 2801 Cerillos Road and the surrounding area have become an emergency impacting public health, safety, and welfare. Data from Santa Fe Police, Fire, and Constituent Services about the change in conditions in this area clearly demonstrate escalating health and safety risks and a serious strain on emergency response and public safety systems.

- Santa Fe Police responded to 3,224 calls for service in 2024 in the vicinity of Pete's Place (3.8% of all citywide calls). So far in 2025, that number is 1,350 calls (4.9% of citywide total), averaging 11.25 calls per day.
- In the first four months of 2025 alone, SFPD has conducted 618 proactive actions at the site (e.g., close patrols, traffic stops).
- Santa Fe Fire Department responded to 583 calls in 2024 and 243 in early 2025. These include overdoses, injuries, and other emergencies totaling over \$3.4M in public cost over two and a half years.
- Constituent Services, from 2022-2025, reports 153 complaints regarding feces, syringes, drug activity, unsanitary conditions and violence in and around the shelter.
- At current rates, 2025 is projected to result in approximately 4,050 police calls for service, 1,854 proactive police actions, 729 fire department calls, and \$1.95 million in fire department response costs.

These conditions pose an imminent threat to shelter guests, surrounding residents and businesses, and first responders.

Chief Procurement Officer (CPO)/Designee: Emily K. Oster **Date:** 05/30/2025

CPO Comment/Exceptions: Finance Director signed on behalf of CPO, CPO 000

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: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Emergency Determination

Certificate of Liability Insurance (COI) (add City as an additional insured, project specifics, contact person, and primary project location)

Professional Services Contract

**City of Santa Fe
Emergency Determination Form**



The emergency procurement method may only be used as described in NMSA 1978, § 13-1-127 and in the City's Procurement Manual XII.

The Department that makes an emergency procurement to plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event shall account for the money spent in making the procurement and report on that accounting to the City's Finance Department Director within ninety days after the end of the contract or fiscal year in which the procurement was made, whichever comes first.

I. Department: **Community Health and Safety, City of Santa Fe**

Department Director: **Henri Hammond-Paul**

Department Contact: **Julie Sanchez**

Department Telephone Number: **505-955-6678**

City of SF Chief Procurement Officer: **Travis Dutton-Leyda, CPO**

Telephone Number: **(505) 629-8351**

II. **Name of Contractor: Urban Alchemy**

Address of Contractor: 255 Golden Gate Ave. San Francisco, CA 94102

Amount of prospective contract: \$1.5 Million

Term of prospective contract: 14 Months

Location of Services:

III. **Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:**

The City of Santa Fe (“City”) is procuring an operator for a low-barrier, 24-hour shelter, serving up to 75 adults who are experiencing homelessness. This 14-month contract is intended to stabilize operations while the City evaluates the long-term viability and use of the current facility. The contractor will ensure consistent shelter operations, maintain site safety and dignity, and connect guests with services and housing pathways. The shelter will be located at 2801 Cerrillos Road and the emergency procurement will:

- Prevent immediate harm to residents and the community by restoring safety and structure
- Preserve shelter capacity with no gap in service
- Stabilize the shelter while allowing the City to evaluate long-term options for site use

The Contractor shall provide the following services-for the City:

- A. Operate a low-barrier, 24-hour shelter at 2801 Cerrillos Road serving up to 100 adults who are experiencing homelessness (Shelter).
- B. Stabilize shelter operations without a gap in service, preventing harm to residents and the community, while the City evaluates the long-term viability and use of the facility.
- C. Ensure consistent shelter operations, maintain site safety and dignity, and connect guests with services and housing pathways.

D. Facility and Operations Requirements

- a) Staff the shelter 24 hours a day, 7 days a week, and provide at least two meals per day, onsite.
- b) Fully staff across all three shifts (day, swing, night), including supervisors, direct care practitioners, and support staff with a minimum of 3 staff per shift.
- c) Recruit locally based employees.
- d) Do not recruit staff from other service agencies located in Santa Fe, NM.
- e) Allow guests to remain onsite during the day, with access to meals, restrooms, and hygiene services.
- f) Train staff on the Homeless Management Informational System (HMIS) and to conduct VI-SPDAT.
- g) Ensure ADA accessibility and accommodate guests with pets, belongings, and/or disabilities.
- h) Maintain a secure storage system for guests’ personal items, medications, and bicycles.
- i) Provide services that meet the needs of the diverse populations that access the shelter, considering systemic, institutional, and environmental barriers and inequalities that exist and seek to mitigate the effects on guest outcomes.
- j) Provide Low-barrier shelter access to persons seeking entry to the shelter, without restricting access due to any of the following factors:
 - Income
 - Criminal history background

- Outside use of drugs/alcohol
 - Need to have support animals in shelter
- k) Practice Harm Reduction
- Use Harm Reduction activities and services with participants engaged in substance use, including by not testing for drugs and alcohol.
 - Prohibit smoking in all physical structures and designate restricted areas.
- l) Use Crisis Intervention and De-Escalation
- Train program staff in appropriate evidence-based crisis intervention and de-escalation techniques to ensure the safety of all parties, prevent unnecessary exits from the shelter, and promote a safe and supportive environment.
- m) Follow Housing First
- Provide housing case-management to all staying in shelter
 - Emphasize strategies for appropriate diversion from shelter
- n) Participate in Cold Weather Emergency Services (Code Blue)
- Participate in planning for adverse weather services and assist in developing systems that best meet the needs of those experiencing homelessness during adverse weather.
 - Support Code Blue activities as requested by the City’s Community Health and Safety Department (CHS).

E. Data, Coordination, and Accountability

During the initial 2-months, hold bi-weekly meetings with CHS representatives to review operations, performance, spending, and discuss questions contractor staff or CHS may have. After the initial 2-months, participate in additional meetings scheduled by the City on an as-needed basis. Participate in City initiatives, including data and service coordination, as requested by the City.

Compliance and Performance Metrics

Adhere to all City, State, and federal requirements related to shelter operations, data privacy, and non-discrimination. Required City performance metrics include the following and shall be submitted in quarterly reports:

Quarterly reports must include the following:

- Average occupancy rate
- Number of guests connected to identified services
- Guest and facility incident reports and responses
- Guest and neighbor feedback (anecdotal or survey-based)
- Bed utilization (target: >85%)

- Percent of guests connected to the Coordinated Entry System (CES), a system for prioritizing people experiencing homelessness based on their vulnerability, measured by a VI-SPDAT assessment in order to quickly and effectively provide assistance; or case management that assist with the planning, facilitation, and coordination of resources and services, promoting your and your family’s safety, quality of life, and overall wellbeing.
- Percent of guests who exit to permanent housing
- Safety and cleanliness indicators
- Basic guest intake data (demographics, personal identifier) and track shelter utilization.
- Number of guests enrolled into the Homeless Management Information System (HMIS) and CONNECT when possible.

F. Site Safety, Neighborhood Relations, Facility Maintenance, and Appearance

- Implement professional security measures, both inside and around the facility.
- Ensure the Shelter is not contributing to blight conditions or illicit activity.
- Conduct regular trash pickup and exterior maintenance.
- Coordinate and participate with City staff and law enforcement as needed to maintain public safety and responsiveness.
- Establish a public-facing complaint and response protocol for neighborhood concerns.
- Make all non-capital repairs and ongoing maintenance necessary to ensure Shelter structural integrity and function and safe and functional operations. This responsibility includes, but is not limited to servicing the HVAC, repairing plumbing, keeping up of life safety systems (e.g., alarms, extinguishers, emergency lighting), and maintaining doors, windows, and basic building systems.

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, § 13-1-127.

The current conditions at 2801 Cerillos Road and the surrounding area have become an emergency impacting public health, safety, and welfare. Data from Santa Fe Police, Fire, and Constituent Services about the change in conditions in this area clearly demonstrate escalating health and safety risks and a serious strain on emergency response and public safety systems.

- Santa Fe Police responded to 3,224 calls for service in 2024 in the vicinity of Pete's Place (3.8% of all citywide calls). So far in 2025, that number is 1,350 calls (4.9% of citywide total), averaging 11.25 calls per day.
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- Constituent Services, from 2022-2025 ,reports 153 complaints regarding feces, syringes, drug activity, unsanitary conditions and violence in and around the shelter.
- At current rates, 2025 is projected to result in approximately 4,050 police calls for service, 1,854 proactive police actions, 729 fire department calls, and \$1.95 million in fire department response costs.

These conditions pose an imminent threat to shelter guests, surrounding residents and businesses, and first responders.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

This emergency procurement is limited to a 14-month term to allow for immediate stabilization while the City conducts a feasibility review of the site and develops a long-term plan for shelter operations.

During the emergency term, the City will:

- Conduct an evaluation of whether 2801 Cerrillos Road is an appropriate long-term shelter location
- Explore alternative locations or potential redevelopment opportunities for community-serving uses
- Develop and issue a competitive procurement (or use a cooperative agreement) for a permanent shelter operator during the emergency contract period

These steps are intended to ensure accountability, improve long-term outcomes, and prevent future reliance on emergency procurement under similar circumstances.

The Community Health and Safety Department will coordinate a feasibility study regarding transitioning the shelter from its current location into an area that can better serve its needs and mitigate impacts to surrounding areas. The City will either release an RFP for a new permanent operator or procure services using another non-emergency method, such as cooperative agreement or an existing contract.

VI. Describe what measures the Department will take in the future to prevent/mitigate use of emergency procurement under similar circumstances.

The Community Health and Safety Department is taking several steps to reduce reliance on emergency procurement moving forward. These include:

- Building formalized contingency plans for shelter operations and emergency protocols for operator transitions.

- Increasing interdepartmental coordination and data-sharing to monitor public safety and public health indicators in real time.

These strategies aim to improve operational resilience and ensure that future service transitions can be handled through standard procurement methods with minimal disruption.

Certified by:

Emily K. Oster on behalf of 05/30/2025
City Chief Procurement Officer, Travis Dutton-Leyda **Date**

City Approval by:

Henri Hammond-Paul 05/30/2025
Department Director, Henri Hammond-Paul **Date**

Erin McSherry 05/30/2025
Erin McSherry (May 30, 2025 13:27 MDT)
City Attorney, Erin McSherry **Date**

Mark Scott 05/30/2025
Mark Scott (May 30, 2025 14:15 MDT)
City Manager, Mark Scott **Date**

Emily K. Oster 05/30/2025
Finance Director, Emily Oster **Date**

Note: All emergencies must be posted to the SPD website:
<https://www.generalservices.state.nm.us/statepurchasing/submit-emergency.aspx>
and the City of Santa Fe's website:
<https://santafenm.gov/finance-2/purchasing-1/solicitations>











Emergency_Determination_Emergency Shelter Services_05.22.25 FINAL

Final Audit Report

2025-05-30

Created:	2025-05-30
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnHC18o8lxXIPNSzpJvfWcqcgLmLkP6eW

"Emergency_Determination_Emergency Shelter Services_05.22.25 FINAL" History

-  Document created by Kristy Miera (kamiera@santafenm.gov)
2025-05-30 - 5:48:10 PM GMT- IP address: 63.232.20.2
-  Document emailed to HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov) for signature
2025-05-30 - 5:52:17 PM GMT
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2025-05-30 - 5:52:17 PM GMT
-  Document emailed to Erin McSherry (ekmcsberry@santafenm.gov) for signature
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-  Email viewed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)
2025-05-30 - 6:03:30 PM GMT- IP address: 104.47.65.254
-  Document e-signed by HENRI HAMMOND-PAUL (hmhammondpaul@santafenm.gov)
Signature Date: 2025-05-30 - 6:03:38 PM GMT - Time Source: server- IP address: 63.232.20.2
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Signature Date: 2025-05-30 - 6:32:02 PM GMT - Time Source: server- IP address: 73.42.112.179
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2025-05-30 - 7:26:45 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Erin McSherry (ekmcsberry@santafenm.gov)
Signature Date: 2025-05-30 - 7:27:29 PM GMT - Time Source: server- IP address: 63.232.20.2



✔ Agreement completed.

2025-05-30 - 7:27:29 PM GMT



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ADDITIONAL REMARKS SCHEDULE

AGENCY H&H Insurance Services, Inc.		NAMED INSURED Urban Alchemy PO Box 425509 San Francisco, CA 94142-5509	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Additional Coverages**CYBER LIABILITY**Carrier: **Houston Casualty Company (NAIC #42374)**Policy #: **H25NGP24488001**Term: **09/01/2025 - 09/01/2026**

Limits:

\$1,000,000 Aggregate

\$1,000,000 Each Claim

\$ 25,000 Deductible Each Claim

\$ 75,000 Aggregate Deductible

DIRECTORS' & OFFICERS' LIABILITYCarrier: **Landmark American Insurance Company (NAIC #33138)**Policy #: **LPP718000**Term: **02/21/2026 - 02/21/2027**

Limits:

\$1,000,000 Aggregate

\$1,000,000 Each Claim

\$ 100,000 Retention

PROFESSIONAL LIABILITYCarrier: **Lloyd's of London**Policy #: **ATR2502208**Term: **09/01/2025 - 09/01/2026**

Limits:

\$3,000,000 Aggregate

\$1,000,000 Each Claim

\$ 50,000 Deductible

SEXUAL MISCONDUCT LIABILITYCarrier: **Lexington Insurance Company (NAIC #19437)**Policy #: **011170832**Term: **09/01/2025 - 09/01/2026**

Limits:

\$4,000,000 Aggregate

\$2,000,000 Each Victim

\$ 50,000 Deductible Per Claimant

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE
OR GOVERNMENTAL AGENCY OR SUBDIVISION
OR POLITICAL SUBDIVISION – PERMITS
OR AUTHORIZATIONS RELATING TO PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

As required by written contract signed by both parties prior to loss

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following additional provision:

This insurance applies only with respect to the following hazards for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:

1. The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or
2. The construction, erection or removal of elevators; or
3. The ownership, maintenance or use of any elevators covered by this insurance.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

Assumptions:

Gross Up Rate 8.0%
Fringe Rate 35.0%

Sante Fe							
	Count	Shifts	Days per Week	Hours	FTE	Rate	Cost
Supervisors:							
Supervisors - Swing	1	1	7	3,145	1.51	\$ 28.00	\$ 88,058.9
Supervisors - Night	1	1	7	3,145	1.51	\$ 29.00	\$ 91,203.8
Practitioners:							
Swing	3	1	7	9,435	4.54	\$ 18.00	\$ 169,827.8
Night	3	1	7	9,435	4.54	\$ 19.00	\$ 179,262.7
Food Practitioners	1	1	7	3,145	1.51	\$ 18.00	\$ 56,609.3
Exempt Staff:							
Shelter Program Director					1.00	\$ 36.06	\$ 75,000.0
Shared Staff:							
Trainer					0.02	\$ 36.06	\$ 1,500.0
Data & Compliance Coordinator					0.02	\$ 33.65	\$ 1,400.0
Data and Compliance Manager					0.02	\$ 40.87	\$ 1,700.0
IT Support					0.02	\$ 33.65	\$ 1,400.0
Total Salary					14.69		\$ 665,962.56

Total Salary	\$ 665,963
Fringe Rate	35%
Total Fringe	\$ 233,087
Total Personnel	\$ 899,049
Total Opex	\$ 403,823
Total Indirect	\$ 195,431
Total Expenditures	\$ 1,498,303

Contract Period: June 17th 2025 through June 16 2026

24 Hours - 100 Guests					
	Category	Rate	Annual	Count	Shifts
Exempt	Project Director		\$ 80,000	1.00	1.00
Hourly	Supervisor	27	\$ 56,160	1.00	3.00
Hourly	Practitioner	21	\$ 43,680	2.50	3.00
Hourly	Food Practitioner	21	\$ 43,680	2.00	2.00
Hourly	Care Coordinators	27	\$ 43,680	2.00	1.00
Exempt	Business Ops		\$ 60,000	1.00	1.00
	Salary				
	Benefits	35%			
	Personnel Costs				
	Meals, Snacks, and Water				
	Other Expenses (laundry, cleaning, insurance, supplies, overhead)				
	Operating Expenses				
	Overhead	15%			
	Total Annual Expenditures				

Per Month
Through June 16th
10.5 Months

FTE	Annual
1.0	\$ 80,000
4.5	\$ 252,720
11.3	\$ 491,400
6.0	\$ 262,080
2.2	\$ 94,349
1.0	\$ 60,000
	\$ 1,240,549
	\$ 434,192
	\$ 1,674,741
	\$ 170,000
	\$ 164,700
	\$ 334,700
	\$ 301,416
	\$ 2,310,857

\$ 192,571.43

of Service \$ 2,022,000.00

Item #: 25-0217
Munis Contract #: 3250623
SWPA/GSA/Coop/RFP/ITB#: EMERGENCY

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 **Urban Alchemy**, hereinafter referred to as the “Contractor,” 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 13-1-127 (emergency procurement); and

WHEREAS, the Contractor 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.

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall provide the following services-for the City:

- A. Operate a low-barrier, 24-hour shelter at 2801 Cerrillos Road serving up to 100 adults who are experiencing homelessness (Shelter).
- B. Stabilize Shelter operations without a gap in service, preventing harm to residents and the community, while the City evaluates the long-term viability and use of the facility.
- C. Ensure consistent Shelter operations, maintain site safety and dignity, and connect guests with services and housing pathways.
- D. **Facility and Operations Requirements**
 - a) Staff the Shelter 24 hours a day, 7 days a week, and provide at least two meals per day, onsite.
 - b) Fully staff across all three shifts (day, swing, night), including supervisors, direct care practitioners, and support staff with a minimum of 3 staff per shift.
 - c) Recruit locally based employees.
 - d) Do not recruit staff from other service agencies located in Santa Fe, NM.
 - e) Allow guests to remain onsite during the day, with access to meals, restrooms, and

- hygiene services.
- f) Train staff on the Homeless Management Informational System (HMIS) and to conduct VI-SPDAT.
 - g) Ensure ADA accessibility and accommodate guests with pets, belongings, and/or disabilities.
 - h) Maintain a secure storage system for guests' personal items, medications, and bicycles.
 - i) Provide services that meet the needs of the diverse populations that access the shelter, considering systemic, institutional, and environmental barriers and inequalities that exist and seek to mitigate the effects on guest outcomes.
 - j) Provide Low-barrier shelter access to persons seeking entry to the Shelter, without restricting access due to any of the following factors:
 - Income
 - Criminal history background
 - Outside use of drugs/alcohol
 - Need to have support animals in shelter
 - k) Practice Harm Reduction
 - Use Harm Reduction activities and services with participants engaged in substance use, including by not testing for drugs and alcohol.
 - Prohibit smoking in all physical structures and designate restricted areas.
 - l) Use Crisis Intervention and De-Escalation
 - Train program staff in appropriate evidence-based crisis intervention and de-escalation techniques to ensure the safety of all parties, prevent unnecessary exits from the shelter, and promote a safe and supportive environment.
 - m) Follow Housing First
 - Provide housing case-management to all staying in Shelter
 - Emphasize strategies for appropriate diversion from Shelter
 - n) Participate in Cold Weather Emergency Services (Code Blue)
 - Participate in planning for adverse weather services and assist in developing systems that best meet the needs of those experiencing homelessness during adverse weather.
 - Support Code Blue activities as requested by the City's Community Health and Safety Department (CHS).

E. Data, Coordination, and Accountability

During the initial 2-months, hold bi-weekly meetings with CHS representatives to review operations, performance, spending, and discuss questions contractor staff or CHS may have. After the initial 2-months, participate in additional meetings scheduled by the City

on an as-needed basis. Participate in City initiatives, including data and service coordination, as requested by the City.

Compliance and Performance Metrics

Adhere to all City, State, and federal requirements related to shelter operations, data privacy, and non-discrimination. Required City performance metrics include the following and shall be submitted in quarterly reports:

Quarterly reports must include the following:

- Average occupancy rate
- Number of guests connected to identified services
- Guest and facility incident reports and responses
- Guest and neighbor feedback (anecdotal or survey-based)
- Bed utilization (target: >85%)
- Percent of guests connected to the Coordinated Entry System (CES), a system for prioritizing people experiencing homelessness based on their vulnerability, measured by a VI-SPDAT assessment in order to quickly and effectively provide assistance; or case management that assist with the planning, facilitation, and coordination of resources and services, promoting your and your family's safety, quality of life, and overall wellbeing.
- Percent of guests who exit to permanent housing
- Safety and cleanliness indicators
- Basic guest intake data (demographics, personal identifier) and track shelter utilization.
- Number of guests enrolled into the Homeless Management Information System (HMIS) and CONNECT when possible.

F. Site Safety, Neighborhood Relations, Facility Maintenance, and Appearance

- Implement professional security measures, both inside and around the facility.
- Ensure the Shelter is not contributing to blight conditions or illicit activity.
- Conduct regular trash pickup and exterior maintenance.
- Coordinate and participate with City staff and law enforcement as needed to maintain public safety and responsiveness.
- Establish a public-facing complaint and response protocol for neighborhood concerns.
- Make all non-capital repairs and ongoing maintenance necessary to ensure Shelter structural integrity and function and safe and functional operations. This responsibility includes, but is not limited to servicing the HVAC, repairing plumbing, keeping up of life safety systems (e.g., alarms, extinguishers, emergency lighting), and maintaining doors, windows, and basic building systems.

2. Standard of Performance; Licenses

A. The Contractor does hereby accept its designation as a professional service, rendering services related to shelter operations 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 Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

3. Compensation

A. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate of one million four hundred ninety-eight thousand three hundred and three dollars (\$1,498,303) per year, paid in monthly increments of one hundred twenty-four thousand eight hundred fifty-eight dollars and fifty-eight cents (\$124,858.58), including New Mexico gross receipts tax. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed \$1,498,303.**

B. Payment. The total compensation under this Agreement shall not exceed \$1,498,303, **including** New Mexico gross receipts tax. **PLEASE NOTE NO PROPERTY TAX WILL BE PAID TO THE CONTRACTOR BY THE City. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.**

C. Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices **MUST BE** received by the City no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date **WILL NOT BE PAID.**

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate **twelve months after the date of final signature** unless terminated pursuant to paragraph 5 (Termination) and paragraph 6 (Appropriations). The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of four (4) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

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 Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.

B. Notice; City Opportunity to Cure.

1) The City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2) Contractor 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. Contractor'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 Contractor of its intent to cure and begin with due diligence to cure the material breach.

3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Agreement, the Contractor 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 Contractor'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 Contractor 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 Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within seventy-five (75) days of receipt of the proposed amendment.

7. Status of Contractor

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor 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 Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

8. Assignment

The Contractor 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 Contractor 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 Contractor 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 whatsoever arising from or under this Contract.

11. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City. For the avoidance of doubt, any proprietary information, trade secrets, and other intellectual property developed by Contractor independent of and/or prior to this Contract shall remain the sole and exclusive property of Contractor.

12. Product of Service -- Copyright

All materials developed or acquired by the Contractor under this Contract 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 Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor. Notwithstanding the foregoing, any proprietary information, trade secrets, and other intellectual property developed by Contractor independent of and/or prior to this Contract shall remain the sole and exclusive property of Contractor.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor 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 Contractor 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. Contractor'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. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor'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 Contractor'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 Contractor shall, within seventy-five (75) 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.

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 Contractor 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 Contractor 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 Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor 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, Contractor 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 Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor 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

Contractor 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 Contractor'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, Contractor 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 a 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 greater of (1) the minimum coverage and limits specified in this Contract, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. 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 Contractor hereunder.

D. Contractor 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 Contractor. 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 Contractor 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 Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents. The indemnification obligations herein do not apply where any such claim is caused in whole or in part by the City, its officers, employees, servants, subcontractors, or agents and their negligent act or omission or intentional misconduct. To the extent any claim arises from the negligence of Contractor and the City, Contractor's indemnification obligations herein shall be limited only to Contractor's proportionate share of fault. If any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (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: Henri Hammond-Paul, Director, Community Health and Safety
119 E Marcy Street, Suite 101
Santa Fe, NM 87501
Hmhammondpaul@santafenm.gov

To the Contractor: Urban Alchemy
Dr. Lena Miller, Chief Executive Officer
PO Box 425509
San Francisco, CA 94142

lenam@urban-alchemy.us

With additional copies to: legal@urban-alchemy.us

29. Authority

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

30. Non-Collusion

In signing this Agreement, the Contractor certifies the Contractor 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 Contractor that is not cured within a reasonable time period after Contractor receives notice of such default and/or breach, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages, and the City may also seek all other remedies under the terms of this Contract and under law or equity.

32. Equitable Remedies

The Contractor 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 Contractor 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 Contractor fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default and failure to cure such default within a reasonable time period. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; 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 subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor 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.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:


Alan Webber (Jun 17, 2025 15:57 MDT)


Melek Totah (May 30, 2025 14:51 PDT)

ALAN WEBBER, MAYOR

Dr. Lena Miller, CEO

DATE: 06/17/2025

DATE: 05/30/2025

NMBTIN#: 7868634

City of SF Business License #: _____

ATTEST:


ANDREA SALAZAR (Jun 10, 2025 16:49 MDT)

CITY CLERK

ellu

GB MTG 06/03/2025

CITY ATTORNEY'S OFFICE:


Erin McSherry (May 30, 2025 15:56 MDT)

CITY ATTORNEY

APPROVED FOR FINANCES:



FINANCE DIRECTOR









Urban Alchemy 5.30.2025

Final Audit Report

2025-05-30

Created:	2025-05-30
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAANZE39BPtp6pqdsQ04w5B2JQQLSs-vjP4

"Urban Alchemy 5.30.2025" History

-  Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2025-05-30 - 8:04:31 PM GMT- IP address: 63.232.20.2
-  Document emailed to Melek Totah (melektotah@urban-alchemy.us) for signature
2025-05-30 - 8:05:51 PM GMT
-  Email viewed by Melek Totah (melektotah@urban-alchemy.us)
2025-05-30 - 8:08:23 PM GMT- IP address: 66.249.84.225
-  Document e-signed by Melek Totah (melektotah@urban-alchemy.us)
Signature Date: 2025-05-30 - 9:51:33 PM GMT - Time Source: server- IP address: 73.223.55.25
-  Document emailed to Erin McSherry (ekmcsherry@santafenm.gov) for signature
2025-05-30 - 9:51:35 PM GMT
-  Email viewed by Erin McSherry (ekmcsherry@santafenm.gov)
2025-05-30 - 9:56:05 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Erin McSherry (ekmcsherry@santafenm.gov)
Signature Date: 2025-05-30 - 9:56:33 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2025-05-30 - 9:56:33 PM GMT

EXCESS LIABILITY

Carrier: Lexington Insurance Company (NAIC #19437)
Policy #: 029316252
Term: 09/01/2024 - 09/01/2025
Limits:
\$3,000,000 Aggregate
\$3,000,000 Each Claim
\$ 0 Retention

DIRECTORS' & OFFICERS' LIABILITY

Carrier: Landmark American Insurance Company (NAIC #33138)
Policy #: LPP709098
Term: 02/21/2025 - 02/21/2026
Limits:
\$1,000,000 Aggregate
\$1,000,000 Each Claim
\$ 100,000 Retention

PROFESSIONAL LIABILITY

Carrier: Lloyd's of London
Policy #: ATR2402015
Term: 09/01/2024 - 09/01/2025
Limits:
\$3,000,000 Aggregate
\$1,000,000 Each Claim
\$ 5,000 Deductible

SEXUAL MISCONDUCT LIABILITY

Carrier: Lexington Insurance Company (NAIC #19437)
Policy #: 011170832
Term: 09/01/2024 - 09/01/2025
Limits:
\$4,000,000 Aggregate
\$2,000,000 Each Victim
\$ 50,000 Deductible Per Claimant

CYBER LIABILITY

Carrier: Houston Casualty Company (NAIC #42374)
Policy #: H24NGP24488000
Term: 09/01/2024 - 09/01/2025
Limits:
\$1,000,000 Aggregate
\$1,000,000 Each Claim
\$ 25,000 Deductible Each Claim
\$ 75,000 Aggregate Deductible

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE
OR GOVERNMENTAL AGENCY OR SUBDIVISION
OR POLITICAL SUBDIVISION – PERMITS
OR AUTHORIZATIONS RELATING TO PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>State Or Governmental Agency Or Subdivision Or Political Subdivision:</p> <p>As required by written contract signed by both parties prior to loss</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following additional provision:

This insurance applies only with respect to the following hazards for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:

1. The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or
2. The construction, erection or removal of elevators; or
3. The ownership, maintenance or use of any elevators covered by this insurance.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.












Urban Alchemy Amendment 2 Packet


Final Audit Report

2026-05-28


Created:	2026-05-27
By:	CHRISTOPHER LA ROCCA (calarocca@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzcr4cEy72a-F2j8I7V4Giq1HhsQFQljm

"Urban Alchemy Amendment 2 Packet" History


-  Document created by CHRISTOPHER LA ROCCA (calarocca@santafenm.gov)
2026-05-27 - 6:19:54 PM GMT- IP address: 63.232.20.2
-  Document emailed to Justin Gonzales (jmgonzales@santafenm.gov) for signature
2026-05-27 - 6:22:36 PM GMT
-  Document e-signed by Justin Gonzales (jmgonzales@santafenm.gov)
Signature Date: 2026-05-27 - 6:39:57 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: IMAGE
-  Document emailed to Marcella Apodaca (maapodaca1@santafenm.gov) for signature
2026-05-27 - 6:40:00 PM GMT
-  Email viewed by Marcella Apodaca (maapodaca1@santafenm.gov)
2026-05-27 - 7:47:39 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Marcella Apodaca (maapodaca1@santafenm.gov)
Signature Date: 2026-05-27 - 7:48:05 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: IMAGE
-  Document emailed to KRISTEN WOODS (krwoods@santafenm.gov) for signature
2026-05-27 - 7:48:08 PM GMT
-  Email viewed by KRISTEN WOODS (krwoods@santafenm.gov)
2026-05-27 - 7:49:45 PM GMT- IP address: 174.240.16.228
-  Document e-signed by KRISTEN WOODS (krwoods@santafenm.gov)
Signature Date: 2026-05-27 - 7:50:17 PM GMT - Time Source: server- IP address: 174.240.16.228 - Signature Appearance Selected: MOBILE_DRAW
-  Document emailed to Lia Salaverry (lasalaverry@santafenm.gov) for signature
2026-05-27 - 7:50:19 PM GMT
-  Email viewed by Lia Salaverry (lasalaverry@santafenm.gov)
2026-05-27 - 7:57:33 PM GMT- IP address: 76.127.40.102

 Email viewed by Lia Salaverry (lasalaverry@santafenm.gov)


2026-05-28 - 3:24:37 PM GMT- IP address: 76.127.40.102

 Document e-signed by Lia Salaverry (lasalaverry@santafenm.gov)


Signature Date: 2026-05-28 - 3:24:53 PM GMT - Time Source: server- IP address: 76.127.40.102 - Signature Appearance Selected: IMAGE

 Document emailed to Sandra Emory (sxemory@santafenm.gov) for signature

2026-05-28 - 3:24:56 PM GMT

 Email viewed by Sandra Emory (sxemory@santafenm.gov)

2026-05-28 - 3:25:25 PM GMT- IP address: 104.47.64.254

 Document e-signed by Sandra Emory (sxemory@santafenm.gov)

Signature Date: 2026-05-28 - 3:26:01 PM GMT - Time Source: server- IP address: 104.156.39.164 - Signature Appearance Selected: IMAGE

 Agreement completed.

2026-05-28 - 3:26:01 PM GMT










-URGENT-GB-Urban_Alchemy_Amendment_1_Packet (1)

Final Audit Report

2026-05-28

Created:	2026-05-28
By:	AP (aeperez@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAALADqyzEgblrteV_8anCKtjD7BjVEf5N

"-URGENT-GB-Urban_Alchemy_Amendment_1_Packet (1)" History

-  Document created by ALYSSA PEREZ (aeperez@santafenm.gov)
2026-05-28 - 5:21:10 PM GMT- IP address: 63.232.20.2
-  Document emailed to ALYSSA PEREZ (aeperez@santafenm.gov) for filling
2026-05-28 - 5:27:15 PM GMT
-  Signer ALYSSA PEREZ (aeperez@santafenm.gov) entered name at signing as AP
2026-05-28 - 5:27:31 PM GMT- IP address: 63.232.20.2
-  Form filled by AP (aeperez@santafenm.gov)
Form filling Date: 2026-05-28 - 5:27:33 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: TYPE
-  Document emailed to Andrew Hopkins (ajhopkins@santafenm.gov) for signature
2026-05-28 - 5:27:40 PM GMT
-  Email viewed by Andrew Hopkins (ajhopkins@santafenm.gov)
2026-05-28 - 5:31:42 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Andrew Hopkins (ajhopkins@santafenm.gov)
Signature Date: 2026-05-28 - 5:32:09 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: IMAGE
-  Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2026-05-28 - 5:32:13 PM GMT
-  Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Signature Date: 2026-05-28 - 7:11:05 PM GMT - Time Source: server- IP address: 153.66.19.38 - Signature Appearance Selected: IMAGE

 Document emailed to ANDREA PHILLIPS (akphillips@santafenm.gov) for signature

2026-05-28 - 7:11:11 PM GMT

 Document e-signed by ANDREA PHILLIPS (akphillips@santafenm.gov)

Signature Date: 2026-05-28 - 10:37:25 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: DRAW

 Agreement completed.

2026-05-28 - 10:37:25 PM GMT