**Agenda**

**Regular Meeting of the Governing Body**
**January 29, 2025 at 4:15 PM**
**City Council Chambers, City Hall**
**200 Lincoln Avenue**

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## Procedures for Governing Body Meeting

**Viewing:** Members of the public may view the meeting through the Government Channel on Comcast Channel 28 and Comcast HD928 or may stream the meeting live on the City of Santa Fe's YouTube channel. The YouTube live stream can be accessed from most smartphones, tablets, or computers.

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**Written Public Comment:** Members of the public may submit written comments on legislation by clicking this link: https://santafenm.gov/city-clerk-community-engagement/city-clerk-1/governing-body-public-comment

**Live Public Comment:** Members of the public may provide public comment in person during Petitions from the Floor, Public Comment, Final Action on Legislation, or Public Hearings.

**Virtual Public Comment:** To provide public comment during Petitions from the Floor, Public Comment, Final Action on Legislation, or Public Hearings virtually, you must join the Zoom meeting by internet or phone, using the following link: https://santafenm-gov.zoom.us/j/82863428629.

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- Phone: To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: US: 1 (346) 248-7799 - Webinar ID: **828 6342 8629**. Phone attendees should press *9 to use the "Raise Hand" function to be recognized by the Mayor to speak at the appropriate time.

1. Recognition

    a. Presentation of Certificate of AARP's Network of Age-Friendly States and Communities. (Dr. Joseph Roybal-Sanchez, AARP State Director)

    b. Proclamation Recognizing the Community Members, Local Businesses, and Non-Profits for their Dedication to the Northern New Mexico Toy Drive. (Councilor Pilar Faulkner, District 3)

2. Call to Order

3. Pledge of Allegiance

    a. Councilor Chavez

4. Salute to the New Mexico Flag

    a. Councilor Castro

5. Invocation and Rememberances

    a. Councilor Michael Garcia

6. Roll Call

7. Approval of Agenda

8. Approval of Consent Agenda

9. Presentations

    a. Santa Fe General Plan Update: “Santa Fe Forward”/ “Santa Fe Avanzando.” Kickoff for the 2050 General Plan Update: Project Overview and Launch of Community Engagement**.** (Janice Biletnikoff, AICP, Long Range Strategic Planner; jibiletnikoff@santafenm.gov, Manjeet Ranu and Nick Savio, WSP USA, Inc.)

10. Action Items: Consent Agenda

    a. Request for Approval of the January 9, 2025 Special Governing Body Meeting Minutes. (Geralyn Cardenas, Assistant City Clerk; gfcardenas@santafenm.gov)

    **Committee Review:**
    Governing Body: 01/29/2025

    b. Request for Approval of the January 15, 2025 Regular Governing Body Meeting Minutes. (Geralyn Cardenas, Assistant City Clerk; gfcardenas@santafenm.gov)

**Committee Review:**
Governing Body: 01/29/2025

c. Request for Approval of a Professional Services Contract with Jake A. Garrison Not to Exceed $10,818.75 Including NMGRT to Assign Rights and Duties of Declarant in the Las Estrellas Subdivision for a One Year Term. (Patricia Feghali, Assistant City Attorney, pfeghali@santafenm.gov and Terry Lease, Office of Economic Development, Asset Development Manager; tjlease@santafenm.gov)

**Committee Review:**
Quality of Life Committee: 01/22/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

d. Request for Approval of New Mexico Department of Finance and Administration General Fund 93100 Capital Appropriation Project Grant Agreement 24-I4222 for Supportive Housing Facilities Renovation in the Amount of $844,470 with a Reversion Date of June 30, 2026. (Johanna Nelson, Economic Development Director and Affordable Housing Interim Director; jcnelson@santafenm.gov).

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate the New Mexico Department of Finance and Administration Funding in the Amount of $844,470 into Community Development CIP Revenue and WIP Construction

**Committee Review:**
Quality of Life Committee: 01/22/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

e. Request for Approval of Budget Amendment Resolution (BAR) in the Amount of $211,444 to Establish the FY25 Budget for the Santa Fe Regional Film Office Moved from the County of Santa Fe. (Jennifer LaBar-Tapia, Santa Fe Regional Film Office Director; jllabartapia@santafenm.gov)

**Committees Review:**
Quality of Life Committee: 01/22/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

f. Request for Approval of a Construction Contract with GM Emulsion LLC for the Construction of S100770 Tierra Contenta Trail Extension - Phase A in the Total Amount of $1,111,917 Excluding NMGRT for a Two-Year

Term. (Romella Glorioso-Moss, Complete Streets Capital Projects Manager; rsglorioso-moss@santafenm.gov)

**Committee Review:**
Public Works & Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

g. Request for Approval to Accept the New Mexico Department of Transportation Aviation Division Grant # SAF-25-02 in the Amount of $540,000 for the North Apron Reconstruction Project for a Two-Year Term. (James Harris, Airport Manager; jcharris@santafenm.gov; Kelly Bynon, Administrative Manager; kabynon@santafenm.gov)

1. Request For Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $600,000 to Increase WIP Design and WIP Construction Using $540,000 from the New Mexico Department of Transportation Aviation Division Funding and $60,000 from the Airport Fund Balance for the North Apron Reconstruction Project.

**Committee Review:**
Public Works & Utilities: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

h. Request for Approval to Accept the New Mexico Department of Transportation Aviation Division Grant # SAF-25-03 for the Reconstruction of the Terminal Apron in the Amount of $1,234,923 for a Two-Year Term. (James Harris, Airport Manager, jcharris@santafenm.gov; Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)

1. Request For Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $1,372,167 to Increase WIP Design and WIP Construction Using New Mexico Department of Transportation Aviation Division Funding for the Reconstruction of the Terminal Apron.

**Committee Review:**
Public Works & Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

i. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate New Mexico Department of Transportation Grant Funding in the Total Amount of $95,000 to FY25 Parks and Open Space Revenue and Operating Budget to Support Litter Control and Beautification Efforts. (Jason T. Sharp, Park Ranger Superintendent; jtsharp@santafenm.gov)

**Committee Review:**
Public Works & Utilities: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

j. Request for Approval of a Budget Amendment Resolution (BAR) to Transfer Customer River Fund Donations and a Water Fund Match in the Total Amount of $239,594 to Santa Fe River Fund WIP Construction in Public Works Per Ordinance No. 2013-9 the Voluntary River Conservation Fund. (Zoe Isaacson, River and Watershed Manager; zrisaacson@santafenm.gov)

**Committee Review:**
Public Works and Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

k. Request for Approval of a Construction Contract with Mountain West Golfscapes, Inc. to Repair the Irrigation Supply and Ornamental Ponds at the Marty Sanchez Golf Course and Municipal Recreation Sports Complex for Compliance with a Corrective Action Plan in the Total Amount of $2,213,247.69 Excluding NMGRT for a Three-Year Term. (Scott A. Overlie, PW Project Manager; saoverlie@santafenm.gov)

**Committee Review:**
Public Works & Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

l. Request for Approval of Goods and Services Contract with Vertosoft, LLC for the Purchase of Asset Management Software and Implementation Services in the Total Amount Not to Exceed $1,913,591.72, Including NMGRT, for a Five-Year Term. (Taylor Jurgens, Engineer: trjurgens@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) Increasing FY25 Public Utilities Admin Software by $257,922 and Decreasing Available Water Fund Budgets in the Total Amount of $146,694 and Wastewater Enterprise Cash Balance by $111,228.

2. Request for Approval of a Budget Amendment Resolution (BAR) Increasing FY25 Public Utilities Admin Software Purchases by $237,707 and Decreasing Public Works Fund Budgets in the Total Amount of $237,707.

**Committee Review:**
Public Works and Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025

Governing Body: 01/29/2025

m. Request for Approval of New Mexico Environment Department Capital Appropriation Project Agreement in the Total Amount of $400,000 for the Jemez Road Sewer Line Extension with a Reversion Date of June 30, 2026. (P. Fred Heerbrandt, Wastewater Division Engineering Supervisor; pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $400,000 from the Capital Appropriation Grant to FY25 Revenue and Expenses for the Jemez Road Sewer Line Project.

**Committee Review:**
Public Works and Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

n. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $200,000 from FY25 Complete Streets One Time Capital and Operating Funds to CIP WIP Construction for the St. Michaels Drive Intersection Improvements. (Jennifer Morrow, Complete Streets Division Director; jlmorrow@santafenm.gov)

**Committee Review:**
Public Works & Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

o. CONSIDERATION OF RESOLUTION NO. 2025___. (Mayor Alan Webber)
A Resolution Accepting a Grant from the Que Linda Beautification Program Administered by the New Mexico Department of Transportation; Entering into a Grant Agreement for a Total Amount of $95,000.00, Term Ending June 30, 2025; Identifying the City Manger or City Manager's Designee as the Signatory for the Agreement. (Jason Sharp, Santa Fe Parks Superintendent; jtsharp@santafenm.gov)

**Committee Review:**
Governing Body (Introduced): 01/15/2025
Public Works and Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

p. CONSIDERATION OF RESOLUTION NO. 2025____. (Councilor Amanda Chavez)
A Resolution Authorizing Representatives and Agents for New Mexico Department of Finance and Administration, Appropriation ID Number G3165, New Mexico Department of Transportation Control Number C5223165, to Plan, Design, Construct, Landscape, and Make Phase I Improvements to Medians on Arterial and Collector Roads for the City of Santa Fe in Santa Fe County. (Regina Wheeler, Public Works Director; rawheeler@santafe.gov )

**Committee Review:**
Governing Body (Introduced): 01/15/2025
Public Works and Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

q. CONSIDERATION OF RESOLUTION NO. 2025_____. (Councilor Amanda Chavez) A Resolution Authorizing Representatives and Agents for New Mexico Department of Finance and Administration, Appropriation ID Number I3321, New Mexico Department of Transportation Control Number C5243321, to Acquire Rights of Way for and to Plan, Design, and Construct a Pedestrian Underpass on Saint Michael's Drive. (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov)

**Committee Review:**
Governing Body (Introduced): 01/15/2025
Public Works and Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

11. Action Items: Discussion Agenda

a. Request for Approval to Amend the Original Purchase of 26 Police Vehicles from Chalmers Ford and MHQ to Increase the Compensation by $6,000 to Cover Equipment and Installation for a New Total Amount of $1,713,731.94. (Ben Valdez, Deputy Chief of Police, bpvaldez@santafenm.gov, 505-955-5040)

**Committee Review:**
Finance Committee: 1/27/2025
Governing Body: 1/29/2025

b. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $2,000,000 from General Fund Balance to Construction Work in Progress for Site Planning, Development, or Purchasing of a Building or Property for Non-Congregate Sheltering Solutions. (Henri Hammond-Paul, Community Health and Safety Department Director, hmhammondpaul@santafenm.gov and Julie Sanchez, Youth and Family Services Division Director, jjsanchez@santafenm.gov)

**Committee Review:**
Quality of Life Committee: 01/08/2025
Finance Committee: 01/13/2025
Governing Body (Postponed to 01/29/2025 Governing Body Meeting): 01/15/2025
Governing Body: 01/29/2025

12. Matters from the City Manager

13. Matters from the City Attorney

a. **EXECUTIVE SESSION**
In Accordance with the New Mexico Open Meetings Act, NMSA 1978, Subpart (H)(2) of Section 10-15-1, in Particular the Appointment of Mark Scott as City Manager. (Erin K. McSherry, City Attorney: ekmcsherry@santafenm.gov).

14. Executive Session Action Items

15. Matters from the City Clerk

16. Communications from the Governing Body

17. Introduction of Legislation

a. CONSIDERATION OF RESOLUTION NO. 2025___. (Councilor Amanda Chavez)
A Resolution Authorizing Representatives and Agents for New Mexico Department of Finance and Administration, Appropriation ID Number I3318, New Mexico Department of Transportation Control Number C5243318, to Acquire Rights of Way for and to Plan, Design, and Construct a Road Connection from New Mexico Highway 599- Jaguar Drive Interchange to the Santa Fe Regional Airport for the City of Santa Fe in Santa Fe County. (Regina Wheeler, Public Works Director; rawheeler@santafe.gov)

**Committee Review:**
Governing Body (Introduced): 01/29/2025
Public Works and Utilities Committee: 02/03/2025
Finance Committee: 02/10/2025
Governing Body: 02/12/2025

b. CONSIDERATION OF RESOLUTION NO. 2025___. (Councilor Jamie Cassutt and Councilor Carol Romero-Wirth)
A Resolution Supporting the New Mexico Food Charter's Report Card for 2023-2024 Priorities and Identifying Priority Food Polices. (Maria Sanchez-Tucker, Community Services Division Director; metucker@santafenm.gov)
**Committee Review:**
Governing Body (Introduced): 01/29/2025
Quality of Life Committee: 02/05/2025
Governing Body: 02/12/2025

c. CONSIDERATION OF RESOLUTION NO. 2025___. (Mayor Alan Webber, Councilor Jamie Cassutt, and Councilor Michael Garcia)
A Resolution Accepting a Donation for the Design and Construction of a New Championship Soccer Field and Associated Infrastructure and Directing Next Steps Upon Receipt of the Donation.

**Committee Review:**
Governing Body: 01/29/2025
Public Works and Utilities Committee: 02/03/2025
Quality of Life Committee: 02/05/2025
Finance Committee: 02/10/2025
Governing Body: 02/12/2025

18. Petitions from the Floor

19. Public Comment on Bills (First Public Comment, No Action)

    a. CONSIDERATION OF BILL NO. 2024-18. ADOPTION OF ORDINANCE NO. 2025___. (Councilor Amanda Chavez, Councilor Pilar Faulkner, and Councilor Lee Garcia)
    A Bill Relating to City Administration; Amending Section 2-8, SFCC 1987 to Change the Title From “Community Health and Safety Department” to “Health and Human Services Department”; Remove the Police Department and the Fire Department from that Section; and Create Two New Sections, 2-8.8 and 2-8.9, for the Police Department and Fire Department, Respectively. (Marci Eannarino, Legislation and Policy Innovation Manager; maeannarino@santafenm.gov)

    **Committee Review:**
    Governing Body (Introduced): 12/11/2024
    ~~Governing Body (Public Comment): 01/15/2025~~ (Rescheduled to 01/29/2025 due to noticing requirements)
    Governing Body (Public Comment): 01/29/2025)
    ~~Quality of Life Committee: 01/22/2025~~ (Rescheduled to 02/05/2025 due to noticing requirements)
    Quality of Life Committee: 02/05/2025
    ~~Governing Body: 02/12/2025~~ (Rescheduled to 02/26/2025 due to noticing requirements)
    Governing Body (Public Hearing): 02/26/2025

20. Final Action on Legislation (Public Hearing)

    a. CONSIDERATION OF BILL NO. 2024-13. ADOPTION OF ORDINANCE NO. 2024___. (Councilor Signe Lindell, Councilor Pilar Faulkner, and Councilor Michael Garcia)
    A Bill Amending Schedule A of the Uniform Traffic Ordinance to Increase Penalties for Muffler Noise Violations, Eliminate a Distinction Between the Categories “Second Offense” and “Subsequent Violations”, Recognizing Community Service is an Alternative to All Traffic Violation Penalties Under the City’s General Penalty, and Establish an Effective Date. (Kyle Hibner, Assistant City Attorney/City Prosecutor; kjhibner@santafenm.gov)

    **Committee Review:**
    Governing Body (Introduced): 11/13/2024
    Governing Body (Public Comment): 12/11/2024
    Quality of Life Committee: 01/08/2025
    Finance Committee: 01/27/2025
    Governing Body: 01/29/2025
    -

    **Committee Review:**

    b. CONSIDERATION OF BILL NO. 2024-20. ADOPTION OF ORDINANCE NO. 2024___. (Councilor Signe Lindell and Councilor Pilar Faulkner)
    A Bill Making a Technical Correction; Relocating Subparagraphs A-G of Section 12-1-23.1 of Article I (“Definitions”) of Exhibit A, Chapter 24, SFCC 1987, to Section 12-10-1.10 of Article X (“Vehicle Regulations”) of the Same Exhibit. (Kyle Hibner, Assistant City Attorney/City Prosecutor; kjhibner@santafenm.gov)

**Committee Review:**
Governing Body (Introduced): 11/13/2024
Governing Body (Public Comment): 12/11/2024
Quality of Life Committee: 01/08/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025
-

**Committee Review:**

21. Public Hearings (Land Use Cases, Appeals and Other Items Required to Have a Public Hearing)

22. Consent to Appointments

    a. City Manager

    - Mark Scott

    b. Immigration Committee

    - Jessica Noemi Aguirre - Appointment - Term Ending 02/2027
    - Gina Azu- - Appointment - Term Ending 02/2027
    - Julie Ann Ball- Appointment - Term Ending 02/2027
    - Ivan Cornejo - Appointment - Term Ending 02/2027
    - Marcela Diaz - Appointment - Term Ending 02/2027
    - Cipriana Jurado Herrera - Appointment - Term Ending 02/2027
    - Ryan Lee - Appointment - Term Ending 02/2027
    - Maria José Rodriguez Cadiz - Appointment - Term Ending 02/2027
    - Rebecca K. (Becky) Rowley - Appointment - Term Ending 02/2027
    - Marisol Suarez - Appointment - Term Ending 02/2027

    c. Transit Advisory Board

    - Andrea Archuleta - Appointment - Term Ending 03/2027
    - Aurore Bleck - Appointment - Term Ending 03/2026
    - Owen Conely - Appointment - Term Ending 03/2027
    - Juan Cucalon - Appointment - Term Ending 03/2027
    - Marcos Maez - Appointment - Term Ending 03/2026
    - Colin Messer - Appointment - Term Ending 03/2026
    - Marie Meyer - Appointment - Term Ending 03/2027

- Dolores Shapiro - Appointment - Term Ending 03/2026
- Susan Sheldon - Appointment - Term Ending 03/2027

d. Public Safety Committee

- Bruce Finger - Reappointment - Term Ending 03/2029

e. Santa Fe County's Appointments to the Buckman Direct Diversion Board - ***INFORMATIONAL ONLY NO ACTION REQUIRED***

- Commissioner Justin S. Green - Appointed on January 14, 2025
- Commissioner Hank Hughes - Appointed on January 14, 2025
- Commissioner Adam Fulton Johnson - Appointed on January 14, 2025

23. Adjourn

Closed captions are provided for this meeting. Persons with disabilities in need of additional accommodations, contact the City Clerk's office at 505-955-6521, five (5) working days prior to meeting date.




# Public Engagement and Communications Plan

09 January 2025

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## Appendices

A. Community Partner Policy
B. Technical Working Group

# 1.0 Executive Summary

The Public Engagement and Communications Plan (PECP) for the City of Santa Fe's General Plan Update, known as Santa Fe Forward (SFF)—is a comprehensive strategy designed to foster broad and inclusive community participation. Its goal is to ensure the General Plan reflects the diverse perspectives and evolving needs of Santa Fe's residents, with an emphasis on equity, transparency, and accessibility. Through partnerships with compensated Community-Based Organizations (CBOs), a Technical Working Group (TWG) of knowledgeable support to the project team, focused outreach efforts, and bilingual project materials, the plan focuses on historically underserved communities and fostering a collaborative, broad approach to planning. To ensure SFF engages broadly and inclusively, community members, interested parties, and partners will have multiple opportunities to engage, provide feedback, and shape the direction of SFF through public open house events, themed community conversations, and virtual participation activities. This will ensure that the resulting policies represent and empower all Santa Fe. The plan is structured into the following steps, each building upon the previous to create a thoughtful and effective engagement process:

**Step 1: Mobilization and Understanding** – Kickoff of the PECP. Initial outreach and Open Houses set guiding themes. Launches engagement with Community Partners, establishes equity frameworks.

**Step 2: Vision and Goals** – Establishes the SFF's vision using feedback from surveys, conversations, and events, supported by targeted branding and outreach.

**Step 3: Scenario Planning** – Gathers public input on draft scenarios through workshops and Open Houses, guided by an Equity Analysis to ensure inclusivity.

**Step 4: Development of Preferred Plan** – Creates an accessible draft plan using maps, graphics, narratives, and videos to simplify complex concepts and encourage understanding.

**Step 5: Work Program and Funding Plan** – Aligns the plan's implementation with funding opportunities and equity-driven guidelines to ensure inclusive, actionable outcomes.

**Step Forward: Governing Body Action and Implementation** – Prepares for final adoption with briefings with interested parties and decision makers, engaging presentations, and public hearings.

**Step Ongoing: Coordination and Communication** – Maintains transparency through updates, social media campaigns, and continuing collaboration with Community Partners.

This process represents a bold step toward an inclusive and forward-thinking vision for Santa Fe's future. By incorporating diverse voices and prioritizing equity, the City will create a General Plan that meets the needs of its residents while promoting collaboration, trust, and shared prosperity over the next two decades.

# 2.0 Introduction

## 2.1 Project Background

SANTA FE FORWARD is a three-year initiative where residents[1], interested parties[2], Community Partners[3] and the City will embark on an engaging process to update the City's General Plan for a more connected, equitable and sustainable Santa Fe.

The General Plan is one of our community's most important tools to help plan our future. Through this plan, the City seeks to transparently incorporate and manifest the perspectives of equity-focused communities, key interested parties, and the broader community into policies and laws that govern future development in Santa Fe. The General Plan shapes land use by establishing a comprehensive framework for development, zoning, and more. The City's overall vision for growth, sustainability, and quality of life should be reflected in the zoning and development plans.

This public involvement plan is a living document and may be updated as the project progresses.

## 2.2 Purpose of the Public Engagement[4] and Communications[5] Plan

The purpose of this Public Engagement and Communications Plan is to outline a thoughtful public engagement and communications process that clearly articulates the approach to engaging on the General Plan Update with the diverse residents, interested parties and Community Partners of Santa Fe. The Plan includes public involvement goals, objectives, and performance measures, the approach and process for community engagement, a strategy for equitable engagement, and a process for tracking feedback. This Plan will do the following:

- Outline our methods for actively engaging and sharing updates and key information with residents, interested parties, and Community Partners. Explain how we will inform the community the vision for Santa Fe in the short-, medium- and long-term.

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[1] Residents are defined as persons who live, work, or spend time in the City of Santa Fe and environs.
[2] Individuals, groups, or organizations that have an interest in or are affected by the project and its outcomes.
[3] Community-Based Organizations that are selected to support the Plan's engagement efforts with diverse groups and equity-focused communities.
[4] Active process of involving interested parties or the public in dialogue and decision-making.
[5] Process of sharing information and updates with interested parties and/or the public.

- Highlight our commitment to equity-focused communities and reaching those who may not usually participate in planning by establishing a network of compensated Community Partners with existing relationships and trust with underrepresented communities.
- Explain how input will be transparently evaluated and considered in preparing the General Plan Update.
- Clarify our approach to address power dynamics and set and manage community expectations regarding the impact of their feedback.
- Commit to providing a summary of the public engagement and involvement process, including comments, evaluations, and lessons learned.
- Explain how regional input will be considered, as Santa Fe is the capital city and a cultural center of New Mexico.

## 2.3 Community Statistics and Demographics

The demographic and social changes seen in the chart below are important to consider and will guide the engagement efforts for SANTA FE FORWARD.

## 2.4 Demographic Information

**Table 2.4 City of Santa Fe Demographic Information**

| Demographic category | July 1, 2023 (V2023) ACS Estimates |
|---|---|
| Population estimates, July 1, 2023 (V2023) | 89,167 |
| Race/Ethnicity: | |
| White alone, not Hispanic or Latino | 61% |
| Black alone | 1.3% |
| American Indian alone | 2.1% |
| Asian alone | 1.9% |
| Native Hawaiian or Pacific Islander alone | 0.1% |
| Two or more races | 22.4% |
| Hispanic/Latino | 49.9% |
| Education (Population 25 years and over) | |
| Less than high school education | 10% |
| High school graduate | 23.3% |
| Bachelor's degree or more | 44% |
| Age | |
| 0-4 years | 4% |
| 0-18 years | 17% |
| 18 years and older | 83% |
| 65 years and older | 25% |
| Median Age | 44.5 |

| Demographic category | July 1, 2023 (V2023) ACS Estimates |
|---|---|
| Limited English households (Less than well) | 3% |
| Languages Spoken at Home | |
| English | 67% |
| Spanish | 29% |
| German or other West Germanic | 1% |
| Other and Unspecified | 1% |
| Total Non-English | 33% |
| People of color | 60% |
| Persons w/ Disabilities (ACS 1-Year Estimate) | 16.4% |
| Average household income (2023 Inflation-Adjusted Dollars) | $98,310 |
| Median household income (2023 Inflation-Adjusted Dollars) | $70,940 |
| Per capita personal income (2023 Inflation-Adjusted Dollars) | $48,167 |
| Persons in poverty | 13.7% |
| Households with a computer | 93.4% |
| Source: American Community Survey (ACS) 2018-2022 5-year estimates | |

### 2.4.1 Notable Points

- The total population of 89,167 encompasses a diverse community, with 39% identifying as people of color, underscoring the need for culturally relevant engagement strategies.
  - Considering the original inhabitants of Santa Fe are Native Americans, it is notable that those identifying as American Indian today only comprise approximately 2.1% of the Santa Fe population. Throughout greater Santa Fe are numerous pueblos and other communities with Indigenous residents who may prefer to live within Santa Fe proper, but housing and other costs pose barriers.
  - More than 22.4% of Santa Fe residents identify as two or more races, suggesting that some individuals might live in multi-cultural homes, speak several languages, celebrate holidays that originate from different regions, and more.
- Most households in Santa Fe have a computer. This suggests that digital outreach methods (email, website, social media, etc.) could be an effective method for reaching a broad audience.
- Spanish is an integral language in Santa Fe, as it is spoken in nearly one-third of households. Outreach materials should be translated into Spanish to ensure that Spanish speakers can get involved.

- The median age in Santa Fe, which is 44.5 years, is significantly higher than the national median age, which is 38.9 years (US Census Bureau). Engagement efforts should take into consideration how to reach the median age group considering they comprise a notable portion of the overall Santa Fe population. At the same time, Santa Fe's age profile target could change to meet the vision, goals and preferred plan resulting from the General Plan Update.
- The average household income of $98,310 and a poverty rate of 13.7% suggest that economic disparities exist, highlighting the importance of targeted support for low-income families. The average individual income of $48,167 demonstrates how a relatively small cohort of very high household incomes masks significant disparities in Santa Fe.

# 3.0 Public Engagement Approach

## 3.1 Public Engagement Phases

The project phases are described below. Additional details on the events and tools used in each phase are included in the Engagements section.

**Table 3.1 Public Engagement Phases [dates are illustrative and subject to change]**

| Tactics | Objectives | Events/Touchpoints |
|---|---|---|
| **Step 1: Mobilization and Understanding** | | |
| The project team will launch its public engagement process and update the City's Governing Body and Planning Commission. A network of compensated Community Partners will be selected that represent diverse interests and groups, and lead neighborhood-specific engagement initiatives over the course of the engagement period (2025-2027). There will be project informational materials, such as a community-centric brand identity, a Social Pinpoint Hub, factsheets, postcards, and other small project collateral, as well as an Open House to initiate the City's engagement efforts. An equity analysis will take place in parallel to these efforts to identify equity focused communities. | Build an inclusive engagement process that will be informed by collaboration from key Community Partners, develop accessible project materials to inform and involve the public, and conduct an equity analysis to prioritize input from historically underserved or excluded communities. | • Governing Body and Planning Commission Update<br>• Informational materials<br>• Community Partner applications, interviews, selections, onboarding, and workshop<br>• Distribute media toolkit to community partners<br>• Social Media campaigns<br>• Establish equity framework<br>• Hold Technical Working Group meeting #1<br>  • Briefings with interested parties<br>• Social Pinpoint/Project Website launch<br>• 1st Open House on Assessment initial guiding themes and findings<br>• Publish draft assessment report, then final assessment report<br>• Planning Commission and Governing Body Stage Gate #1 |
| **Step 2: Vision and Goals** | | |
| At community outreach events, project informational materials will be distributed by City and project team staff. The feedback gathered at these events will guide the Equity Needs Assessment and will be shared across the project team at team | Enhance public awareness in diverse settings, ensure broad and inclusive participation, and integrate community feedback into project planning to support and solidify Santa Fe Forward's | • Vision surveys on Social Pinpoint<br>• Community Partners kickoff Social Media campaigns<br>• Technical Working Group meeting #2<br>• Individual organized briefings with interested parties and decision-makers |

| | | |
|---|---|---|
| meetings and with Community Partners as part of their onboarding process. Branding assets will be created to inspire public participation and spark awareness. | Vision and Goals and Equity Needs Assessment. | • Introductory video about conceptual plans<br>• Visionary Community Conversations<br>• Open House event on curated Vision and Goals<br>• Community leader interviews<br>• Community tabling events<br>• Planning Commission and Governing Body Stage Gate #2 |
| **Step 3: Scenario Planning** | | |
| WSP will collect input on the different scenarios proposed. Other methods for scenario planning include models of conceptual neighborhoods and draft scenario summaries. The project team will take the public input provided thus far and conduct an Equity Analysis w/Community Partners and the Equity team to guide the project's future engagement efforts. | Gather community input on proposed scenarios and facilitate informed feedback on neighborhood concepts. Using tools such as conceptual models and scenario summaries, these engagement strategies aim to make planning ideas more tangible, enabling residents to understand and evaluate how each scenario might impact their community. | • Equity analysis with Community Partners, Equity Team, and City of Santa Fe<br>• Technical Working Group Meeting #3<br>• Individual organized briefings with interested parties and decision-makers<br>• Technical workshop on curated scenarios w/Community Partners<br>• Community conversations<br>• Community tabling events<br>• Open House on curated scenarios<br>• Planning Commission and Governing Body Stage Gate #3 |
| **Step 4: Development of Preferred Plan** | | |
| The project team will deliver a focused plan that is concise to encourage regular reference. Using narrative, map, graphic and other formats, WSP will create supporting materials to make the Plan suitable for many audiences. Narrative videos will also be created to explain each conceptual scenario. | A clear and concise plan is designed to encourage regular use and engagement from a broad audience. By utilizing a mix of narrative, maps, graphics, and other formats, the plan will be accessible and engaging for various interested parties. Additionally, narrative videos may be produced to explain each conceptual scenario, making complex ideas easier to understand. | • Community conversations<br>• Technical Working Group Meeting #4<br>• Technical workshop w/Community Partners on draft General Plan<br>• Individual organized briefings with interested parties and decision-makers<br>• Open House on draft General Plan<br>• Planning Commission and Governing Body Stage Gate #4 |

| Step 5: Work Program and Funding Plan | | |
|---|---|---|
| WSP will prepare a prioritized work program and identify potential local, regional, state, and federal funding sources to promote its implementation. WSP will produce Equitable Project Development and Delivery Guidelines to empower the City to incorporate equity into the General Plan. | Outline actionable steps for implementation and to identify funding sources at local, regional, state, and federal levels to support the plan's execution. The Equitable Project Development and Delivery Guidelines will enable the City to integrate equity considerations into the General Plan, ensuring that its implementation benefits all communities fairly. | • Open House and/or Presentation on draft Work Program and Funding Plan<br>• Technical Working Group Meeting #5<br>• Individual organized briefings with interested parties and decision-makers<br>• Technical workshop w/ community partners on draft Work Program and Funding Plan<br>• Planning Commission and Governing Body Stage Gate #5 |
| **Step Forward: Governing Body Action + Implementation and Evaluation** | | |
| WSP will support City staff in preparing for final hearings before the Planning Commission, Governing Body, and any other established City advisory body. Short interview bits can be developed and integrated into the presentations. Other visual assets that can be created include interactive maps, graphs, and examples of existing conditions. | Assist City staff in preparing for final hearings by providing support in presentation materials and engaging formats to enhance understanding during the hearings. | • Final digital campaign to inform public of pending decision of final draft<br>• Technical Working Group Meeting #6<br>• Technical workshop w/community partners on public hearing process<br>• Individual organized briefings with interested parties and decision-makers<br>• Planning Commission recommendation and Governing Body action |
| **Step Ongoing: Administrative Coordination + Engagement and Communication** | | |
| Engagement and communication efforts will continue throughout the life of the project. WSP will assist with developing PowerPoint presentations, social media posts, and progress reports for periodic updates to the Planning Commission and Governing body. | Ensure a reliable, consistent, and transparent engagement and communication experience throughout the project by regularly updating key interested parties and the public. | • Community Partner meetings/check ins/briefings<br>• Individual organized briefings with interested parties and decision-makers<br>• Equity team meetings<br>• Periodic e-newsletter<br>• Social media campaigns and website updates<br>• PowerPoint Presentations for periodic Planning Commission and Governing body updates<br>• Periodic progress reports |

## 3.2 Broad and Equitable Engagement

### 3.2.1 Broad Engagement

In SANTA FE FORWARD, the project team and the community will work together to create a plan that acknowledges varying viewpoints and lived experiences and ensures that everyone has the opportunity to participate.

The goal is to maximize reach and accessibility, engaging people across various demographics, locations, and interests to create a community-wide conversation. Methods in which to accomplish this include the following practices:

- Accessible communication materials such as fact sheets, event flyers, FAQs, etc.
- Digital engagement platforms like Social Pinpoint or Zoom to be used in both virtual and hybrid settings, giving residents the flexibility to participate remotely. These tools would utilize surveys, interactive maps, and virtual comment boards.
- Email newsletters and mailing lists to keep the public informed about project updates, upcoming events and engagement opportunities.
- Open House events in various locations throughout Santa Fe that are open to the general public.

#### 3.2.2 Equitable Engagement

Equitable community engagement will be achieved through the following practices:

    - TV, print, social media and radio coverage may be available in, but not limited to, Spanish and Diné (Navajo language).
    - Public forums, tabling events and open houses with Spanish and Diné (Navajo language) interpreters, as needed. If available and desired, Puebloan language interpreters may also be considered.
    - Partnerships and paid community outreach grants made available to CBO), non-profits and other networks that represent equity-focused communities.
- Community Outreach & Media Toolkits.
    - Increasing the capacity of City of Santa Fe staff to engage with underrepresented populations and equity-focused communities through partnerships with compensated CBOs.
    - Virtual and in-person meetings with diverse youth groups and public-school students and officials.

## 3.3 Community Partnership Approach

#### 3.3.1 Community Partners

The City will be compensating up to 10 CBOs who will act as members of the project team in the role of **Community Partner.** Through their work, Community Partners

may collaboratively shape aspects of the engagement process and the comprehensive plan, co-lead or co-facilitate engagement events and conversations with the community, co-invite community members to events or co-promote engagement events, listen to community ideas and information that will inform the comprehensive plan, and analyze policies and influence equitable outcomes. A detailed Community Compensation Policy is included in APPENDIX A.

With the help of the Community Partners, we will seek perspectives that represent diverse interests and groups such as:

- Indigenous communities, pueblos around Santa Fe
- Multilingual and multicultural groups and businesses
- People with disabilities
- Communities with limited English proficiency (LEP)
- People with lower incomes
- Individuals and families experiencing houselessness
- Immigrants and refugees
- Young people, groups, and students
- Older adults
- Modes of transportation (pedestrian, ADA interests, bicycle, public transit, freight, automobile)
- Neighborhood associations within equity-focused areas
- Economic development & small business development
- Arts and culture
- Environmental quality, environmental justice, & climate change organizations
- Housing groups and organizations

### 3.3.2 Equity Team

The **Equity Team** includes Community Partners and key representatives from the city and the consultant team. Their role is to ensure integration between the technical recommendations, community feedback and the SANTA FE FORWARD Equity Framework. The **Equity Team** will review technical recommendations, analyze community feedback collected during Outreach Events and report back to the project team to ensure equity is centered throughout the project and community priorities are amplified, evaluated, and included, to the extent possible, in the final plan.

The **Equity Team** will collaborate with the public engagement team to leverage the equity analysis and the requested Neighborhoods and Districts Map to inform a neighborhood-level public engagement plan. Neighborhood-level public engagement will capture insight specifically from equity communities to develop a Neighborhood Equitable Vision & Needs Assessment. Inclusive public engagement and meeting people where they are will allow us to empower and hear diverse voices, including the Hispanic, Native, Spanish, Asian, and Black communities, as well as Santa Fe's thriving arts community.

### 3.3.3 Key Audiences and Interested Parties

The table below provides an overview of the communities, organizations, partner agencies and interested parties that could be affected by the plan update, including historically unrepresented and/or most vulnerable communities. This is a non-exhaustive list that will grow throughout the project's life cycle. Groups listed in this chart could be potential Community Partners.

**Table 3.3.3 Key Audiences and Interested Parties**

| **Key Audience** | **Specific Agencies, Organizations, and Community Groups**<br>**This list is not exhaustive and will continue to grow as the project team learns more and the plan develops.* |
|---|---|
| Including, but not limited to, multicultural organizations (e.g., Hispanic, Indigenous) | • Santa Fe Indigenous Center<br>• Culture Connects: Santa Fe<br>• Mana del Norte<br>• New Mexico Alliance of Health Councils<br>• Sustainable Native Communities Design Lab |
| Including, but not limited to, people experiencing low incomes or who are cost burdened | • Benchmark Human Services<br>• Catholic Charities Santa Fe<br>• Chainbreaker Collective |
| Including, but not limited to, food insecurity | • The Food Depot<br>• Bag N' Hand Pantry |
| Including, but not limited to, people living with disabilities, including those who are neurodivergent | • Prism Autism Services (Santa Fe location)<br>• New Vistas, Independent Living Resource Center<br>• City of Santa Fe Americans with Disabilities Compliance |
| Including, but not limited to, healthcare, behavioral health, and addiction service providers | • TeamBuilders Behavioral Health (Santa Fe location)<br>• NAMI Santa Fe<br>• Santa Fe Recovery Center<br>• New Mexico Alliance of Health Councils<br>• The Mountain Center |
| Including, but not limited to, youth groups | • YouthWorks<br>• New Mexico Children's Foundation<br>  ◦ Children, Youth & Families Department<br>  ◦ Santa Fe Children's Museum<br>  ◦ New Mexico Youth Conservation Corps<br>  ◦ The Mountain Center<br>• Student extracurricular organizations<br>  ○ National Honor Society<br>  ○ Debate teams<br>  ○ Civic organizations |
| Including, but not limited to, education providers | • Santa Fe Public Schools (elementary, middle and high schools within this school district) |

| | |
|---|---|
| (higher education, K-12, pre-school, etc.) | • Preparatory/private schools<br>  • Santa Fe Preparatory School<br>  • Saint Michael's High School<br>  o Mandela International Magnet School<br>• Higher education<br>  o Southwestern College<br>  o Santa Fe Community College<br>  o St. John's College<br>  o Institute of American Indian Arts |
| Including, but not limited to, elders & older adults | • Coming Home Connection<br>• Luisa Senior Center<br>• Pasatiempo Senior Center<br>• AARP New Mexico State Office |
| Including, but not limited to, LGBTQ+ communities | • Gay New Mexico (online organization)<br>• Santa Fe Pride and Human Rights Alliance<br>• Equality New Mexico<br>• Santa Fe Community Foundation |
| Including, but not limited to, housing groups | • Neighborhood associations/housing cooperatives<br>  o Tano Road Association<br>  o Canyon Neighborhood Association<br>  o Southeast Neighborhood Association<br>  o Park Plazas Community Services Association<br>  • Eldorado Community Improvement Association<br>  • Affordable Housing Developers<br>  • HomeWise, Inc.<br>• Realtors<br>  o Santa Fe Association of Realtors |
| Including, but not limited to, people without an address/people experiencing homelessness/people with housing affordability/insecurity concerns | • Esperanza Shelter<br>• Santa Fe Civic Housing Authority<br>• Bienvenidos Outreach Inc<br>  • St. Elizabeth Shelter Corporation |
| Including, but not limited to, the building and development community | • Santa Fe Area Home Builders Association<br>  • Sustainable Native Communities Design Lab<br>• Santa Fe Style Architect<br>• Friends of Architecture Santa Fe<br>• Palo Santo Designs<br>• Coyote Development Group |
| Including, but not limited to, small business owners/ economic community | • TOURISM Santa Fe<br>• Santa Fe Chamber of Commerce<br>• Santa Fe Hispanic Chamber of Commerce |

| | |
|---|---|
| Including, but not limited to, refugees | • New Mexico Health Care Authority: Refugee Resettlement Program<br>• Santa Fe Refugee Collaborative<br>• Catholic Charities Santa Fe NM<br>• Las Cumbres (Santa Fe location) |
| Including, but not limited to, the environmental community | • Santa Fe Conservation Trust<br>• The Nature Conservancy (Santa Fe location)<br>• Earth Care<br>• New Mexico Environment Department (Santa Fe headquarters)<br>• New Mexico Climate Change Action<br>• Santa Fe Botanical Garden<br>• Wild Earth Guardians<br>• Chainbreaker Collective |
| Including, but not limited to, veterans | • American Legion<br>• Veterans of Foreign Wars<br>• New Mexico Department of Veterans Services<br>• Santa Fe Vet Center (U.S. Department of Veterans Affairs) |
| Regional partner agencies including, but not limited to, advisory boards, commissions, and regional partner agencies. | • City of Santa Fe Parks & Recreation Department<br>• NMDOT Transportation Commission<br>• Santa Fe County Planning Commission |
| Including, but not limited to, historic preservation organizations | • Old Santa Fe Association<br>• City of Santa Fe Historic Preservation Division<br>• Historic Santa Fe Foundation<br>• New Mexico Department of Cultural Affairs |
| Including, but not limited to, partner agencies and utility providers | • City of Santa Fe Utility Billing Division<br>• Santa Fe Water Division<br>• Broadband service providers<br>• PNM |
| Including, but not limited to, transportation sectors | • Santa Fe MPO<br>• Santa Fe Trails Bus System<br>• City of Santa Fe Transit Division<br>• Bike Santa Fe<br>• Rio Metro Regional Transit<br>• North Central Regional Transit District |
| Including, but not limited to, elected officials. | • Mayor<br>• City Councilors<br>• State Legislators<br>• Federal Legislators |
| Including, but not limited to, pedestrians | • Walkers<br>• Bikers<br>• Others |

| | |
|---|---|
| Including, but not limited to, local businesses | • Restaurants<br>• Shops<br>• Others affected by the plan updates<br>• Farmer's markets<br>  ○ Santa Fe Farmer's Market |
| Including, but not limited to, social justice organizations/foundations | • Angelica Foundation<br>• Santa Fe Community Foundation<br>• Chainbreaker Collective |
| Including, but not limited to, artists/art community | • Santa Fe Society of Artists<br>• Santa Fe Artists Market<br>• Santa Fe Art Auction<br>• Artful Life<br>• Canyon Road Contemporary Art<br>• Artists and Art of Santa Fe<br>• Jean Cocteau Cinema<br>• The Center for Contemporary Arts<br>• Vladem Contemporary<br>• Lensic Performing Arts Center<br>• Santa Fe Opera |
| Including, but not limited to, religious centers/groups | • San Miguel Mission<br>• Loretto Chapel<br>  • Holy Faith Church<br>  • First Presbyterian Church of Santa Fe<br>  • Christ Church Santa Fe<br>• United Church of Santa Fe<br>• Temple Beth Shalom<br>• Santa Fe Jewish Center<br>• Upaya Zen Center<br>• Mountain Cloud Zen Center<br>• The Buddhist Center Thubten Norbu Ling<br>• Diamond Way Buddhist Center<br>• Amma Center<br>• Mosque of Al Rahma<br>  • TaHa Mosque & The Islamic Center of Santa Fe |

## 3.5 Key Messages

The project team will maintain an inventory of key messages that are tailored for different phases of the engagement and project development process. These messages will be updated as new information is received, as Community Partners are chosen, and as community concerns are identified. They are meant for external communications and are the foundation for public involvement materials and coordination, such as correspondence with the public in both general audience and specific audience's format.

# 4.0 Public Involvement Strategies

The following strategies will guide public involvement and communications for SANTA FE FORWARD, ensuring the final adopted comprehensive plan is thoughtful and intentional in responding to the shifting development, demographic, economic, and social trends facing the community.

## 4.1 Engagement Tools

The table below identifies the tools that will be used throughout the plan update process to achieve the public engagement goals and objectives outlined above:

**Table 4.1 Engagement Tools**

| Tactic /Tool | Details/Description | Considerations |
|---|---|---|
| **Digital User Platform (DUP) including Project Website** | WSP will establish a multi-disciplinary interactive platform through Social Pinpoint that will act as the public engagement hub for the project. This Social Pinpoint Hub will include opportunities for community members to provide input, stay up to date on the project, as well as opportunities for team members to communicate project information in a graphically-articulate way. | The public can submit thoughts and feedback through interactive features on the site, such as an interactive idea board, an interactive map, or submission form. |
| **Community pop-up events** | Pop-up events will be coordinated with Community Partners and will increase awareness about project benefits and will provide opportunities for early input. | These events could be held during a range of times recommended by Community Partners. Potential locations include libraries, farmer's markets, sporting events, community festivals, etc. |
| **Focus groups with key partner groups** | Focus groups will be held with CBOs and will focus on a specific topic(s) from the project. | These meetings could be held with neighborhood associations, local businesses, etc. They can be held in strategic locations and focus on increasing awareness and education. |
| **Supporting visual information materials** | These materials can include roadside signs, project billboards, factsheets with frequently asked questions, posters, display boards, handouts and interactive activities, such as an interactive map where | Considering the high proportion of Spanish-speaking population in the area, all materials are recommended to be translated into Spanish. |

| Tactic /Tool | Details/Description | Considerations |
|---|---|---|
| | community members can pinpoint specific areas of concern. These materials can include QR codes that link out to more information that will be created. | Materials should be strategically placed Santa within the community to help increase awareness for commuters and travelers who may miss community-focused messaging. Avoid misinforming the community and negative media attention. |
| **Community Outreach & Media Toolkits** | Community Outreach & Media Kits can be used by Community Partners and local champions to promote awareness and build project support. These kits will guide partners on how to share project-related content and how to generally inform folks on how to get involved. They'll include fact sheets to introduce the project, social media handles, project-related links, and key messages. | Make sure the tools provided will be valuable for the Community Partners.<br><br>Helpful project links for Community Partners include the Social Pinpoint site and sites that contain City of Santa Fe resources. |
| **Surveys/polls** | Distribute survey forms through emails, mail, and at in-person events. Allow people to fill out the form to express what priority concerns or expectations are for Santa Fe Forward. | Consider preparing these in advance of community events to allow for distribution. Make it clear to individuals when they need to submit their survey.<br><br>Surveys and polls will allow the project team to gather feedback about specific topics as identified by the project team and staff. |
| **Interviews** | Scheduling interviews with Community Partners, interested parties, and others to allow for one-on-one interactions and more personalized input and responses. | Consider which groups could provide the most valuable input in one-on-one settings.<br><br>Group interviews with student groups could provide a comfortable atmosphere for the youth to get together and voice their concerns or ideas. |
| **Open Houses** | Hosting open houses to create a welcoming and casual atmosphere for the public to get involved in Santa Fe Forward. The open houses | Consider hosting at a community center that would be convenient and welcoming, and already |

| Tactic /Tool | Details/Description | Considerations |
|---|---|---|
| | can be supported by project team members, City staff, and/or Community Partners. These events can provide a space for the community to weigh in on what the city may look like in the future, where new housing or commercial centers may be located, and more. | known to community members. This could be at existing City and community events.<br><br>Community Kits would be a helpful tool to facilitate discussions at these events. |
| **Offline Engagement** | Offline engagement can occur through local non-profit and neighborhood association newsletters, newspaper advertisements, community bulletin boards at libraries, by word of mouth, through flyers at local businesses and more. Offline engagement can also include in-person presentations, community or technical working groups, small group discussions with different organizations and advocacy groups, and more. | Certain assets, like flyers or fact sheets, can be used in both online and offline settings.<br><br>Community Partners will be helpful in providing guidance on opportunities for offline engagement. Additionally, they can share information with their own networks. |

## 4.2 Project Identity

WSP will create a project brand and messaging that will be used throughout the project to provide a consistent graphic identity on all publicly distributed materials including the Social Pinpoint Hub, Community Outreach & Media Toolkits, notices of events and meetings, and other materials that will promote the project, inform the community, and build consensus. All outreach materials will meet City of Santa Fe standards and will be developed in accordance with the City's Public Engagement Guide.

## 4.3 Digital and Online Engagement

Digital and online engagement will be an integral component of the SANTA FE FORWARD engagement strategy. A summary of digital and online tools is included below.

### 4.3.1 Digital User Platform (DUP)

Project team will launch a DUP that will serve as one-stop-shop for public-facing information and planning department-related operations and information. To keep the community informed and engaged, project information and engagement tools will be updated and added to the project website at key milestones. The website will link to other City pages, and will include:

- **Project Key Messaging:** project information will be highlighted on the project website describing SANTA FE FORWARD and fostering excitement for the future benefits at a personal, community, and city level.
- **Project Timeline:** a visual graphic will be included on the project website displaying the project timeline and current status, including the project phases, milestones, and engagement opportunities.
- **Upcoming Events:** an event calendar of upcoming events, meetings, and workshops will be listed on the project website with regular updates and links to agendas and maps.
- **Past Events:** there will be sections on the website that include brief overviews of tabling events and other outreach events, with pictures added and links to videos of the event (when possible).
- **Links to Important Documents:** reference documents will be linked to the project webpage for public information and review. Materials to be uploaded include presentations, meeting agendas, fact sheets, and summary reports.
- **Land Use Possibility Maps and Graphics:** maps and graphics representing the future possibilities of Santa Fe will be included.
- **Engagement Activities and Surveys:** specific tools will be identified at different phases of the project to correspond to the communication tools needed during that phase. During the visioning phase, short survey polls and an interactive map will be available.
- **Sign-up Features:** website visitors will have the option to sign up for project emails through a subscription form.
- **Comment Form:** website visitors will have the option to leave a comment through a comment form.
- **Contact Information:** key contact information will be included to reach city staff including an email address, phone number, and mailing address.

In addition to project website, the City will develop the SANTA FE FORWARD webpage on the City's website that provides general information about the project and links to key project documents and project Website for engagement opportunities.

### 4.3.2 Social Media

Project outreach efforts will be promoted on the City of Santa Fe's social media channels at least monthly over the course of the project. The project team will develop content to share information about the project and promote engagement opportunities, including Outreach Events.

Organic social media posts will aim to draw attention to project milestones, events and opportunities for engagement. The project will leverage established City of Santa Fe social media accounts, including Instagram, X, Facebook, YouTube, NextDoor and Reddit. Social media content for SANTA FE FORWARD will:

- Provide regular and consistent updates, news, outreach events, success stories, testimonials, and relevant content about the project.
- Direct viewers to the project website for detailed project information and to provide feedback and ask questions.
- Inform communities of opportunities to engage with the project, including community events and Outreach Events.
- Seek collaborations with local organizations, nonprofits, or influencers who share a similar mission or have an interest in the project.

#### 4.3.3 Email Updates

The project team will distribute email communication to the public through established listservs and a project-specific list generated through signups at events and on the project website. Email communication may include project updates, event information, and public engagement opportunity announcements.

## 4.4 Earned and Paid Media

Earned and paid media are critical tools to amplify outreach efforts and increase project awareness and visibility. The project team may engage with local news media outlets and social media channels, including non-English language media and trade publications, to support the development of news releases as the project progresses.

# 5.0 Community Feedback

## 5.1 Communication Channels

The community can ask questions and share input through a variety of channels, including

- Email: a project email address will be provided to the public.
- Phone Number & Voicemail: a voicemail box will be set up for individuals to leave messages.
- In-person events: at in-person events, comment forms will be provided, and staff will be present to answer questions and engage in conversation.
    - Translation services may be made available at in-person events by project staff and/or Community Partners. If special accommodations need to made to attend and participate that can't be serviced by staff or Community Partners, participants are asked to contact project staff at least 72 hours prior to the event to ensure arrangements are made.
- Social media: individuals may leave comments or questions on social media posts.
- Surveys: input forms will be provided both in-person and on the project website for individuals to submit feedback.

## 5.2 Response Protocol

To build trust through transparent two-way communication channels, it is important to send timely responses to community members. For all communication channels, misinformation will be addressed and clarified on a case-by-case basis within 5 business days of the project team being made aware of the misinformation.

### 5.2.1 Email

- Send automatic and personalized email replies to acknowledge we received the public comment and are including their insights and priorities for consideration in updating the plan.
- Reply to comments requiring a response, such as answering a question, within 5 business days of receiving the comment. If a full answer cannot be provided within 5 days, an interim email will be sent to inform the interested party that the team is still working on a response and will be in touch soon.

### 5.2.2 Voicemail

- The project team will return the calls to individuals who left a voice message. In the voicemail box, there will be reference to the project website for individuals to find more information while waiting for a call-back.

### 5.2.3 In-person events

- Team members are responsible for creating a list of talking points in preparation for in-person engagement events. Team members should also take note of the questions and comments received for internal consideration.

### 5.2.4 Social Media

- Individuals may leave comments or questions on social media posts. The project team is responsible for replying to these comments with language that matches the project messaging.

### 5.2.5 Surveys

- For all completed input forms, individuals should have confirmation that their form has been received and acknowledged. When forms are submitted in-person, the team member who has received the form should provide assurance that their input will be considered and saved in the team's files. For the online input form, there will be an automatic response sent to individuals, stating that their form was successfully submitted.

## 5.3 Incorporating Input

The priorities flagged by the community will be incorporated into the public engagement strategies, planning process, and help guide the equitable project development and delivery guidelines. In close coordination with the selected Community Partners, the project team will track interested party comments in an accountability matrix.

The project team will scan and save all comment forms, as well as emails. Transcripts of voicemails will also be on file.

Outreach Event leads are responsible for tracking the conversations they facilitate with community members at Outreach Events. Team members will document the necessary information and send it to the project team within 48 hours for recording in the accountability matrix.

Interested party conversations that require follow up will be coordinated with the City to confirm messaging and determine the best point person to respond.

# 6.0 Land Development Code Update Coordination

[Preparing in coordination with LDC; will be included here when completed]

# Appendix A
# Santa Fe Forward Community Partner Program
## Eligibility and Compensation Policy

### Community Engagement Miniature Grants

#### Purpose and Need

The City of Santa Fe is committed to fostering inclusive and equitable public participation for the General Plan Update (GPU). The Public Engagement and Communications Plan (PECP) outlines a strategic approach to broadly and equitably engaging residents, stakeholders, and community partners in the GPU's development. Recognizing the importance of amplifying voices from historically underrepresented cohorts, the City will introduce Community Engagement Mini-Grants to establish partnerships with up to 10 Community-Based Organizations (CBOs) that serve or represent equity-focused communities, generally defined as socio-economically disadvantaged or underrepresented in the policy-making process. These partnerships are designed to guide engagement efforts, ensuring a process that authentically represents the diversity of the community and results in policies that empower and reflect the needs of all residents.

By providing grants of $1,000 to $5,000, the resources given by the City to CBOs supports them in leading meaningful outreach initiatives, gathering feedback, and disseminating critical information to ensure that historically underrepresented voices play an active role in shaping the GPU. This support recognizes the vital role these organizations play in connecting with diverse populations and fosters collaboration among all residents that will guide Santa Fe's development for the next two decades and beyond. Typical outreach methods struggle to effectively reach equity-focused communities. Because established, organized CBOs are already connected with disadvantaged and underrepresented communities, they are an expeditious and effective method for engaging with them.

#### Grant Eligibility

To be eligible, CBOs must:

- Serve at least one equity-focused community. This includes:
  - Indigenous communities, with a key focus on Pueblos around Santa Fe
  - Multilingual and multicultural groups and businesses
  - People with disabilities
  - Communities with limited English proficiency (LEP)
  - People with lower income
  - Individuals and families experiencing houselessness
  - Immigrants and refugees
  - Young people, groups, and students
  - Older adults
  - Modes of transportation (people who walk, bike, use public transit, and/or use mobility devices)
  - Neighborhood associations within equity-priority areas
  - Economic development & small business development
  - Arts and culture organizations

    - Environmental quality, environmental justice, & climate change organizations
    - Housing groups and organizations
- Have an office or members located within the Santa Fe area who work with communities within Santa Fe.
- Be actively using multiple modes of engagement with their member/constituent base (social media, email, phones, newsletters, etc.)
- Have been established legally as a non-profit for at least one year or be fiscally sponsored by a 501c3.

**Program Policy & Oversight**

Interested CBOs will be invited to submit an accessible grant application, selecting a participation tier that matches their capacity. The application will allow the City to assess each CBO's engagement platforms, audience reach, average number of clients, target populations, and strategies for enhancing public involvement in the GPU. Accepted CBOs will become designated Community Partners, working closely with the City to implement the Public Engagement and Communications Plan and elevate the community's voice in shaping the General Plan Update.

To successfully implement the Community Partner Program, each participating organization will have clear roles and responsibilities to ensure seamless collaboration and effective community engagement. The following breakdown outlines specific tasks for WSP, the City of Santa Fe, and the Community Partners, each designed to support a cohesive engagement process and to maintain alignment with the project's Public Engagement and Communications Plan:

- WSP would be responsible for the following:
    - Develop, launch, promote, and manage the mini-grant applications and grantee deliverables
    - Host interviews with each applicant
    - Provide the City of Santa Fe with recommendations for selected Community Partners
    - Serve as the Community Partner liaison between grant recipients and the City of Santa Fe
    - Onboard and train all Community Partners to begin facilitating outreach events
    - Provide the City with Community Partner updates as needed
    - Observe and guide compliance with the Public Engagement and Communications Plan by the Community Partners
    - Making the input received on the digital user platform accessible
- The City would be responsible for the following:
    - Review and approve mini-grant applications, grantee deliverables, and selected Community Partners
    - Co-facilitate the Community Partners' onboarding
    - Provide funding for the grant program
- Community Partners would be responsible for the following:
    - Comply with this program, but maintain an independent voice
    - Participate in an onboarding meeting of no longer than one hour after selection.
    - Participate in a three-hour workshop after contracts are signed.
    - Mandatory Check-in meetings with City of Santa project team members to discuss progress during engagement period; Winter 2025 – Winter 2027.
    - Participating in an hour-long debrief meeting after engagement efforts are complete.
    - Fulfill specific tiered deliverables as listed below.

**Community Partner Participation Level, Responsibilities and Compensation**

- Grants will be issued on a tiered scale. The tiered model approach ensures CBOs can identify a level of effort that aligns with their available capacity. The City's goal in establishing Community Partners is to maintain a low-barrier program that organizations can easily incorporate into their ongoing efforts. All CBOs will be required to track and communicate their labor hours committed towards GPU outreach efforts. This program will provide funding for up to 10 CBOs.

    - **Tier 1 Deliverables:** *($1,000 One-time grant)*
        - Distribute information about GPU community outreach events, meetings, and surveys in newsletters, e-blasts, and social media at least once a month.
        - Promote GPU community outreach events and meetings on CBO website with hyperlinks to informational materials (factsheets, etc.) and the GPU project website.
        - Participate in a CBO executive leadership workshop with all other Community Partners.
        - Co-host one Focus Groups/Community Conversations with the City of Santa Fe project team.

    - **Tier 2 Deliverables:** *($2,500 One-time grant)*
        - Distribute information about GPU community outreach events, meetings, and surveys in newsletters, e-blasts, and social media at least once a month.
        - Promote community outreach events and meetings on CBO website with hyperlinks to informational materials (factsheets, etc.) and the GPU project website.
        - Participate in a CBO executive leadership workshop with all other Community Partners.
        - Co-host two Focus Groups/Community Conversations with the City of Santa Fe project team.
        - Co-host one Open House event with the City of Santa Fe project team and other CBO partners.

    - **Tier 3 Deliverables:** *($5,000 One-time grant)*
        - Distribute information about GPU community outreach events, meetings, and surveys in newsletters, e-blasts, and social media at least once a month.
        - Promote GPU community outreach events and meetings on CBO website with hyperlinks to information materials (factsheets, etc.) and the GPU project website.
        - Participate in a CBO executive leadership workshop with all other Community Partners.
        - Co-host four Focus Groups/Community Conversations with the City of Santa Fe project team.
        - Co-host two Open House outreach events with the City of Santa Fe project and other CBO partners.
        - Participate in two technical workshops with the City to discuss GPU policies.
        - Participate in equity analysis of plan policies meeting(s)

**Community Partners Program Outcomes**

The Community Partners Program is expected to produce several key outcomes for the City of Santa Fe's General Plan Update (GPU).

- By partnering with Community-Based Organizations (CBOs) that have established relationships with equity-focused communities, the program will enhance public participation and ensure greater inclusive representation.
- CBO-led outreach initiatives will generate feedback from historically underrepresented groups, making it possible to address their specific needs and priorities in the GPU.
- Additionally, the program will foster greater community trust and strengthen collaboration between the City and diverse residents, ensuring that the GPU reflects the aspirations of the entire community.
- Finally, the feedback and insights gathered through these partnerships will contribute to more equitable, community-informed policies that will guide Santa Fe's development for the next 25 years and beyond.

# Appendix B
# Charter for Santa Fe General Plan Update Technical Working Group (TWG)

**Purpose**

To provide technical input to City staff and their consultants in comprehensively updating the City of Santa Fe General Plan. Technical expertise, knowledge and input should be aligned to the topics of the General Plan Assessment Report, included as Attachment #1.

**Mission**

The TWG is a committed group from the diverse backgrounds of the Santa Fe region with individual knowledge and expertise in at least several of the topics listed in Attachment #1 that is informed by their deep understanding of Santa Fe. The TWG's technical input helps inform and guide public, stakeholder, and partner engagement. The technical work, coupled with this engagement and the General Plan Update process will lead to an updated, long-term vision for the City, which the Mayor and Governing Body will consider in their roles as decision-makers representing the Santa Fe community and by the Planning Commission as an advisory body to the Governing Body on this General Plan Update.

**Roles and Responsibilities**

- The TWG will provide input, insight and improvement throughout the creation of the General Plan.
- The TWG will advise the project manager and consultant team as they strive to ensure that the General Plan Update is inclusive, innovative and representative of the community. The ongoing review and input from the TWG is also intended to result in equitable outcomes across the diverse communities of Santa Fe.
- The TWG will authentically engage with City staff and their consultants to lend their technical expertise and deep local knowledge of the technical topics.
- The TWG will commit to the project schedule set forth in the Public Engagement and Communications Plan, attending meetings consistently, responding to inquiries from staff in a timely manner. To help the staff and consultant team address comments as efficiently as possible, the TWG will avoid piecemeal feedback.
- The TWG will give input to City and partner agency staff, who will separately serve as a resource for the General Plan Update project manager and consultant team. The General Plan Update project manager will make requests of City and partner agency

staff. The TWG has no authority to manage or direct any staff or consultant resources and will not have staff of its own.

**Organization and Eligibility**

The TWG includes up to 15 members, which will be facilitated by City staff and assisted- when needed- by other departments within the City as applicable. At least 10 or two-thirds of the members shall reside, work or operate a business in Santa Fe for at least one year prior to the initiation of TWG assemblage. Up to five members or one-third may live or work outside the Santa Fe City limits within Santa Fe, Los Alamos or Bernalillo Counties for at least one year prior to the initiation of TWG assemblage. Because partner agencies will specifically be engaged due to significant policy or regulatory decision-making authority affecting Santa Fe, staff of these partners may not be TWG members. TWG members may not be appointed or elected officials nor a Community Partner specifically engaged by the City, pursuant to the Planning, Engagement and Communications Plan. These eligibility criteria further efforts and maximum overall participation and engagement for the General Plan Update. The TWG is established in furtherance of the direction set forth in the adopted Governing Body Resolution initiating the General Plan Update. TWG selection will be based on a recommendation of the Planning and Land Use Director to the City Manager for their approval, after a five-day notification to the Mayor and Governing Body. The City Manager may remove a TWG member for failure to conform to this charter, City policies or applicable law.

**Expectations**

*Members of the TWG will interact with each other, City staff and the public with respect, integrity and honesty.*

To the public: TWG members are one of many ambassadors of the General Plan update, representing the process and considering the opinions of all who participate in the process.

To the City: TWG members are experienced and knowledgeable in the Attachment #1 topics, helping inform the planning process, whose technical input is considered. The TWG's input is helpful to the success of the General Plan update; however, not all suggestions and requests can or will be integrated into the final draft, as the TWG's role is focused on technical support rather than crafting policy. Decisions on the form and content of the Plan are not made by the TWG. The TWG is encouraged to openly explore share diverse information and ideas, with discussions proceeding without disruption.

TWG membership is recognized as a sacrifice of the TWG members' personal time and- if the offer of TWG participation is accepted- a commitment. It is with gratitude that the City requests of TWG members time and input. As such, TWG members are expected to attend all committee meetings consistently and commit to the duration of the planning process. This also includes attending some public engagement events and public hearings as the General Plan update progresses. Membership in the TWG is a reciprocal investment between the City and TWG members, in full acknowledgment that everyone's time is precious. Consistent tardiness or absence from meetings is disruptive to the process and may result in one's position being offered to another community member.

Discretion is expected regarding conversations held in TWG meetings as well as regarding as-yet-unreleased drafts of the General Plan before their publication.

**Procedures**

Meetings will be offered in a hybrid format, in-person at City Hall and online via Zoom or Microsoft Teams. Attendance will be recorded and retained for process records.

Minutes/notes will be taken and then emailed to the TWG following each meeting, with the request to review and augment or correct as needed.

Public records laws and policies may apply to the products of the TWG.

Public notice of TWG meetings will be provided 72 hours in advance on the www.SantaFeForward.org website.

Public may observe the meetings, however, no public comment is permitted, as this group supports City staff, not Boards, Commissions or elected bodies.

The City's project manager or designee shall facilitate the TWG meetings. No TWG officers will be selected or appointed.

**Ground Rules**

- Listen carefully and respectfully with the intent of understanding.
- Let others finish before speaking; let others speak once before speaking twice.
- Focus questions and comments on the agenda topic and meeting purpose.
- Seek to find common ground.
- Minimize distractions during meetings by refraining from multi-tasking.

Santa Fe Forward

Embracing Our Heritage • Empowering Our Future

Fortaleciendo Nuestro Futuro
Santa Fe Avanzando

# The City of Santa Fe's General Plan Update

## Overview and Initiation

29 January 2025

CITY OF SANTA FE

# Project Team

## City of Santa Fe

Santa Fe, New Mexico

CITY OF SANTA FE

## WSP USA

Global consulting firm with local presence in New Mexico. Expertise in community development and infrastructure.

wsp

## Leland Consulting Group

Provide deep expertise in the strategic, market, financial, and economic elements of Santa Fe.

DESIGNWORKSHOP

## Design Workshop

Support land use and urban design for preservation, creating opportunities, activity centers, and the natural environment.

# Overview

- Purpose, Need, and Benefits
- Work Plan and Project Team
- Assessment Report Outline
- Public Engagement and Communications
- Next Steps



# Why Update the General Plan?

## Purpose:

- Establishes a collective vision for Santa Fe
- Foundational policy guide to set priorities and values
- Lays out long-term goals and implementation strategies

## Need:

- Some priorities and needs have changed
- Capitalize on opportunities
- Address challenges from an evolving world

## Benefits:

- A consensus vision and plan streamlines implementation and operations
- Focuses private and public investments
- Creates opportunities for all Santa Feans

# *Santa Fe Forward* General Plan Update Components

- Resilient, Sustainable & Equitable
- Respectful of Heritage, Supporting the Present & Guiding the Future

**Vision, Goals & Policies**

**Physical Form and Function**

**Economic, Social and Environment**

**Services, Facilities & Culture**

# Three-Year Work Plan

| | | |
|---|---|---|
| **STEP 1**<br>**Mobilization & Understanding** | Launch Public Engagement & Digital User Platform, Deliver Assessment Report | 25% |
| **STEP 2**<br>**Vision & Goals** | Build Public Awareness, Affirm and Develop Vision & Goals | 20% |
| **STEP 3**<br>**Scenario Planning** | Facilitate Community Feedback on Potential Scenarios | 20% |
| **STEP 4**<br>**Development of Plan** | Draft & Final Plan Developed | 20% |
| **STEP 5**<br>**Work Program & Funding Plan** | Identify Resources to Implement & Integrate Equity Guidelines | 10% |
| **STEP FORWARD**<br>**Governing Body Action, Implementation, & Evaluation** | Final Action/Action | 5% |
| **STEP ONGOING**<br>**Administrative Coordination, Engagement & Communication** | Project Website Updates, Social Media Campaigns, Individual Interested Party Briefings | Continuous |

# Assessment Report

Comprehensive review of Santa Fe's existing conditions, trends, and community input, building on prior work since 1999 to inform the General Plan Update.



## Key Components:

- Foundational information and summary of existing conditions
- Public input
- Issues and community needs that emerged
- Policy recommendations

# Assessment Report Topics

1. Demographics
2. Land Use, Neighborhoods, and Housing
3. Historical and Cultural Resources
4. Arts and Culture
5. Economic Development
6. Transportation
7. Community Services and Facilities
8. Natural Resources, Resilience, and Climate Change
9. Governance

# Public Engagement & Communications Launch

Broad, Equitable, Bilingual, & Collaborative Engagement for All of Santa Fe

- **Community Partners Program**
- **Technical Working Group & Interested Party Briefings**
- **Open Houses, Community Conversations, & Tabling Events**
- **Interactive Project Website, Social Media, & Visual Communications**
- **Alignment and collaboration with the Land Development Code Update**



# Community Partner Program

- 501(c)(3)-affiliated community-based organizations
- Representative of diverse and equity-focused groups and organizations
- Compensated through micro-grants
- Roles/expectations
  - Engagement events
  - Community conversations
  - Community ideas and information
  - Co-analyze policies and technical work
  - Enhance public participation/ensure inclusive representation



# Technical Working Group

Group of diverse, knowledgeable stakeholders providing technical input on topics being studied and the engagement process.



## Key Components:

- Up to 15 members who reside, work or operate a business in Santa Fe and surrounding area
- Operates as a technical reference group, no authority over staff or resources
- Input for project team in creating an inclusive, equitable, and community-centered plan







# *Moving Forward Together*




# Thank You.

# City of Santa Fe, New Mexico

# memo

**DATE:** January 29, 2025

**TO:** Governing Body

**VIA:** Heather L. Lamboy, AICP, Land Use Director
Maggie Moore, Assistant Land Use Director
Daniel A. Esquibel, Planning Manager

**FROM:** Janice Biletnikoff, AICP, Long-Range Strategic Planner *JIB*

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1. Santa Fe Forward: General Plan Update Briefing

Purpose:

This item is an update on "Santa Fe Forward," the City's General Plan Update (GPU). The presentation will outline the initial stages of the project, including the project team, the purpose and benefits of the General Plan Update, an overview of the Assessment Report, and the Public Engagement and Communications Plan. This presentation marks the kickoff of public engagement efforts. No action is required, as this is an information item on the agenda.

Background:

Santa Fe's General Plan, first adopted in 1972 and last updated in 1999, serves as the City's long-range framework for land use, development, and community priorities. While many foundational themes remain relevant, the plan requires revision, as was directed by the Governing Body in 2023. This will include an actionable framework to address today's contemporary challenges, including climate change, housing affordability, technology, social equity, and more. The update will align with recent planning efforts and integrate public input to ensure a cohesive approach to Santa Fe's future.

Santa Fe Forward - General Plan Update Objectives:

- Update data, demographics, and current conditions for relevance to Santa Fe's evolving needs.
- Incorporate short- and long-term community priorities, informed by a robust public engagement plan.
- Address contemporary challenges while honoring cultural, environmental, and historic heritage.
- Coordinate with ongoing projects, including the Land Development Code (LDC) Update. The LDC Update will provide restructured zoning and development regulations that align with the updated General Plan.

Next Steps:

- Public Engagement Kickoff: Launch of outreach activities, including digital platforms and initial events to gather community input.

- Developing the Assessment Report: Compiling a comprehensive report that informs the General Plan update by analyzing current conditions, trends, opportunities and challenges.

ATTACHMENTS:

Attachment 1: Governing Body Presentation
Attachment 2: Public Engagement and Communications Plan
Appendix A: Community Partner Program Policy
Appendix B: Technical Working Group Charter

**Agenda**

**Special Meeting of the Governing Body**
**January 9, 2025 at 7:30 PM**
**City Council Chambers, City Hall**
**200 Lincoln Avenue**

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## Procedures for Governing Body Meeting

**Viewing:** Members of the public may view the meeting through the Government Channel on Comcast Channel 28 and Comcast HD928 or may stream the meeting live on the City of Santa Fe's YouTube channel. The YouTube live stream can be accessed from most smartphones, tablets, or computers.

The video recording of this and all past meetings of the Governing Body will also remain available for viewing at any time on the City's YouTube channel. Staff is available to help members of the public access pre-recorded Governing Body meetings online at any time during normal business hours. Please call 955-6521 for assistance.

**Radio Broadcast:** The meeting can be heard on radio station KSFR 101.1.

**Written Public Comment:** Members of the public may submit written comments on legislation by clicking this link: https://santafenm.gov/city-clerk-community-engagement/city-clerk-1/governing-body-public-comment

**Live Public Comment:** Members of the public may provide public comment in person during Petitions from the Floor, Public Comment, Final Action on Legislation, or Public Hearings.

**Virtual Public Comment:** To provide public comment during Public Comment, Final Action on Legislation, or Public Hearings virtually, you must join the Zoom meeting by internet or phone, using the following link: https://santafenm-gov.zoom.us/j/88387330393.

- Internet: Join the Zoom meeting on the internet using a computer, laptop, smartphone, or tablet. Attendees should use the "Raise Hand" function to be recognized by the Mayor to speak at the appropriate time.
- Phone: To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: US: 1 (346) 248-7799 - Webinar ID: **883 8733 0393**. Phone attendees should press *9 to use the "Raise Hand" function to be recognized by the Mayor to speak at the appropriate time.

1. Call to Order
2. Pledge of Allegiance
    a. Councilor Lee Garcia
3. Salute to the New Mexico Flag
    a. Councilor Cassutt
4. Invocation and Rememberances
    a. Councilor Castro
5. Roll Call
6. Approval of Agenda
7. Action Items: Discussion Agenda
    a. Request for Approval of an Agreement with Santa Fe County for Inmate Confinement at the Santa Fe County Adult Detention Facility in the Total Amount of $4,800,000 for a Four-Year Term. (Benjamin Valdez, Deputy Police Chief, bpvaldez@santafenm.gov)

        1. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of $600,000 to the Detention Center Fund Using Prior Year Gross Receipts Tax Revenue Earned Over Budgeted Estimates to Fund Increased Costs in the Inmate Confinement Agreement.

        **Committee Review:**
        Governing Body: 12/11/2024
8. Public Hearings (Land Use Cases, Appeals and Other Items Required to Have a Public Hearing)
    a. **Appeal Nos. 2024-8995-APPL and 2024-8996-APPL of Case # 2023-7662.** Appellant, Brian Nenninger, Orion-West LLC, Agent for Bungalows on Cerrillos, LLC, Appeals the Planning Commission's Decisions to Deny a Setback Variance and a Slope Variance for a Proposed, Multi-Family Housing Development, Located at the Northwest Corner of Cerrillos Road and West I-25 Frontage Road. (Rebecca Mnuk-Herrmann, Assistant City Attorney, ramnukherrmann@santafenm.gov)
    b. CONSIDERATION OF A RESOLUTION. **General Plan Amendment. Case #2024-7898.** A Resolution to Amend the General Plan Future Land Use Map

Designation for Las Soleras Tracts 21 and 26, +/- 8.18 acres, and for Tracts 23 and 24, +/- 13.45 Acres, from Commercial Office Use to Community Commercial. (Dan Esquibel, Case Manager daesquibel@santafenm.gov)

c. CONSIDERATION OF A RESOLUTION. **General Plan Amendment. Case #2024-8852.** A Resolution to Amend the General Plan Future Land Use Designation for Las Soleras Tract 19, +/- 9.11 Acres, Located Southwest of the Walking Rain Road / Beckner Road Roundabout, from Transitional Mixed Use to Community Commercial. (Dan Esquibel, Case Manager daesquibel@santafenm.gov)

d. CONSIDERATION OF A RESOLUTION. **General Plan Amendment. Case #2024-8854.** A Resolution to Amend the General Plan Future Land Use Designation for Las Soleras Tract 20, +/-10.70 Acres, Located South of the Rail Runner Loop from Commercial Business Use to Community Commercial. (Dan Esquibel, Case Manager daesquibel@santafenm.gov)

e. CONSIDERATION OF A RESOLUTION. **Master Plan Amendment. Case #2024-7899.** A Resolution to Amend the Las Soleras Master Plan Land Use Designations on Tracts 19, 20, 21, 23, 24 and 26, to be Consistent with the Proposed Rezoning's from MU (Mixed Use), BIP (Business Industrial Park), and C-1 (General Office) to C-2 (General Commercial), and to Reduce the Width of the Utility and Trail Corridor (La Rambla Trail) from 90 Feet to 45 Feet on the South Side of Beckner Road. (Dan Esquibel, Case Manager daesquibel@santafenm.gov)

f. CONSIDERATION OF BILL NO. 2025-01. ADOPTION OF ORDINANCE NO. 2025-____. **Rezoning. Case #2024-7900.** A Bill to Rezone Las Soleras Tracts 21 and 26, +/- 8.18 Acres, Located at the Southeast Quadrant of the Las Soleras / Beckner Road Roundabout, and Tracts 23 and 24, +/-13.45 Acres, Located at the Southeast Quadrant of the Las Soleras / Beckner Road Roundabout, from C-1 (General Office) to C-2 (General Commercial). (Dan Esquibel, Case Manager daesquibel@santafenm.gov)

g. CONSIDERATION OF BILL NO. 2025-02. ADOPTION OF ORDINANCE NO. 2025-____. **Rezoning. Case #2024-8853**. To Rezone Las Soleras Tract 19, +/-9.11 Acres, Located Southwest of the Walking Rain Road / Beckner Road Roundabout, from MU (Mixed Use) to C-2 (General Commercial). (Dan Esquibel, Case Manager daesquibel@santafenm.gov)

h. CONSIDERATION OF BILL NO. 2025-03. ADOPTION OF ORDINANCE NO. 2025-____. **Rezoning. Case #2024-8855**. A Bill to rezone Las Soleras Tract 20, +/-10.70 acres located southwest of the Walking Rain Road / Beckner Road roundabout, from BIP (Business Industrial Park) to C-2 (General Commercial). (Dan Esquibel, Case Manager daesquibel@santafenm.gov)

9. Matters from the City Attorney

a. EXECUTIVE SESSION

In Accordance with the New Mexico Open Meetings Act, NMSA 1978, Subparts (H)(2) and (7) of Section 10-15-1, Limited Personnel Matters and Attorney-Client Privileged Discussion of Pending and Threatened Litigation, in Particular the Status of the Administrative Investigation of Utilities Department Director John Dupuis and the City Manager Selection Process; and the case *Union Protectiva de Santa Fe vs. Mayor Alan Webber and the City of Santa Fe*, D-101-CV-2021-01373. (Erin K. McSherry, City Attorney: ekmcsherry@santafenm.gov)

10. Adjourn

Closed captions are provided for this meeting. Persons with disabilities in need of additional accommodations, contact the City Clerk's office at 505-955-6521, five (5) working days prior to meeting date.

**SUMMARY OF ACTION**
**SPECIAL MEETING OF THE GOVERNING BODY**
**THURSDAY, JANUARY 9, 2025, 7:30 PM**
**COUNCIL CHAMBERS, CITY HALL**
**200 LINCOLN AVENUE, SANTA FE, NEW MEXICO**

| | | | |
|---|---|---|---|
| 1. | Call To Order | Convened at 7:30 pm | 3 |
| 2. | Pledge of Allegiance | Councilor Romero-Wirth | 3 |
| 3. | Salute to the NM Flag | Councilor Cassutt | 3 |
| 4. | Invocation and Remembrances | Councilor Lindell | 3 |
| 5. | Roll Call | Quorum | 3-4 |
| 6. | Approval of Agenda | Approved | 4 |
| 7. | Public Hearing | | |
| | a. Approval of Agreement | Approved | 4 |
| 8. | Public Hearing | | |
| | a. Appeal No. 2024-8995 and 2024-8996 | Denied | 4-6 |
| | b. Resolution No. 2024-7898 | Approved | 6 |
| | c. Resolution 2024-8852 | Approved | 6-7 |
| | d. Resolution 2024-8854 | Approved | 7 |
| | e. Resolution 2024-8854 | Approved as Amended | 7-8 |
| | f. Bill No. 2025-01 | Approved | 8 |
| | g. Bill No. 2025-02 | Approved | 8-9 |
| | h. Bill No. 2025-03 | Approved | 9 |
| 7. | Matters From the City Attorney | | |
| | a. Executive Session | Held | 9-10 |
| 9. | Adjourn | Adjourned at 1:28 am | 10 |

**SPECIAL MEETING OF THE GOVERNING BODY**
**THURSDAY, JANUARY 9, 2025, 7:30 PM**
**COUNCIL CHAMBERS, CITY HALL**
**200 LINCOLN AVENUE, SANTA FE, NEW MEXICO**

## 1. CALL TO ORDER

The special meeting of the Governing Body was called to order by Mayor Webber at 7:30 pm, on Thursday, January 9, 2025, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

## 2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilor Lee Garcia.

## 3. SALUTE TO THE NEW MEXICO FLAG

The salute to the New Mexico Flag was led by Councilor Cassutt.

## 4. INVOCATION AND REMEMBRANCES

The invocation was given by Councilor Castro.

A moment of silence and remembrances were given.

## 5. ROLL CALL

**MEMBERS PRESENT**
Mayor Alan Webber
Councilor Alma Castro
Councilor Amanda Chavez
Councilor Signe Lindell
Councilor Jamie Cassutt, via Zoom
Councilor Pilar Faulkner
Councilor Lee Garcia
Councilor Michael Garcia
Councilor Romero-Wirth

**MEMBERS EXCUSED**

**OTHERS PRESENT**
Randy Randall, Interim City Manager
Erin McSherry, City Attorney

Andrea Salazar, City Clerk
Elizabeth Martin, Stenographer

## 6. APPROVAL OF AGENDA

**MOTION** A motion was made by Councilor Romero-Wirth, seconded by Councilor Faulkner, to approve the agenda as presented.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lee Garcia, yes; Councilor Michael Garcia, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Lindell, yes; Councilor Faulkner, yes; Councilor Cassutt, yes; Councilor Romero-Wirth, yes; Mayor Webber, yes.

## 7. ACTION ITEMS: DISCUSSION AGENDA

### A. REQUEST FOR APPROVAL OF AN AGREEMENT WITH SANTA FE COUNTY FOR INMATE CONFINEMENT AT THE SANTA FE COUNTY ADULT DETENTION FACILITY IN THE TOTAL AMOUNT OF $4,800,000 FOR A FOUR-YEAR TERM.

**MOTION** A motion was made by Councilor Romero Wirth, seconded by Councilor Faulkner, to approve the agreement request.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Faulkner, yes, Mayor Webber, yes.

## 8. PUBLIC HEARINGS (LAND USE CASES, APPEALS AND OTHER ITEMS REQUIRED TO HAVE A PUBLIC HEARING)

### A. APPEALS NOS. 2024-8995-APPL AND 2024-8996-APPL OF CASE # 2023-7662.

**APPELLANT, BRIAN NENNINGER, ORION-WEST LLC, AGENT FOR BUNGALOWS ON CERRILLOS, LLC, APPEALS THE PLANNING COMMISSION'S DECISIONS TO DENY A SETBACK VARIANCE AND A SLOPE VARIANCE FOR A PROPOSED, MULTI-FAMILY HOUSING DEVELOPMENT, LOCATED AT THE NORTHWEST CORNER OF CERRILLOS ROAD AND WEST I-25 FRONTAGE ROAD**
**Public Comment as part of the Public Hearing:**
**all of the speakers were sworn in**

**Darla Frantz.** Ms. Frantz spoke to the lateness of the public comment and the neighborhood not being listened to.

**Joan Dickerson.** Ms. Dickerson spoke to her concerns about street racing and crime. She opposes the C2 designation.

**Lorane Laswell.** Ms. Laswell spoke against the C2 designation.

**Name Unheard.** The speaker spoke against the C2 designation.

**Lilliemae Ortiz.** Ms. Ortiz spoke against the C2 designation.

**Gary Laswell.** Mr. Laswell about having guardrails on businesses and on the C2 designation.

**Dr. Philip Shields.** Dr. Shields stated that the Restaurant and the Medical School will add to the security.

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Cassutt, to deny the appeal of both appeals, Nos 2024-8995-APPL and 2024-8996-APPL, affirming the Commission's decision to deny the variances, and to direct staff to prepare the Findings of Fact and Conclusions of Law.

**VOTE** The motion passed on a roll call vote of 7 yes, 1 no, as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, no; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Faulkner, yes, Mayor Webber, yes.

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Faulkner, to suspend the rules to continue the meeting past 11:30 pm.

**VOTE** The motion failed on a roll call vote of 5 no, 4 yes, as follows:

Councilor Chavez, no; Councilor Cassutt, yes; Councilor Lindell, no; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, no; Councilor Faulkner, no, Mayor Webber, yes.

**MOTION** A motion was made by Councilor Lindell (who voted in the majority), seconded by Councilor Chavez, to reconsider the motion to suspend the rules and to continue the meeting past 11:30 pm.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Chavez, to suspend the rules and to continue the meeting past 11:30 pm.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**B. CONSIDERATION OF A RESOLUTION. GENERAL PLAN AMENDMENT. CASE #2024-7898. A RESOLUTION TO AMEND THE GENERAL PLAN FUTURE LAND USE MAP DESIGNATION FOR LAS SOLERAS TRACTS 21 AND 26, +/- 8.18 ACRES, AND FOR TRACTS 23 AND 24, +/- 13.45 ACRES, FROM COMMERCIAL OFFICE USE TO COMMUNITY COMMERCIAL.**

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Faulkner, to approve the Resolution for General Plan Amendment Case #2024-7898.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**C. CONSIDERATION OF A RESOLUTION. GENERAL PLAN AMENDMENT. CASE #2024-8852. A RESOLUTION TO AMEND THE GENERAL PLAN FUTURE LAND USE DESIGNATION FOR LAS SOLERAS TRACT 19, +/- 9.11 ACRES, LOCATED SOUTHWEST OF THE WALKING RAIN ROAD/BECKNER ROAD ROUNDABOUT, FROM TRANSITIONAL MIXED USE TO COMMUNITY COMMERCIAL.**

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Faulkner, to approve the Resolution for General Plan Amendment Case #2024-8852.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**D. CONSIDER OF A RESOLUTION. GENERAL PLAN AMENDMENT. CASE #2024-8854. A RESOLUTION TO AMEND THE GENERAL PLAN FUTURE LAND USE DESIGNATION FOR LAS SOLERAS TRACT 20, +/- 10.70 ACRES, LOCATED SOUTH OF THE RAIL RUNNER LOOP FROM COMMERCIAL BUSINESS USE TO COMMUNITY COMMERCIAL.**

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Faulkner, to approve the Resolution for General Plan Amendment Case #2024-8854.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**E. CONSIDERATION OF A RESOLUTION. MASTER PLAN AMENDMENT. CASE #2024-7899. A RESOLUTION TO AMEND THE LAS SOLERAS MASTER PLAN LAND USE ON TRACTS 19,20,21,23,24 AND 26, TO BE CONSISTANT WITH THE PROPOSED REZONING'S FROM MU (MIXED USE), BIP (BUSINESS INDUSTRIAL PARK), AND C-1 (GENERAL OFFICE) TO C-2 (GENERAL COMMERCIAL), AND TO REDUCE THE WIDTH OF THE UTILITY AND TRAIL CORRIDOR (LA RAMBLA TRAIL) FROM 90 FEET TO 45 FEET ON THE SOUTH SIDE OF BECKNER ROAD.**

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Faulkner, to approve the Master Plan Amendment case #2024-7899, with the condition that the following businesses will not be allowed:

Gas Stations; Auto Body and Automotive Service; Bars that are not associated with a restaurant serving food; Cannabis Production, Manufacturing or retail; 24 Hour Restaurants.

**DISCUSSION** The opening and closing times for businesses were discussed.

**WITHDRAWAL** Councilors Chavez and Faulkner withdrew their motion and second.

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Chavez, to approve the Resolution for the Master Plan Amendment case #2024-7899, with the following two conditions: that the following businesses will not be allowed: Gas Stations; Auto Body and Automotive Service; Bars that are not associated with a restaurant serving food; Cannabis Production, Manufacturing or retail; 24 Hour Restaurants; and that the operating hours allowed for the entities locating in this area will be from 5:00 am to 11:00 pm.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**VOTE ON MAIN MOTION** The motion to approve as amended passed on a roll call vote as follows:

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**F. CONSIDERATION OF BILL NO. 2025-01. ADOPTION OF ORDINANCE NO. 2025-_____. REZONING. CASE #2024-7900. A BILL TO REZONE LAS SOLERAS TRACTS 21 AND 26, +/- 8.18 ACRES, LOCATED AT THE SOUTHEAST QUADRANT OF THE LAS SOLERAS/BECKNER ROAD ROUNDABOUT, FROM C-1 (GENERAL OFFICE) TO C-2 (GENERAL COMMERCIAL).**

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Castro, to approve Bill No. 2025-01.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**G. CONSIDERATION OF BILL NO. 2025-02. ADOPTION OF ORDINANCE NO. 2025-_____. REZONING. CASE #2024-8853. TO**

**REZONE LAS SOLERAS TRACT 19, +/- 9.11 ACRES, LOCATED SOUTHWEST OF THE WALKING RAIN ROAD/BECKNER ROAD ROUNDABOUT, FROM MU (MIXED USE) TO C-2 (GENERAL COMMERCIAL).**

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Faulkner, to approve Bill No. 2025-02.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**H. CONSIDERATION OF BILL NO. 2025-03. ADOPTION OF ORDINANCE NO. 2025-_____. REZONING. CASE #2024-8855. A BILL TO REZONE LAS SOLERAS TRACT 20, +/- 10.70 ACRES LOCATED SOUTHWEST OF THE WALKING RAIN ROAD/BECKNER ROAD ROUNDABOUT, FROM BIP (BUSINESS INDUSTRIAL PARK) TO C-2 (GENERAL COMMERCIAL).**

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Faulkner, to approve Bill No. 2025-03.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Chavez, to postpone the Executive Session to the next Governing Body on January 15, 2025.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Chavez, yes; Councilor Cassutt, yes; Councilor Lindell, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, no; Councilor Castro, yes; Councilor Romero-Wirth, yes, Councilor Faulkner, yes, Mayor Webber, yes.

## 9. MATTERS FROM THE CITY ATTORNEY

### A. EXECUTIVE SESSION

**IN ACCORDANCE WITH THE NEW MEXICO OPEN MEETINGS ACT, NMSA 1978, SUBPARTS (H)(2) AND (7) OF SECTION 10-15-1, LIMITED PERSONNEL MATTERS AND ATTORNEY-CLIENT PRIVILEGED DISCUSSION OF PENDING AND THREATENED LITIGATION, IN PARTICULAR THE STATUS OF THE ADMINISTRATIVE INVESTIGATION OF UTILITIES DEPARTMENT DIRECTOR JOHN DUPUIS AND THE CITY MANAGER SELECTION PROCESS; AND THE CASE *UNION PROTECTIVA DE SANTA FE VS. MAYOR ALAN WEBBER AND THE CITY OF SANTA FE,* D-101-CV-2021-01373.**

This item was postponed to the Governing Body on January 15, 2025.

**10. ADJOURN**

There being no further business before the Governing Body, the meeting adjourned at 1:58 am.

Approved By:

_____
Mayor Alan Webber

Attested To By:

_____
Andrea Salazar, City Clerk

Respectfully Submitted By:

Elizabeth Martin

Elizabeth Martin (Jan 22, 2025 14:03 MST)

Elizabeth Martin, Stenographer

# 01-09-25 Special Governing Body Meeting

Final Audit Report 2025-01-22

| | |
|---|---|
| Created: | 2025-01-22 |
| By: | XAVIER VIGIL (xivigil@santafenm.gov) |
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## "01-09-25 Special Governing Body Meeting" History

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**Agenda**

**Regular Meeting of the Governing Body**
**January 15, 2025 at 4:40 PM**
**City Council Chambers, City Hall**
**200 Lincoln Avenue**

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## Procedures for Governing Body Meeting

**Viewing:** Members of the public may view the meeting through the Government Channel on Comcast Channel 28 and Comcast HD928 or may stream the meeting live on the City of Santa Fe's YouTube channel. The YouTube live stream can be accessed from most smartphones, tablets, or computers.

The video recording of this and all past meetings of the Governing Body will also remain available for viewing at any time on the City's YouTube channel. Staff is available to help members of the public access pre-recorded Governing Body meetings online at any time during normal business hours. Please call 955-6521 for assistance.

**Radio Broadcast:** The meeting can be heard on radio station KSFR 101.1.

**Written Public Comment:** Members of the public may submit written comments on legislation by clicking on the comment bubble to the right of the meeting on the public portal until 5 p.m. the day before the meeting.

**Live Public Comment:** Members of the public may provide public comment in person during Petitions from the Floor, Public Comment, Final Action on Legislation, or Public Hearings.

**Virtual Public Comment:** To provide public comment during Petitions from the Floor, Public Comment, Final Action on Legislation, or Public Hearings virtually, you must join the Zoom meeting by internet or phone using the following link: https://santafenm-gov.zoom.us/j/82022853672.

- Internet: Join the Zoom meeting on the internet using a computer, laptop, smartphone, or tablet. Attendees should use the "Raise Hand" function to be recognized by the Mayor to speak at the appropriate time.
- Phone: To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: US: 1 (346) 248-7799 - Webinar ID: **820 2285 3672**. Phone attendees should press *9 to use the "Raise Hand" function to be recognized by the Mayor to speak at the appropriate time.

1. Recognition

a. Special Award Presented by Kiwanis Club of Santa Fe to Police Capitan Amanda Montano and Special Events Coordinator Barbara Lopez for their Outstanding Efforts in Ensuring the Safety and Success of the 100th Burning of Zozobra. (Raymond G. Sandoval, Zozobra Event Chairman)

2. Call to Order

3. Roll Call

4. Pledge of Allegiance

   a. Councilor Lindell - ,

5. Salute to the New Mexico Flag

   a. Councilor Romero-Wirth - ,

6. Invocation and Rememberances

   a. Councilor Lee Garcia - ,

7. Approval of Agenda

8. Approval of Consent Agenda

9. Presentations

10. Action Items: Consent Agenda

    a. Request for Approval of the December 11, 2024 Regular Governing Body Meeting Minutes. (Geralyn Cardenas, Assistant City Clerk; gfcardenas@santafenm.gov)

       **Committee Review:**
       Governing Body: 01/15/2025

    b. Request for Approval of a Budget Amendment Resolution (BAR) from the CIP Construction to Return Funds from CIP Community Development to the Affordable Housing Trust Fund for the Lamplighter Project in the Amount of $105,027. (Johanna Nelson, Economic Development Director and Affordable Housing Interim Director, jcnelson@santafenm.gov)

       **Committee Review:**
       Quality of Life Committee: 01/08/2025
       Finance Committee: 01/13/2025
       Governing Body: 01/15/2025

    c. Request for Approval of a Budget Amendment Resolution (BAR) in the Total

Amount of $4,109,145 from the Wastewater Utility Cash Balance to the Repair and Maintenance Expenditures to Fund a Contract with AAC Construction to Bring the Paseo Real Wastewater Reclamation Facility to Compliance from Violations of the Clean Water Act. (Paul F. Heerbrandt, Engineer Supervisor: pfheerbrandt@santafenm.gov)

**Committee Review:**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

d. Request for Approval of a General Services Contract with B&D Industries in the Total Amount of $477,016.30 for Replacement of Heating and Cooling Units at the Southside Library with a Term Ending June 30, 2026. (Spencer Schwartz, Public Works Project Manager; smschwartz@santafenm.gov)

**Committee Review:**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

e. Request for Approval of a General Services Contract with B&D Industries in the Total Amount of $1,000,000 for On-Call Plumbing, Mechanical, and HVAC Services at Genoveva Chavez Community Center with a Term Ending June 30, 2028. (Spencer Schwartz, Public Works Project Manager; smschwartz@santafenm.gov)

**Committee Review:**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

f. Request for Approval of the New Mexico Department of Finance and Administration General Fund 93100 Capital Appropriation Project Grant Agreement 24-I3145 in the Total Amount of $175,000 for Renovations to El Museo Cultural de Santa Fe Facility with a Reversion Date of June 30, 2028. (Tim Farrell, Public Works Property Development Manager; tgfarrell@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate $175,000 from the 2024 Capital Appropriation to FY25 Revenue and Expenses for the Santa Fe Railyard.

**Committee Review:**

Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

g. Request for Approval of the New Mexico Department of Finance and Administration Capital Appropriation Project Grant Agreement 24-I3144 in the Total Amount of $100,000 for the Railyard Performance Center Facility Improvements with a Reversion Date of June 30, 2028. (Tim Farrell, Public Works Property Development Manager; tgfarrell@santafenm.gov).

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate $100,000 from the 2024 Capital Appropriation to FY25 Revenue and Expenses for the Santa Fe Railyard.

**Committee Review:**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

h. Request for Approval of the New Mexico Department of Finance and Administration General Fund 93100 Capital Appropriation Project Grant Agreement 24-I4219, in the Total Amount of $126,950 for Renovations to El Museo Cultural de Santa Fe Facility with a Reversion Date of June 30, 2026. (Tim Farrell, Public Works Property Development Manager; tgfarrell@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate $126,950 from the 2024 Capital Appropriation to FY25 Revenue and Expenses for the Santa Fe Railyard.

**Committee Review:**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

i. Requests for Approval of Amendment No. 1 to Item #23-0010 with Kiwanis Club of Santa Fe to Increase Compensation in the Amount of $90,000 for a New Total Amount of $390,000 for Reducing the Reliance on Private Business Sponsorship to Support the New Year's Eve and Dias de los Muertos Events. (Jordan Guenther, TSF Interim Executive Director jguenther@santafenm.gov)

**Committee Review:**
Quality of Life Committee: 01/08/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

j. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $286,560 to Increase WIP Construction Using Funds Budgeted in Miscellaneous Revenue During FY24. (Kelly Bynon, Administrative Manager; kabynon@santafenm.gov)

**Committee Review:**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

k. Request for Approval of New Mexico Department of Finance and Administration (DFA) General Fund 93100 Capital Appropriation Project Agreement for $250,000 to Purchase and Install Self-Contained Breathing Apparatus for the Fire Department with a Reversion date of June 30, 2026. (Sten Johnson, Assistant Fire Chief, sajohnson@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $250,000 from the DFA Grant into FY25 Fire Department Revenue and Safety Equipment Expenses.

**Committee Review:**
Public Works & Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

l. Request for Approval of a United States Department of Justice Bureau of Justice Assistance Grant for $300,000 to Purchase and Install a New Vehicle and Data Processing Equipment with a Reversion date June 30, 2027. (Sten Johnson, Assistant Fire Chief; sajohnson@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of $300,000 from the DOJ Grant into FY25 Fire Department Revenue.

**Committee Review:**
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

m. Request for Approval of the Certification for Allocation 22-ZG1016-48 with New Mexico Department of Finance and Administration for Recruitment and Retention Stipends for Law Enforcement Officers at the Santa Fe Police Department in the Amount of $56,250 for FY25. (Ben Valdez, Deputy Chief of Police, bpvaldez@santafenm.gov)

**Committee Review:**
Quality of Life Committee: 01/8/2025
Finance Committee: 01/13/2025

Governing Body Committee: 01/15/2025

n. Request for Approval of Amendment No. 1 to Intergovernmental Services Agreement with New Mexico Economic Development Department to Extend the Performance Period to June 30, 2025. (Johanna Nelson, Office of Economic Development Director: jcnelson@santafenm.gov and Chelsey Johnson, Arts and Culture Director: cxjohnson@santafenm.gov)

**Committee Review:**
Quality of Life Committee: 01/08/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2024

o. Request Approval to Purchase a Rapid HIT ID DNA Machine from Fisher Scientific in the Total Amount of $207,205.50. (Paul Joye, Chief of Police, pmjoye@santafenm.gov)

**Committee Review:**
Quality of Life Committee: 01/08/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

p. Request for Approval of Amendment No. 1 to Intergovernmental Services Agreement Item #24-0555 with New Mexico Aging and Long-Term Services Department to Adjust Scope of Work Reducing 2.25 Volunteer Service Years from the Senior Companion Program and Allocating 2.25 Volunteer Service Years to the Care Companion Program. (Theresa Trujillo, In-Home Support Services Supervisor; tptrujillo@santafenm.gov)

**Committee Review:**
Quality of Life Committee: 01/08/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

q. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of $183,874 from the Water Enterprise Cash Fund to Water WIP Design for Water-Related Engineering Services. (Clinton Peterson, Engineer Associate; cdpeterson@santafenm.gov)

**Committee Review:**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

r. Request for Approval of Amendment No. 1 to Legal Services Contract Item

#23-0415 with Stein & Brockmann, P.A. to Increase Compensation by $324,562.50 for a New Total Amount of $389,475 and to Extend the Term to June 30, 2027 for Addressing Recent Legal Challenges Related to the Division's Work for the San Juan Chama Return Flow Pipeline Project. (Bill Schneider, Water Resources Coordinator; whschneider@santafenm.gov)

**Committee Review:**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

s. Request for Approval of Construction Contract with Vital Consulting Group LLC in the Total Amount of $7,182,098.05 Including NMGRT to Complete a Two-Phased Demolition and Reconstruction of the Terminal Ramp at the Santa Fe Regional Airport for a Four-Year Term. (Sebastian Gallegos, Project Administrator; sfgallegos@santafenm.gov; James Harris, Airport Manager; jcharris@santafenm.gov)

**Committee Review**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

t. Request for Approval of a Wheeling Rate Agreement with Santa Fe County for Water "Wheeled" through the City's Water Transmission and Distribution Network to Reach the County Utility System. (Jesse Roach, Water Division Director; jdroach@santafenm.gov)

**Committee Review:**
Public Works and Utilities Committee: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

u. Request for Approval of Amendment No. 3 to Item #21-0659 with Insight Public Sector to Increase Compensation in the Amount of $1,032,885.48 for a New Total Amount of $3,928,004.70 for Microsoft 365 Products and Services. (Eric Candelaria, ITT Department Director, edcandelaria@santafenm.gov)

**Committee Review:**
Quality of Life Committee: 01/08/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

v. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $1,570,927 to Increase Fiscal Year 2025 Expenditures Using U.S. Department of Transportation Federal Aviation Administration Grant Funding.

(James Harris, Airport Manager; jcharris@santafenm.gov and Kelly Bynon, Administrative Manager; kabynon@santafenm.gov)

**Committee Review:**
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

w. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $2,000,000 from General Fund Balance to Construction Work in Progress for Site Planning, Development, or Purchasing of a Building or Property for Non-Congregate Sheltering Solutions. (Henri Hammond-Paul, Community Health and Safety Department Director, hmhammondpaul@santafenm.gov and Julie Sanchez, Youth and Family Services Division Director, jjsanchez@santafenm.gov)

**Committee Review:**
Quality of Life Committee: 01/08/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

x. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate Gross Receipts Tax and Property Tax Administration Fees Inadvertently Omitted from the FY25 Budget. (Andy Hopkins, Budget Officer, ajhopkins@santafenm.gov)

**Committee Review:**
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

y. CONSIDERATION OF RESOLUTION NO. 2025-___. (Mayor Alan Webber) A Resolution Adopting Annual Open Meetings Act Notice Requirements for 2025. (Andréa Salazar, City Clerk; asalazar@santafenm.gov)

**Committee Review:**
Governing Body (Introduced): 12/11/2024
Public Works and Utilities Committee: 01/06/2025
Quality of Life Committee: 01/08/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

11. Action Items: Discussion Agenda

a. Recommendation to Deny **Appeal # 2024-8666 -APPL** by Karl Sommer, Agent for Ferran Properties LLC, of the Land Use Director Decision Not to Take Enforcement Action Against Mr. G's Auto Sales, LLC a/k/a Mr. G's Pro Tow, Located at 7617 Baca Lane. (Rebecca Mnuk-Herrmann, Assistant City

Attorney: ramnukherrmann@santafenm.gov)

12. Matters from the City Manager

13. Matters from the City Attorney

    a. EXECUTIVE SESSION

    In Accordance with the New Mexico Open Meetings Act, NMSA 1978, Subparts (H)(2) and (7) of Section 10-15-1, Limited Personnel Matters and Attorney-Client Privileged Discussion of Pending and Threatened Litigation, in Particular the Status of the Administrative Investigation of Utilities Department Director John Dupuis and the City Manager Selection Process; and the case *Union Protectiva de Santa Fe vs. Mayor Alan Webber and the City of Santa Fe*, D-101-CV-2021-01373. (Erin K. McSherry, City Attorney: ekmcsherry@santafenm.gov)

14. Executive Session Action Items

    a. If Desired, Direction to Appeal One or More Holdings or Remedies from the December 20, 2024, "Findings of Fact, Conclusions of Law, and Judgement of the Court", in *Santa Fe vs. Mayor Alan Webber and the City of Santa Fe*, D-101-CV-2021-01373. (Erin K. McSherry, City Attorney: ekmcsherry@santafenm.gov).

15. Matters from the City Clerk

16. Communications from the Governing Body

17. Introduction of Legislation

    a. CONSIDERATION OF RESOLUTION NO. 2025_____. (Councilor Amanda Chavez) A Resolution Authorizing Representatives and Agents for New Mexico Department of Finance and Administration, Appropriation ID Number I3321, New Mexico Department of Transportation Control Number C5243321, to Acquire Rights of Way for and to Plan, Design, and Construct a Pedestrian Underpass on Saint Michael's Drive. (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov)

    **Committee Review:**
    Governing Body (Introduced): 01/15/2025
    Public Works and Utilities Committee: 01/21/2025
    Finance Committee: 01/27/2025
    Governing Body: 01/29/2025

    b. CONSIDERATION OF RESOLUTION 2025____. (Councilor Amanda Chavez) A Resolution Authorizing Representatives and Agents for New Mexico Department of Finance and Administration, Appropriation ID Number G3165, New Mexico Department of Transportation Control Number C5223165, to Plan, Design, Construct, Landscape, and Make Phase I Improvements to Medians on Arterial and Collector Roads for the City of Santa Fe in Santa Fe County. (Regina Wheeler, Public Works Director;

rawheeler@santafe.gov )

**Committee Review:**
Governing Body (Introduced): 01/15/2025
Public Works and Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

c. CONSIDERATION OF RESOLUTION 2025___. (Mayor Alan Webber)
A Resolution Accepting a Grant from the Que Linda Beautification Program Administered by the New Mexico Department of Transportation; Entering into a Grant Agreement for a Total Amount of $95,000.00, Term Ending June 30, 2025; Identifying the City Manger or City Manager's Designee as the Signatory for the Agreement. (Jason Sharp, Santa Fe Parks Superintendent; jtsharp@santafenm.gov)

**Committee Review:**
Governing Body (Introduced): 01/15/2025
Public Works and Utilities Committee: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

18. Petitions from the Floor

    a.

19. Public Comment on Bills (First Public Comment, No Action)

20. Final Action on Legislation (Public Hearing)

    a. CONSIDERATION OF BILL 2024-12. ADOPTION OF ORDINANCE NO. 2024___. (Councilor Signe Lindell)
    A Bill Amending SFCC 1987, Section 12-3, Pertaining to the Public Display of Fireworks; Recognizing the Fire Department will Apply the International Fire Code to the Public Display of Fireworks; Making Other Terms Consistent with the International Fire Code; and Providing for Governing Body Approval of Public Fireworks Display Permits without Legislation. (Geronimo Griego, Fire Marshal; gggriego@santafenm.gov)

    **Committee Review:**
    Governing Body (Introduced): 10/30/2024
    Governing Body (Public Comment): 11/13/2024
    Quality of Life Committee: 11/20/2024
    Governing Body (Public Hearing): 12/11/2024 (VOTE POSTPONED TO JANUARY 15, 2025 REGULAR GOVERNING BODY MEETING DUE TO NOTICING REQUIREMENTS)
    Governing Body (Public Hearing): 01/15/2025 -

    ## Committee Review:

    b. CONSIDERATION OF BILL 2024-15. ADOPTION OF ORDINANCE NO. 2024-__. (Mayor Alan Webber)
    A Bill Granting Ezee Fiber Texas, LLC, a Non-Exclusive Franchise, to Operate a Telecommunications Network within the City of Santa Fe; the Right to use City Public Rights-of-Way to Provide Telecommunications Services within the City; and Fixing the Terms and Conditions Thereof. (Sean Moody, Project Administrator; sxmoody@santafenm.gov)

    **Committee Review:**
    Governing Body (Introduced): 10/09/2024

Governing Body (Public Comment): 10/30/2024
Economic Development Advisory Committee: 11/06/2024
Public Works and Utilities Committee: 11/18/2024
Finance Committee: 11/25/2024 (MEETING CANCELED AND LEGISLATION POSTPONED TO 12/09/2024)
Finance Committee: 12/09/2024
Governing Body (Public Hearing): 12/11/2024 (VOTE POSTPONED TO JANUARY 15, 2025 REGULAR GOVERNING BODY MEETING DUE TO NOTICING REQUIREMENTS)
Governing Body (Public Hearing): 01/15/2025 -

**Committee Review:**

21. Public Hearings (Land Use Cases, Appeals and Other Items Required to Have a Public Hearing)

    a. Request for Approval of the 2023-2024 Consolidated Annual Performance Evaluation Report for Submittal to the US Department of Housing and Urban Development as a Condition to the City of Santa Fe's Community Development Block Grant. (Johanna Nelson, Economic Development Director & Interim Affordable Housing Director: jcnelson@santafenm.gov)

    **Committee Review:**
    Community Development Commission: 12/11/2024
    Quality of Life Committee: 01/08/2025
    Finance Committee: 01/13/2025
    Governing Body (Public Hearing): 01/15/2025

    b. **Appeal # 2024-8309-APPL of Case # 2024-7892-HDRB.** Property Owner Emily Rivera and Her Agent Lisa Martinez, B Constructiv LLC, Appeal the Historic Districts Review Board's March 12, 2024, Decisions Regarding the Historic Status of Structures at 718 Old Santa Fe Trail: (1) Maintaining the Significant Status of an Apartment Building at 718 Old Santa Fe Trail; and (2) Designating the Status of Two Casitas on the Property as Contributing. (Frank Ruybalid, Assistant City Attorney: feruybalid@santafenm.gov)

22. Appointments

    a. Children and Youth Commission

    - Chanelle Delgado - Reappointment - Term Ending 01/2028
    - Richard Lindahl - Reappointment - Term Ending 01/2028
    - Danielle Silva - Appointment - Term Ending 01/2028
    - Diann Conklin - Appointment - Term Ending 01/2028

    b. Mayor's Youth Advisory Board

- Landen Kessler - Appointment - Term Ending 12/2026

23. Adjourn

Closed captions are provided for this meeting. Persons with disabilities in need of additional accommodations, contact the City Clerk’s office at 505-955-6521, five (5) working days prior to meeting date.

**SUMMARY OF ACTION**
**MEETING OF THE GOVERNING BODY**
**WEDNESDAY, JANUARY 15, 2025, 4:40 PM**
**COUNCIL CHAMBERS, CITY HALL**
**200 LINCOLN AVENUE, SANTA FE, NEW MEXICO**

| | | | | |
|---|---|---|---|---|
| 1. A. | Recognition | Barbara Lopez | 3 | |
| 2. | Call To Order | Convened at 5:10 pm | | 3 |
| 3. | Roll Call | Quorum | | 3-4 |
| 4. | Pledge of Allegiance | Councilor Lindell | | 4 |
| 5. | Salute to the NM Flag | Councilor Romero-Wirth | | 4 |
| 6. | Invocation and Remembrances | Councilor Lee Garcia | 4 | |
| 7. | Approval of Agenda | Approved | | 4 |
| 8. | Approval of Consent Agenda | Approved as Amended | | 4 |
| 9. | Presentations | None | | 5 |
| 10. | Action Items: Consent Agenda | Approved | | 5-10 |
| 11. | Action Items: Discussion Agenda<br>a. Appeal # 2024-8666-APPL | Denied | | 10 |
| 12. | Matters From the City Manager | Heard | 10 | |
| 13. | Matters From the City Attorney | Heard | 10 | |
| 18. | Petitions From the Floor | Heard | 10-11 | |
| 13. A. | Executive Session | Held | 11 | |
| 14. | Executive Session Action Items<br>a. Appeal | No Appeal | | 11-12 |
| 15. | Matters From the City Clerk | Heard | 12 | |
| 16. | Communications from the | | | |

| | | | | |
|---|---|---|---|---|
| | **Governing Body** | **Heard** | **12** | |
| **17.** | **Introduction of Legislation** | | | **12-13** |
| | **a. Resolution NO. 2025_____** | **Introduced** | | |
| | **b. Resolution NO. 2025_____** | **Introduced** | | |
| | **c. Resolution NO. 2025_____** | **Introduced** | | |
| **19.** | **Public Comment on Bills** | **None** | **13** | |
| **20.** | **Final Action on Legislation** | | | **13-14** |
| | **a. Bill 2024-12** | **Approved** | | |
| | **b. Bill 2024-15** | **Approved** | | |
| **21.** | **Public Hearings** | | | **14-15** |
| | **a. Consol. Annual Performance** | **Approved** | | |
| | **b. Appeal # 2024-8309-APPL** | **Denied** | | |
| | **Appeal # 2024-7892-HDRB** | **Approved** | | |
| **22.** | **Appointments** | | | **15-16** |
| | **a. Children and Youth Comm.** | **Approved** | | |
| | **b. Mayor's Youth Adv.** | **Approved** | | |
| **23.** | **Adjourn** | **Adjourned at 10:38 pm** | | **16-17** |

**MEETING OF THE GOVERNING BODY**
**WEDNESDAY, JANUARY 15, 2025, 4:40 PM**
**COUNCIL CHAMBERS, CITY HALL**
**200 LINCOLN AVENUE, SANTA FE, NEW MEXICO**

## 1. RECOGNITION

### A. SPECIAL AWARD PRESENTED BY KIWANIS CLUB OF SANTA FE TO POLICE CAPTAIN AMANDA MONTOYA AND SPECIAL EVENTS COORDINATOR BARBARA LOPE FOR THEIR OUTSTANDING EFFORTS IN ENSURING THE SAFETY AND SUCCESS OF THE 100TH BURNING OF ZOZOBRA.

The presentations were made.

## 2. CALL TO ORDER

The special meeting of the Governing Body was called to order by Mayor Webber at 5:10 pm, on Wednesday, January 15, 2025, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

## 3. ROLL CALL

**MEMBERS PRESENT**
Mayor Alan Webber
Councilor Alma Castro
Councilor Amanda Chavez
Councilor Signe Lindell
Councilor Pilar Faulkner
Councilor Lee Garcia
Councilor Michael Garcia
Councilor Romero-Wirth

**MEMBERS EXCUSED**
Councilor Jamie Cassutt

**OTHERS PRESENT**
Randy Randall, Interim City Manager
Erin McSherry, City Attorney
Andrea Salazar, City Clerk
Elizabeth Martin, Stenographer

## 4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilor Lindell.

## 5. SALUTE TO THE NEW MEXICO FLAG

The salute to the New Mexico Flag was led by Councilor Romero-Wirth

## 6. INVOCATION AND REMEMBRANCES

The invocation was given by Councilor Lee Garcia.

A moment of silence and remembrances were given.

## 7. APPROVAL OF AGENDA

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Faulkner, to approve the agenda as presented.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

## 8. APPROVAL OF CONSENT AGENDA

Item 10 (U) was pulled by Councilor Michael Garcia for recusal.

Item 10 (W) was pulled for discussion by Councilors Michael Garcia, and Lee Garcia.

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Faulkner, to approve the Consent Agenda as amended.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

## 9. PRESENTATIONS

None.

**10. ACTION ITEMS: CONSENT AGENDA**

**A. REQUEST FOR APPROVAL OF THE DECEMBER 11, 2024 REGULAR GOVERNING BODY MEETING MINUTES.**

Approved on consent.

**B. REQUEST FOR APPROVAL OF BUDGET AMENDMENT RESOLUTION (BAR) FROM THE CIP CONSTRUCTION TO RETURN FUNDS FROM CIP COMMUNITY DEVELOPMENT TO THE AFFORDABLE HOUSING TRUST FUND FOR EH LAMPLIGHTER PROJECT IN THE AMOUNT OF $105,027.**

Approved on consent.

**C. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION (BAR) IN THE TOTAL AMOUNT OF $4,109,145 FROM THE WASTEWATER UTILITY CASH BALANCE TO THE REPAIR AND MAINTENANCE EXPENDITURES TO FUND A CONTRACT WITH ACC CONSTRUCTION TO BRING THE PASEO RAEL WASTEWATER RECLAMATION FACILITY TO COMPLIANCE FROM VIOLATIONS OF THE CLEAN WATER ACT.**

Approved on consent.

**D. REQUEST FOR APPROVAL OF A GENERAL SERVICES CONTRACT WITH B&D INDUSTRIES IN THE TOTAL AMOUNT OF $477,016.30 FOR REPLACEMENT OF HEATING AND COOLING UNITS AT THE SOUTHSIDE LIBRARY WITH A TERM ENDING JUNE 30, 2026.**

Approved on consent.

**E. REQUEST FOR APPROVAL OF A GENERAL SERVICES CONTRACT WITH B&D INDUSTRIES IN THE TOTAL AMOUNT OF $1,000,000 FOR ON-CALL PLUMBING, MECHANICAL, AND HVAC SERVICES AT GENOVEVA CHAVEZ COMMUNITY CENTER WITH A TERM ENDING JUNE 30, 2028.**

Approved on consent.

**F. REQUEST FOR APPROVAL OF THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION GENERAL FUND 93100 CAPITAL APPROPRIATION PROJECT GRANT AGREEMENT 24-13145 IN THE**

**TOTAL AMOUNT OF $175,000 FOR RENOVATIONS TO EL MUSEO CULTURAL DE SANTA FE FACILITY WITH A REVERSION DATE OF JUNE 30, 2028.**

Approved on consent.

**G. REQUEST FOR APPROVAL OF THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION CAPITAL APPROPRIATION PROJECT GRANT AGREEMENT 24-13144 IN THE TOTAL AMOUNT OF $100,000 FOR THE RAILYARD PERFORMANCE CENTER FACILITY IMPROVEMENTS WITH A REVERSION DATE OF JUNE 30, 2028.**

Approved on consent.

**H. REQUEST FOR APPROVAL OF THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION GENERAL FUND 92100 CAPITAL APPROPRIATION PROJECT GRANT AGREEMENT 24-14219, IN THE TOTAL AMOUNT OF $126,950 FOR RENOVATIONS TO EL MUSEO CULTURAL DE SANTA FE FACILITY WITH A REVERSION DATE OF JUNE 30, 2026.**

Approved on consent.

**I. REQUESTS FOR APPROVAL OF AMENDMENT NO. 1 TO ITEM #23-0010 WITH KIWANIS CLUB OF SANTA FE TO INCREASE COMPENSATION IN THE AMOUNT OF $90,000 FOR A NEW TOTAL AMOUNT OF $390,000 FOR REDUCING THE RELIANCE ON PRIVATE BUSINESS SPONSORSHIPS TO SUPPORT THE NEW YEAR EVE'S AND DIAS DE LOS MUERTOS EVENTS.**

Approved on consent.

**J. REQUEST FOR APPROVAL OF A BUDGET RESOLUTION (BAR) IN THE TOTAL AMOUNT OF $286,560 TO INCREASE WIP CONSTRUCTION USING FUNDS BUDGETED IN MISCELLANEOUS REVENUE DURING FY24.**

Approved on consent.

**K. REQUEST FOR APPROVAL OF NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA) GENERAL FUND 93100 CAPITAL APPROPRIATION PROJECT AGREEMENT FOR $250,000 TO PURCHASE AND INSTALL SELF-CONTAINED BREATHING**

**APPARATUS FOR THE FIRE DEPARTMENT WITH A REVERSION DATE OF JUNE 30, 2026.**

Approved on consent.

**L. REQUEST FOR APPROVAL OF A UNITED STATES DEPARTMENT OF JUSTICE BUREAU OF JUSTICE ASSISTANCE GRANT FOR $300,000 TO PURCHASE AND INSTALL A NEW VEHICLE AND DATA PROCESSING EQUIPMENT WITH A REVERSION DATE OF JUNE 30, 2027.**

Approved on consent.

**M. REQUEST FOR APPROVAL OF THE CERTIFICATION FOR ALLOCATION 22-ZG1016-48 WITH NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION FOR RECRUITMENT AND RETENTION STIPENDS FOR LAW ENFORCEMENT OFFICER3S AT THE SANTA FE POLICE DEPARTMENT IN THE AMOUNT OF $56,250 FOR FY25.**

Approved on consent.

**N. REQUEST FOR APPROVAL OF AMENDMENT NO.1 TO INTERGOVERNMENTAL SERVICES AGREEMENT WITH NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT TO EXTEND THE PERFORMANCE PERIOD TO JUNE 30, 2025.**

Approved on consent.

**O. REQUEST APPROVAL TO PURCHASE A RAPID HIT ID DNA MACHINE FROM FISHER SCIENTIFIC IN THE TOTAL AMOUNT OF $207,205.50.**

Approved on consent.

**P. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO INTERGOVERNMENTAL SERVICES AGREEMENT ITEM #24-0555 WITH NEW MEXICO AGING AND LONG-TERM SERVICES DEPARTMENT TO ADJUST SCOPE OF WORK REDUCING 2.25 VOLUNTEER SERVICE YEARS FROM THE SENIOR COMPANION PROGRAM AND ALLOCATING 2.25 VOLUNTEER SERVICE YEARS TO THE CARE COMPANION PROGRAM.**

Approved on consent.

**Q. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION (BAR) IN THE AMOUNT OF $183,874 FROM THE WATER ENTERPRISE CASH FUND TO WATER WIP DESIGN FOR WATER-RELATED ENGINEERING SERVICES.**

Approved on consent.

**R. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO LEGAL SE4RVICES CONTRACT ITEM #23-0415 WITH STEIN & BROCKMANN, P.A. TO INCREASE COMPENSATION BY $324,562.50 FOR A NEW TOTAL AMOUNT OF $389,475 AND TO EXTEND THE TERM TO JUNE 30, 2027 FOR ADDRESSING RECENT LEGAL CHALLENGES RELATED TO THE DIVISION'S WORK FOR THE SAN JUAN CHAMA RETURN FLOW PIPELINE PROJECT.**

Approved on consent.

**S. REQUEST FOR APPROVAL OF CONSTRUCTION CONTRACT WITH VITAL CONSULTING GROUP LLC IN THE TOTAL AMOUNT OF $7,182.098.05 INCLUDING NMGRT TO COMPLETE A TWO-PHASED DEMOLITION AND RECONSTRUCTION OF THE TERMINAL RAMP AT THE SANTA FE REGIONAL AIRPORT FOR A FOUR-YEAR TERM.**

Approved on consent.

**T. REQUEST FOR APPROVAL OF A WHEELING RATE AGREEMENT WITH SANTA FE COUNTY FOR WATER "WHEELED" THROUGH THE CITY'S WATER TRANSMISSION AND DISTRIBUTION NETWORK TO REACH THE COUNTY UTILITY SYSTEM.**

Approved on consent.

**U. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO ITEM #21-0659 WITH INSIGHT PUBLIC SECTOR TO INCREASE COMPENSATION IN THE AMOUNT OF $1,032,885.48 FOR A NEW TOTAL AMOUNT OF $3,928,004.70 FOR MICROSOFT 365 PRODUCTS AND SERVICES.**

Councilor Michael Garcia recused himself from this item and left the meeting.

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Lindell, to approve the request.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, Councilor Faulkner, yes; Mayor Webber, yes.

Councilor Michael Garcia returned to the meeting.

**V. REQUEST FOR APPROVAL OF BUDGET AMENDMENT RESOLUTION (BAR) IN THE TOTAL AMOUNT OF $1,570,927 TO INCREASE FISCAL YEAR 2025 EXPENDITURES USING U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION GRANT FUNDING.**

Approved on consent.

**W. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION (BAR) IN THE TOTAL AMOUNT OF $2,000,000 FROM GENERAL FUND BALANCE TO CONSTRUCTION WORK IN PROGRESS FOR SITE PLANNING, DEVELOPMENT, OR PURCHASING OF A BUILDING OR PROPERTY FOR NON-CONGREGATE SHELTERING SOLUTIONS.**

**MOTION** A motion was made by Councilor Michael Garcia, seconded by Councilor Faulkner, to postpone this item for two weeks.

**VOTE** The motion passed on a roll call vote of 5 yes, 3 no, as follows:

Councilor Lindell, no; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, no; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, no.

**X. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION (BAR) TO ALLOCATE GROSS RECEIPTS TAX AND PROPERTY TAX ADMINISTRATION FEES INADVERTENTLY OMITTED FROM THE FY25 BUDGET.**

Approved on consent.

**Y. CONSIDERATION OF RESOLUTION NO. 2025-_____. A RESOLUTION ADOPTING ANNUAL OPEN MEETINGS ACT NOTICE REQUIREMENTS FOR 2025.**

Approved on consent.

## 11. ACTION ITEMS: DISCUSSION AGENDA

### A. RECOMMENDATION TO DENY APPEAL #2024-8666-APPL BY KARL SOMMER, AGENT FOR FERRAN PROPERTIES LLC, OF THE LAND USE DIRECTOR DECISION NOT TO TAKE ENFORCEMENT ACTION AGAINST MR. G'S AUTO SALES, LLC A/K/A MR. G'S PRO TOW, LOCATED AT 7617 BACA LANE.

**MOTION** A motion was made by Councilor Lee Garcia, seconded by Councilor Romero-Wirth, to deny the appeal.

**VOTE** The motion passed on a roll call vote of 7 yes, 1 no, as follows:

Councilor Lindell, no; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes

## 12. MATTERS FROM THE CITY MANAGER

Heard.

## 13. MATTERS FROM THE CITY ATTORNEY

Heard.

**MOTION** A motion was made by Councilor Romero-Wirth, seconded by Councilor Castro, to move to Petitions From the Floor as the next order of business.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

## 18. PETITIONS FROM THE FLOOR

**Chris Diester.** Mr. Diester read comments from Helen Wunnicker, requesting that the planning meeting tomorrow exclude or prohibit any approvals for Los Prados Development.

**Elizabeth West.** Ms. West said the City of Santa Fe website is complicated. Maybe simplify it.

**Rick Martinez.** Mr. Martinez spoke about a plan B for the obelisk.

**Holly Stultz.** Ms. Stultz spoke about increasing the number of arts shows in Cathedral Park.

**Stephanie Beninato.** Ms. Beninato spoke about the pallet housing, thanked the City staff who looked at a sidewalk and curb with snowplow damage.

**13. A. EXECUTIVE SESSION IN ACCORDANCE WITH THE NEW MEXICO OPEN MEETINGS ACT, NMSA 1978, SUBPARTS (H)(2) AND (7) OF SECTION 10-15-1,LIMITED PERSONNEL MATTERS AND ATTORNEY-CLIENT PRIVILEGED DISCUSSION OF PENDING AND THREATENED LITIGATION, IN PARTICULAR THE STATUS OF THE ADMINISTRATIVE INVESTIGATION OF UTILITIES DEPARTMENT DIRECTOR JOHN DUPUIS AND THE CITY MANAGER SELECTION PROCESS; AND THE CASE *UNION PROTECTIVA DE SANTA FE VS. MAYOR ALAN WEBBER AND THE CITY OF SANTA FE,* D-101-CV-2021-01373.**

**MOTION** A motion was made by Councilor Romero-Wirth, seconded by Councilor Faulkner, to enter into Executive Session in accordance with the New Mexico Open Meetings Act, NMSA 1978, Subparts (H)(2) and (7) of Section 10-15-1.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

The Governing Body entered into Executive Session at 7:18 pm.

**MOTION** A motion was made by Councilor Romero-Wirth, seconded by Councilor Faulkner, to reconvene in open session and that no action was taken in Executive Session.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes,

Councilor Faulkner, yes; Mayor Webber, yes.

The Governing Body reconvened in open session at 8:19 pm.

**14. EXECUTIVE SESSION ACTION ITEMS**

**A. IF DESIRED, DIRECTION TO APPEAL ONE OF MORE HOLDINGS OR REMEDIES FROM THE DECEMBER 20, 2024, "FINDINGS OF FACT, CONCLUSIONS OF LAW, AND JUDGEMENT OF THE COURT", IN *SANTA FE VS. MAYOR ALAN WEBBER AND THE CITY OF SANTA FE,* D-101-CV-2021-01373.**

**MOTION** A motion was made by Councilor Michael Garcia, seconded by Councilor Castro, to direct the City Attorney to not appeal the decision.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

**15. MATTERS FROM THE CITY CLERK**

Heard.

**16. COMMUNICATIONS FROM THE GOVERNING BODY**

Heard.

**17. INTRODUCTION OF LEGISLATION**

**A. CONSIDERATION OF RESOLUTION NO. 2025-_____. A RESOLUTION AUTHORIZING REPRESENTATIVES AND AGENTS FOR NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION, APPROPRIATION ID NUMBER 13321, NEW MEXICO DEPARTMENT OF TRANSPORTATION CONTROL NUMBER C5243321, TO ACQUIRE RIGHTS OF WAY FOR AND TO PLAN, DESIGN, AND CONSTRUCT A PEDESTRIAN UNDERPASS ON SAINT MICHAELS DRIVE.**

Introduced.

**B. CONSIDERATION OF RESOLUTION 2025-_____. A RESOLUTION**

**AUTHORIZING REPRESENTATIVES AND AGENTS FOR NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION, APPROPRIATION ID NUMBER G3165, NEW MEXICO DEPARTMENT OF TRANSPORTATION CONTROL NUMBER C5223165, TO PLAN, DESIGN, CONSTRUCT, LANDSCAPE, AND MAKE PHASE I IMPROVEMENTS TO MEDIANS ON ARTERIAL AND COLLECTOR ROADS FOR THE CITY OF SANTA FE IN SANTA FE COUNTY.**

Introduced.

**C. CONSIDERATION OF RESOLUTION 2025-_____. A RESOLUTION ACCEPTING A GRANT FROM THE QUE LINDA BEAUTIFICATION PROGRAM ADMINISTERED BY THE NEW MEXICO DEPARTMENT OF TRANSPORTATION; ENTERING INTO A GRANT AGREEMENT FOR A TOTAL AMOUNT OF $95,000.00, TERM ENDING JUNE 30, 2025; IDENTIFYING THE CITY MANAGER OR CITY MANAGER'S DESIGNEE AS THE SIGNATORY FOR THE AGREEMENT.**

Introduced.

**19. PUBLIC COMMENT ON BILLS**

None.

**20. FINAL ACTION ON LEGISLATION (PUBLIC HEARING)**

**A. CONSIDERATION OF BILL 2024-12. ADOPTION OF ORDINANCE NO. 2024-_____. A BILL AMENDING SFCC 1987, SECTION 12-3, PER3TAINING TO THE PUBLIC DISPLAY OF FIREWORKS; RECOGNIZING THE FIRE DEPARTMENT AND WILL APPLY THE INTERNATIONAL FIRE CODE TO THE PUBLIC DISPLAY OF FIREWORKS; MAKING OTHER TERMS CONSISTENT WITH THE INTERNATIONAL FIRE CODE; AND PROVIDING FOR GOVERNING BODY APPROVAL OF PUBLIC FIREWORKS DISPLAY PERMITS WITHOUT LEGISLATION.**

There were no public comments.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Faulkner, to approve Bill 2024-12.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, no; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

**B. CONSIDERATION OF BILL 2024-15. ADOPTION OF ORDINANCE NO. 2024-_____. A BILL GRANTING EZEE FIBER TEXAS, LLC, A NON-EXCLUSIVE FRANCHISE, TO OPERATE A TELECOMMUNICATIONS NETWORK WITHIN THE CITY OF SANTA FE, THE RIGHT TO USE CITY PUBLIC RIGHTS-OF-WAY TO PROVIDE TELECOMMUNICATIONS SERVICES WITHIN THE CITY; AND FIXING THE TERMS AND CONDITIONS THEREOF.**

**Stephanie Beninato.** Ms. Beninato spoke about this use making the area vulnerable.

**MOTION** A motion was made by Councilor Lee Garcia, seconded by Councilor Faulkner, to approve Bill 2024-15.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

**21. PUBLIC HEARINGS (LAND USE CASES, APPEALS AND OTHER ITEMS REQUIRED TO HAVE A PUBLIC HEARING)**

**A. REQUEST FOR APPROVAL OF THE 2023-2024 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT FOR SUBMITTAL TO THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AS A CONDITION TO THE CITY OF SANTA FE'S COMMUNITY DEVELOPMENT BLOCK GRANT.**

**MOTION** A motion was made by Councilor Romero-Wirth, seconded by Councilor Castro, to approve the request.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

**B. APPEAL # 2024-8309-APPL OF CASE # 2024-89–7892-HDRB.**

**PROPERTY OWNER EMILY RIVERA AND HER AGENT LISA MARTINEZ, B CONSTRUCTIVE LLC, APPEAL THE HISTORIC DISTRICTS REVIEW BOARD'S MARCH 12, 2024 DECISIONS REGARDING THE HISTORIC STATUS OF STRUCTURES AT 718 OLD SANTA FE TRAIL: (1) MAINTAINING THE SIGNIFICANT STATUS OF AN APARTMENT BUILDING AT 718 OLD SANTA FE TRAIL; AND (2) DESIGNATION THE STATUS OF TWO CASITAS ON THE PROPERTY AS CONTRIBUTING.**

**Elizabeth West.** Ms. West spoke in support of the appeal.

**Stephanie Beninato.** Ms. Beninato spoke in support of the Board's decisions.

**David Rasch.** Mr. Rasch spoke in support of the appeal.

**Dillon Crouch.** Mr. Crouch spoke in support of the appeal.

**Jorge Leroy.** Mr. Leroy spoke in support of the family.

**Name not heard.** This gentleman spoke is support of the appeal and change in designation.

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Castro, to deny the appeal as to maintaining the significant status of the apartment building. (Item 1)

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, no; Mayor Webber, yes.

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Lindell, to grant the appeal as to changing the designation of both casitas to non-contributing. (Item 2)

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

## 22. APPOINTMENTS

**A. CHILDREN AND YOUTH COMMISSION**

- **CHANELLE DELGADO - REAPPOINTMENT - TERM ENDING 01/2028**
- **RICHARD LINDAHL - REAPPOINTMENT - TERM ENDING 01-2028**
- **DANIELLE SILVA - APPOINTMENT - TERM ENDING 01/2028**

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Chavez, to approve the appointments.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

**B. MAYOR'S YOUTH ADVISORY BOARD**

- **LANDEN KESSLER - APPOINTMENT - TERM ENDING 12/2026**

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Chavez, to approve the appointment.

**VOTE** The motion passed on a roll call vote as follows:

Councilor Lindell, yes; Councilor Chavez, yes; Councilor Castro, yes; Councilor Romero-Wirth, yes; Councilor Lee Garcia, yes; Councilor Michael Garcia, yes, Councilor Faulkner, yes; Mayor Webber, yes.

**23. ADJOURN**

There being no further business before the Governing Body, the meeting adjourned at 10:38 pm.

Approved By:

_____
Mayor Alan Webber

Attested To By:

_____
Andrea Salazar, City Clerk

Respectfully Submitted By:

_____
Elizabeth Martin, Stenographer

**GOVERNING BODY MEETING**
**EXECUTIVE SESSION**
**January 15, 2025**

The Governing Body of the City of Santa Fe met in an executive session duly called on January 15, 2025, beginning at 7:24 p.m.

The following was discussed:

In Accordance with the New Mexico Open Meetings Act, NMSA 1978, Subparts (H)(2) and (7) of Section 10-15-1, Limited Personnel Matters and Attorney-Client Privileged Discussion of Pending and Threatened Litigation, in Particular the Status of the Administrative Investigation of Utilities Department Director John Dupuis and the City Manager Selection Process; and the case *Union Protectiva de Santa Fe vs. Mayor Alan Webber and the City of Santa Fe*, D-101-CV-2021-01373. (Erin K. McSherry, City Attorney: ekmcsherry@santafenm.gov)

PRESENT
Mayor Webber
Councilor Lindell
Councilor Castro
Councilor M. Garcia
Councilor Romero-Wirth
Councilor L. Garcia
Councilor Faulkner
Councilor Chavez

STAFF PRESENT
Randy Randall, Interim City Manager
Erin McSherry City Attorney
Andréa Salazar, City Clerk/Director of Community Engagement
Bernadette Salazar, HR Director (Arrived at 7:24 p.m. Left at 7:53 p.m.)

There being no further business to discuss, the executive session was adjourned at 8 14 p.m.

ANDREA SALAZAR (Jan 16, 2025 16:37 MST)

Andréa Salazar, City Clerk/Director of Community Engagement

# City of Santa Fe, New Mexico
## Memorandum

**DATE:** **January 2, 2025**

**TO:** **Quality of Life Committee: 01/22/2025**
**Finance Committee: 01/27/2025**
**Governing Body: 01/29/2025**

**VIA:** **Johanna Nelson, Office of Economic Development Director** JN

**FROM:** **Patricia Feghali, Assistant City Attorney** PF
**Terry Lease, Office of Economic Development, Asset Development Manager** TL

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**ITEM AND ISSUE:**
Request for Approval of a Professional Services Contract with Jake A. Garrison, Garrison Law Firm, LLC, Not to Exceed $10,818.75 Including NMGRT to Assign Rights and Duties of Declarant in the Las Estrellas Subdivision for a One Year Term (Patricia Feghali, Assistant City Attorney; pfeghali@santafenm.gov, Terry Lease, Office of Economic Development, Asset Development Manager; tjlease@santafenm.gov).

**BACKGROUND AND SUMMARY:**
On December 17, 2019, the City of Santa Fe ("City") and Santa Fe Estates Incorporated ("Santa Fe Estates") terminated a 90-year-old agreement ("90-year Agreement") between the parties. During the due diligence process the City found that under the 90-year Agreement Santa Fe Estates owed the City approximately $3,016,171, and in order to pay back the City for its debt Santa Fe Estates agreed to give the City full ownership of the remaining 248.03 acres of Santa Fe Estates undeveloped land; 30 acre feet of water to be deposited in the Water Bank; and the assignment of the rights of "Declarant" under the "Declaration of Covenants, Conditions, Restrictions and Easements for Santa Fe Estates", as amended, (the "**Master Covenants" or "Non-Residential Covenants**"), and the "Santa Fe Estates Residential Tracts Declaration of Covenants, Conditions, and Restrictions" (the **"Residential Covenants"**). The Residential Covenants and the Non-Residential Covenants collectively are referred to as the **"Covenants."**

The Contractor must meet the obligations and requirements for the Declarant (as assigned to the City of Santa Fe when it accepted real property and Declarant's Rights) under the Las Estrellas Covenants and must perform or oversee the performance of:

a. Draft necessary changes or amendments to the Covenants in order to remove Parcel 6A from the Residential Covenants.
b. Convene any necessary meetings and complete all steps and paperwork necessary to amend the Covenants, as described above.
c. Subject to the restrictions described below, Contractor shall perform all day-to-day duties and exercise all day-to-day authority vested in the Declarant under the Covenants, including but not limited to:
    (i) keep or cause to keep good and accurate books and accounts of the Las Estrellas Residential and Master Associations, which the City may inspect at any time upon request; and
    (ii) appoint members of the board of the Associations.
d. Contractor shall not engage in any of the following activities, except as described above to remove Parcel 6A from the Residential Covenants, without the prior written consent of the City:
    (i) amend or terminate the Covenants,
    (ii) encumber, convey, or act or hold itself out as the owner of any or the properties subject to the Covenants; or

(iii) release or remove all or a portion of any or all of the properties (or any other property) from the effect of the Covenants. The City may, from time to time, assign "Declarant" status of some or all of the properties to another person or entity, including any assignment included as part of any subsequent conveyance of some or all of the properties to another person or entity.

e. Contractor may delegate any duties to subordinates or to HOA management including without limitation all administrative, record- keeping, accounting, and oversight obligations.

**PROCUREMENT METHOD:**
This is covered by the Blanket Services Determination, attached.

**FUNDING SOURCE:**

The funding source is:
**Fund Name/Number**: Economic Development/212
**Munis Org Name/Number:** EconDevOps/2122800
**Munis Object Name/Number:** Service Contracts/510310

**Budget Officer Approval:** Andy Hopkins **Date:** 01/06/2025
**Comment/Exceptions:** _____

**ACTION REQUESTED:**
The Office of Economic Development respectfully requests your review and approval.

## ATTACHMENTS:

Declarant Professional Services Agreement
Blanket Services Determination

Item#_____
Munis Contract# _____

CITY OF SANTA FE

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and Jake A. Garrison**,** hereinafter referred to as the "Contractor," and is effective as of the date of the last signature by the Parties.

**BACKGROUND**

Upon acquisition of the properties described in that certain "Termination Agreement" entered into on January 6, 2020, Item # 19-0926 and amended on June 24, 2020, Item # 20-0334, by and between the City and Santa Fe Estates, Incorporated, [SFE Declarant, LLC] ("Santa Fe Estates"), Santa Fe Estates agreed to assign its duties and rights as "Declarant" under the "Declaration of Covenants, Conditions, Restrictions and Easements for Santa Fe Estates", as amended, (the "Master Covenants" or "Non-Residential Covenants"), and the "Santa Fe Estates Residential Tracts Declaration of Covenants, Conditions, and Restrictions" (the "Residential Covenants"). The Residential Covenants and the Non-Residential Covenants collectively are referred to as the "Covenants."

On September 11, 2020 the City and Santa Fe Estates executed the "Assignment and Delegation of Declarant Rights and Status", which formally assigned the rights and duties of the Declarant to the City.

The City wishes to designate Contractor as the City's authorized agent to act as Declarant under these Covenants, in order for Contractor to act on City's behalf in regard to these documents.

**RECITALS**

**WHEREAS**, the Chief Procurement Officer of the City has made the determination that this Agreement is made in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, § 13-1-125; 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; and

**WHEREAS,** the Contractor does hereby accept its designation as the City's authorized agent, rendering services related to Covenants for Santa Fe Estates for the City, as set forth in this Agreement; and

**WHEREAS**, it is agreed by the parties that the performance of the professional services is for a period of one year, as directed by the City.

**NOW, THEREFORE**, the parties hereby agree as follows:

**1. Scope of Work.**

The Contractor shall provide the following services for the City:

Contractor must meet the obligations and requirements for the Declarant (as assigned to the City of Santa Fe when it accepted real property and Declarant's Rights) under the Las Estrellas Residential and Non-Residential Covenants, Conditions, and Restrictions, and must perform or oversee the performance of:

a. Draft necessary changes or amendments to the Covenants in order to remove Parcel 6A from the Residential Covenants.
b. Convene any necessary meetings and complete all steps and paperwork necessary to amend the Covenants, as described above.
c. Subject to the restrictions described below, Contractor shall perform all day-to-day duties and exercise all day-to-day authority vested in the Declarant under the Covenants, including but not limited to:
    (i) keep or cause to keep good and accurate books and accounts of the Las Estrellas Residential and Master Associations, which the City may inspect at any time upon request; and
    (ii) appoint members of the board of the Associations.
d. Contractor shall not engage in any of the following activities, except as described above to remove Parcel 6A from the Residential Covenants, without the prior written consent of the City:
    (i) amend or terminate the Covenants,
    (ii) encumber, convey, or act or hold itself out as the owner of any or the properties subject to the Covenants; or
    (iii) release or remove all or a portion of any or all of the properties (or any other property) from the effect of the Covenants. The City may, from time to time, assign "Declarant" status of some or all of the properties to another person or entity, including any assignment included as part of any subsequent conveyance of some or all of the properties to another person or entity.
e. Contractor may delegate any duties to subordinates or to HOA management including without limitation all administrative, record- keeping, accounting, and oversight obligations.

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

A. The Contractor represents that it possesses the personnel, experience, and knowledge generally required in the industry to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, 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 three hundred dollars ($350) per hour for work provided by Contractor, or eighty dollars ($80) per hour by work provided by work done by Contractor's assistants, such compensation not to exceed ten thousand dollars ($10,000), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the City to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed ($10,818.75). 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 those services in excess of the total compensation amount being provided.**

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

**4. Term.**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Agreement shall terminate one year from the Effective Date, unless terminated pursuant to paragraph 5 (Termination), or paragraph 6 (Appropriations). In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

**5. Termination.**

A. Termination. This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this Agreement, the City's sole liability upon such termination shall be to pay for acceptable work performed prior to the Contractor's receipt of the notice of termination, if the City is the terminating party, or the Contractor's sending of the notice of termination, if the Contractor is the terminating party; 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. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the City or if, during the term of this Agreement, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of City funds or due to the Appropriations paragraph herein. *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.*

B. Termination Management. Immediately upon receipt by either the City or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the City; 2) comply with all directives issued by the City in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the City shall direct for the protection, preservation, retention or transfer of all property titled to the City and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the City upon termination and shall be submitted to the City as soon as practicable.

**6. Appropriations.**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City Council for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City Council, this Agreement 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 Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) 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 Agreement. 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 Agreement or assign any claims for money due or to become due under this Agreement 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 Agreement without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the City.

**10. Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations arising from or under this Agreement, except for any liabilities, claims or obligations arising from any breach of this Agreement or any negligence by the City, its officers or employees. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 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 Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

**11. Confidentiality.**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement 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, except as may be required by law or court order.

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

All materials specifically developed for the City under this Agreement shall become the property of the City and shall be delivered to the City no later than the termination date of this Agreement. Proprietary tools or methods used by the Contractor in performing the services shall remain the property of the Contractor. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the 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 Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement 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 13 are material representations of fact upon which the City relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 13 were erroneous on the effective date of this Agreement 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 13 were erroneous on the effective date of this Agreement 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 Agreement to the contrary, the City may immediately terminate the Agreement.

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 Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 5 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. Penalties for Violation of Law.**

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

**17. 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 Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**18. Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, 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, sec. 38-3-2 . By execution of this Agreement, 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 Agreement.

**19. 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 Agreement may be terminated by the City.

**20. Professional Liability Insurance.**

Contractor shall maintain professional liability insurance throughout the term of this Agreement 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 Agreement.

**22. 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 Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. 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 Agreement shall not foreclose the right of the City to recover excessive or illegal payments

**23. Indemnification.**

The Contractor shall defend, indemnify, and hold harmless the City from all actions, proceedings, 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 Agreement, but only to the extent caused by the negligent act or willful misconduct of the Contractor, its officers, employees, servants, subcontractors, or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant, or subcontractor thereof has or is performing services pursuant to this Agreement.

Likewise, the City shall defend, indemnify, and hold harmless the Contractor from all actions, proceedings, 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 Agreement, but only to the extent caused by the negligent act or willful misconduct of the City, its officers, employees, or agents. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 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 Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

In the event that any action, suit, or proceeding related to the services performed by either the Contractor or the City, or any of their respective officers, agents, employees, servants, or subcontractors under this Agreement, is brought against either party, the party receiving notice of

such a proceeding shall, as soon as practicable but no later than five (5) days after it receives notice thereof, notify the legal counsel of the other party.

**24. New Mexico Tort Claims Act.**

Any liability incurred by the City of Santa Fe in connection with this Agreement 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 Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

**25. Invalid Term or Condition.**

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

**26. Enforcement of Agreement.**

A party's failure to require strict performance of any provision of this Agreement 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 Agreement 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.

**27. Notices.**

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

To the City: City of Santa Fe
Randy Randall, Interim City Manager
P.O. Box 909
Santa Fe, NM 87504-0909

With a copy to: City of Santa Fe
Erin K. McSherry, City Attorney
P.O. Box 909
Santa Fe, NM 87504-0909
ekmcsherry@santafenm.gov

To the Contractor: Jake Garrison
The Garrison Law Firm, LLC
1212 Pennsylvania St, NE
Albuquerque, NM 87110
jake@garrisonlawnm.com

**28. Authority.**

If Contractor is other than a natural person, the individual(s) signing this Agreement 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 into a binding contract.

**29. Merger.**

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

**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, for any reason whatsoever, the City may procure the goods or services from another source, and the City may seek all remedies under the terms of this Agreement 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. 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.

**34. <u>Does Not Prohibit Other Work</u>.**

The City is not aware of any reason that this Agreement would prohibit the City from using Southwest Title and Escrow, which is owned by Contractor, for title work on properties not covered under this Agreement.

***[REST OF PAGE LEFT INTENTIONALLY BLANK]***
**SIGNATURES APPEAR ON NEXT PAGE**

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

CITY OF SANTA FE:

_____
ALAN WEBBER, MAYOR

DATE:_____

CONTRACTOR:

Jake A. Garrison
_____
JAKE A. GARRISON
The Garrison Law Firm, LLC – Managing Member/Attorney

DATE: Dec 18, 2024
CRS# 03-308835-00-7
Bar Registration # 28137

ATTEST:

_____
ANDREA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Patricia Feghali
Patricia Feghali (Dec 18, 2024 16:49 MST)
_____
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
_____
EMILY OSTER, FINANCE DIRECTOR

# City of Santa Fe, New Mexico

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

*Alan Webber, Mayor*

Councilors:
Signe I. Lindell, Mayor Pro Tem, District 1
Alma G. Castro, District 1
Michael J. Garcia, District 2
Carol Romero-Wirth, District 2
Lee Garcia, District 3
Pilar F.H. Faulkner, District 3
Jamie Cassutt, District 4
Amanda Chavez, District 4


Dear City Staff,

In accordance with State Statute and City Ordinances, this document serves as a blanket ***services'*** determination and is valid until June 30, 2025, for the types of general, professional, and construction services that are clearly one of the types pre-established and approved by the State Purchasing Agent and City CPO.

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

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

**The following are General Services:**

- Air/bus, vehicle charter/rental service
- Auctioneers
- Audio-visual equipment setup and routine maintenance for events and presentations (including projectors, microphones, and speakers)
- Banking Services (routine, transaction-based)
- Boiler testing/water treatment service
- Bookkeeping service (routine, transaction-based)
- Building alarm systems, service and repair
- Check collection service
- Clothing, textile fabrication repair service
- Commercial laundry service, dry cleaning, etc.
- Communications systems installation, servicing, and repair
- Conference and trade show coordination

**General Services (continued):**

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

**General Services (continued):**

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

**The following are Professional Services:**

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

**Professional Services (Continued):**

- Information Technology Programming
- Information Technology Risk Assessment
- Insurance Adjusters
- Investigators (personnel-related, etc.)
- Investment advisors and management
- Labor negotiators
- Landscape Architects
- Lawyers
- Lobbyists
- Managed Network Services
- Management and system analysts
- Management consultants
- Marketing consultants (including identifying market opportunities, conduct of marketing programs, planning, promotion, market research surveys, etc.)
- Medical arts practitioners
- Network Cybersecurity Services
- Network Installation
- Planners
- Policy Advisors
- Product Development Services
- Program/Project Managers
- Psychologists
- Public relations advisors/Publicists
- Publication development (creation of audio/video productions, brochures, pamphlets, maps, signs, posters, annual reports, etc.)
- Researchers
- Scientists (Bio/Chem/Env/Geo/Hydro/Mech, etc.)
- Speech writers
- Statisticians

**Professional Services (Continued):**

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

**The following are Construction Services:**

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

Travis Dutton-Leyda, Chief Procurement Officer

Date: 11/21/2024

Emily Oster, Finance Director

Emily K. Oster

Date: 11/26/2024

# Blanket Services Determination

Final Audit Report 2024-11-26

| | |
|---|---|
| Created: | 2024-11-21 |
| By: | Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAqgOwaNI_DZmo99HuXiloJc1Cdxp6T9hq |

## "Blanket Services Determination" History

Document created by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2024-11-21 - 4:11:51 PM GMT- IP address: 63.232.20.2

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2024-11-21 - 4:12:58 PM GMT

Document emailed to Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature
2024-11-21 - 4:12:58 PM GMT

Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Signature Date: 2024-11-21 - 4:13:09 PM GMT - Time Source: server- IP address: 63.232.20.2

Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2024-11-26 - 7:38:13 PM GMT- IP address: 104.47.65.254

Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2024-11-26 - 7:52:49 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2024-11-26 - 7:52:49 PM GMT

Powered by Adobe Acrobat Sign

**Signature:** Patricia Feghali
Patricia Feghali (Dec 31, 2024 11:42 MST)

**Email:** pfeghali@santafenm.gov

**Signature:**

**Email:** tjlease@santafenm.gov

**Signature:**
Johanna Nelson (Dec 31, 2024 12:17 MST)

**Email:** jcnelson@santafenm.gov

## TAPIA, ERMINIA M.

**From:** DUTTON-LEYDA, TRAVIS K.
**Sent:** Friday, January 24, 2025 9:23 AM
**To:** NGUYEN, NINA A.
**Cc:** LEASE, TERRY J.; FEGHALI, PATRICIA; LOVATO, JOANN D.; TAPIA, ERMINIA M.; NELSON, JOHANNA C.; OSTER, EMILY K.
**Subject:** Re: Contract for legal services - not sure if procurement was included
**Attachments:** mime-attachment.eml

Nina, you may use the blanket services determination or this email.

This is professional.

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1



Vision without action is merely a dream.
Action without vision passes the time.
Vision with action can change the world. ~ Joel A. Barker

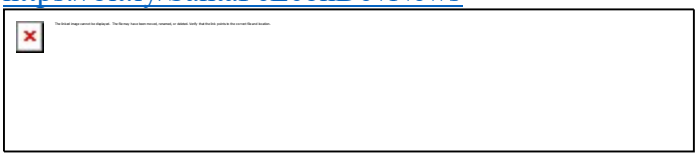
> On Jan 24, 2025, at 9:20 AM, NGUYEN, NINA A. <nanguyen@santafenm.gov> wrote:
>
> Good morning, Travis:
>
> I have attached the Vendor's COI to this packet.
>
> Would you please get us a written determination so I can send the completed packet to Erminia for the Finance Committee? Erminia said that she needs it by 10:00 or this will be pushed to next month. Pat will be gone before the next Finance Committee and Governing Body.

Thank you,

*Nina Nguyen (n-yen)*
**Asset Development Associate**
**Office of Economic Development**
**Cell: (505) 819-1870**

**The City of Santa Fe is hiring! Please click on the link to see all job listings:**
Employment opportunities (munisselfservice.com)

**Sign up for our newsletter if you want more info about opportunities for businesses and economic development activity in Santa Fe:**
https://bit.ly/SantaFeEconDevNews



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**From:** NGUYEN, NINA A.
**Sent:** Thursday, January 23, 2025 2:56 PM
**To:** DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
**Cc:** LEASE, TERRY J. <tjlease@santafenm.gov>; FEGHALI, PATRICIA <pfeghali@santafenm.gov>; LOVATO, JOANN D. <jdlovato@santafenm.gov>; TAPIA, ERMINIA M. <emtapia@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>; OSTER, EMILY K. <ekoster@santafenm.gov>
**Subject:** RE: Contract for legal services - not sure if procurement was included

Good afternoon, Travis:

The vendor has requested the COI. I have attached the Horizon's list of services and highlighted Lawyers under the blanket services determination.

Would you be able to give us a written determination of services, please?

This has already passed QoL and we would like to continue with the Finance and GB. We need to have the complete packet by 10:30 tomorrow morning.

I really appreciate your time and apologize that this wasn't complete.

Thank you,

*Nina Nguyen (n-yen)*
**Asset Development Associate**
**Office of Economic Development**
**Cell: (505) 819-1870**

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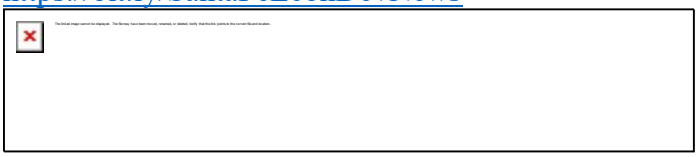
https://bit.ly/SantaFeEconDevNews



**From:** DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
**Sent:** Thursday, January 23, 2025 1:07 PM
**To:** NGUYEN, NINA A. <nanguyen@santafenm.gov>
**Cc:** LEASE, TERRY J. <tjlease@santafenm.gov>; FEGHALI, PATRICIA <pfeghali@santafenm.gov>; LOVATO, JOANN D. <jdlovato@santafenm.gov>; TAPIA, ERMINIA M. <emtapia@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>; OSTER, EMILY K. <ekoster@santafenm.gov>
**Subject:** RE: Contract for legal services - not sure if procurement was included

Nina,

Obtaining service determinations is just one of the many procurement requirements. Please use the "roadmap" to ensure the packet has all the required information/documents.

Thank you.

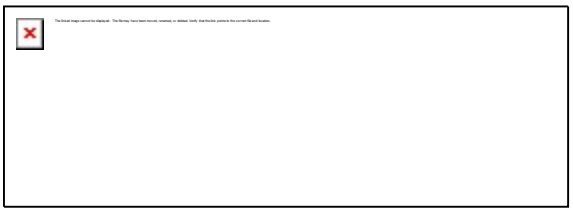
Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Vendor Registration and Current Procurement Opportunities:
https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx

Internal Link: https://intranet.santafenm.gov/finance_1



*"The future belongs to those who believe in the beauty of their dreams."* — Eleanor Roosevelt

**From:** NGUYEN, NINA A. <nanguyen@santafenm.gov>
**Sent:** Thursday, January 23, 2025 12:54 PM
**To:** OSTER, EMILY K. <ekoster@santafenm.gov>
**Cc:** LEASE, TERRY J. <tjlease@santafenm.gov>; FEGHALI, PATRICIA <pfeghali@santafenm.gov>; DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>; LOVATO, JOANN D. <jdlovato@santafenm.gov>; TAPIA, ERMINIA M. <emtapia@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>
**Subject:** FW: Contract for legal services - not sure if procurement was included
**Importance:** High

Good afternoon, Emily and Travis:

I saw that Lawyers were covered under the blanket services determination, and this is why I didn't send this packet through the Procurement channel.

I apologize if I was incorrect.

We are working on getting the insurance certificate, but that might take them a day or two, depending on if they can reach their insurance representative.

Please let me know what else you need and I will do my best to get that by the end of the day.

Thank you,

*Nina Nguyen (n-yen)*
**Asset Development Associate**
**Office of Economic Development**
**Cell: (505) 819-1870**

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Employment opportunities (munisselfservice.com)

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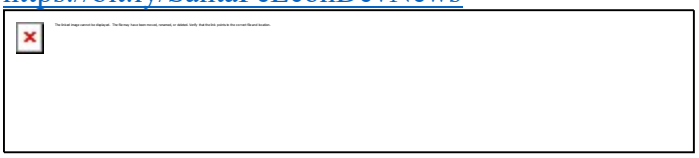

**From:** NELSON, JOHANNA C. <jcnelson@santafenm.gov>
**Sent:** Thursday, January 23, 2025 10:51 AM
**To:** NGUYEN, NINA A. <nanguyen@santafenm.gov>
**Subject:** FW: Contract for legal services - not sure if procurement was included
**Importance:** High

**From:** OSTER, EMILY K. <ekoster@santafenm.gov>
**Sent:** Thursday, January 23, 2025 10:44 AM
**To:** LEASE, TERRY J. <tjlease@santafenm.gov>; FEGHALI, PATRICIA <pfeghali@santafenm.gov>
**Cc:** DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>; LOVATO, JOANN D.

<jdlovato@santafenm.gov>; TAPIA, ERMINIA M. <emtapia@santafenm.gov>; NELSON, JOHANNA C. <jcnelson@santafenm.gov>
**Subject:** FW: Contract for legal services - not sure if procurement was included
**Importance:** High

Hi Pat and Terry,

In reviewing the attached Declarant Packet for the contract with Garrison Law Firm, I noted that some of the normal documents were not included in the packet. It does not appear that the packet has been through the Procurement review process, and I did not see a certificate of insurance.

I sent the packet to Purchasing yesterday evening and Travis confirmed that there needs to be a CPO determination of exemption or an explanation that this is being processed as a small purchase. Either way, contracts must go through the normal contract packet process and contain all required documentation as shown in the Purchasing Roadmap (attached here).

I know this item is scheduled to go to Finance Committee and Governing Body next week. I am hopeful that the procurement piece can be addressed today so the packet updated in time to make the agendas for next week. Please reach out to Purchasing ASAP. I've included Travis and JoAnn here to flag this item as urgent.

Thank you,

Emily K. Oster, CPA, CGMA, CPO
Finance Director
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
C: 505-629-3411
ekoster@santafenm.gov
santafenm.gov



---

**From:** DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
**Sent:** Wednesday, January 22, 2025 9:57 PM
**To:** OSTER, EMILY K. <ekoster@santafenm.gov>; LOVATO, JOANN D. <jdlovato@santafenm.gov>
**Subject:** RE: Contract for legal services - not sure if procurement was included

Hi, thank you for bringing this to our attention. They need to have a CPO determination of exemption or explain that they're processing as a small purchase. Either way, contracts must go through the normal contract packet prosses and contain all required documentation as shown in our roadmap.

Thanks,

Travis

**From:** OSTER, EMILY K. <ekoster@santafenm.gov>
**Sent:** Wednesday, January 22, 2025 6:18 PM
**To:** DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>; LOVATO, JOANN D. <jdlovato@santafenm.gov>
**Subject:** Contract for legal services - not sure if procurement was included

Hi Travis and JoAnn,

The attached legal services contract came to me for signature. The amount is small. I do not see a certificate of insurance in the packet, and the memo does not include a sign-off from procurement. I wanted to flag this item for you both for possible follow-up to make sure you have everything needed for your files.

Thank you,

Emily K. Oster, CPA, CGMA, CPO
Finance Director
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
C: 505-629-3411
ekoster@santafenm.gov
santafenm.gov



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

| PRODUCER | CONTACT NAME: Christina Lewis Abate |
|---|---|
| The Bar Plan Agency<br>622 Emerson Road, Suite 100<br>St. Louis, MO 63122 | PHONE (A/C, No, Ext): (314) 965-3333 FAX (A/C, No):<br>E-MAIL ADDRESS: cmlewisabate@thebarplan.com<br>PRODUCER CUSTOMER ID #: |

| INSURED | INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|---|
| The Garrison Law Firm, LLC<br>1212 Pennsylvania St.<br>Albuquerque, NM 87110 | INSURER A : The Bar Plan Mutual Insurance Company | 29513 |
| | INSURER B : | |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| | **GENERAL LIABILITY** | | | LPL 0017696-2024 | 09/01/2024 | 09/01/2025 | EACH OCCURRENCE | $ $2,000,000 |
| | ☐ COMMERCIAL GENERAL LIABILITY | ☐ | ☐ | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ |
| | ☐ CLAIMS-MADE ☐ OCCUR | | | | | | MED EXP (Any one person) | $ |
| | ☒ Lawyers' Professional Liability | | | | | | PERSONAL & ADV INJURY | $ |
| | ☒ Claims-Made and Reported | | | | | | GENERAL AGGREGATE | $ $3,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | PRODUCTS - COMP/OP AGG | $ |
| | ☐ POLICY ☐ PRO-JECT ☐ LOC | | | | | | | $ |
| | **AUTOMOBILE LIABILITY** | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ |
| | ☐ ANY AUTO | ☐ | ☐ | | | | BODILY INJURY (Per person) | $ |
| | ☐ ALL OWNED AUTOS | | | | | | BODILY INJURY (Per accident) | $ |
| | ☐ SCHEDULED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | ☐ HIRED AUTOS | | | | | | | $ |
| | ☐ NON-OWNED AUTOS | | | | | | | $ |
| | ☐ **UMBRELLA LIAB** ☐ OCCUR | | | | | | EACH OCCURRENCE | $ |
| | ☐ **EXCESS LIAB** ☐ CLAIMS-MADE | ☐ | ☐ | | | | AGGREGATE | $ |
| | ☐ DEDUCTIBLE | | | | | | | $ |
| | ☐ RETENTION $ | | | | | | | $ |
| | **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N | | | | | | ☐ WC STATU-TORY LIMITS ☐ OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ | N / A | ☐ | | | | E.L. EACH ACCIDENT | $ |
| | **(Mandatory in NH)** If yes, describe under SPECIAL PROVISIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ |
| | | ☐ | ☐ | | | | | |

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

**CERTIFICATE HOLDER**

City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87504

**CANCELLATION**

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

**AUTHORIZED REPRESENTATIVE** Patrick M. O'Leary

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CITY OF SANTA FE

**Date:** November 8, 2024

**To:** Governing Body

Regina Wheeler (Jan 8, 2025 10:35 MST) HENRI HAMMOND-PAUL (Jan 8, 2025 10:37 MST)

**Via:** Regina Wheeler, Public Works Department Director

Henri Hammond-Paul, Community Health and Safety Department Director

**From:** Johanna C. Nelson, Office of Ecomonic Development Director, Community Development

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**ACTION:**

Approval of New Mexico Department of Finance and Administration General Fund 93100 Capital Appropriation Project Grant Agreement 24-14222 in the Amount of $844,470 for Supportive Housing Facilities Renovation, with a Reversion Date of June 30, 2026. (Johanna Nelson, Interim Affordable Housing Director)

1. Approval of a Budget Amendment Resolution (BAR) to Allocate the DFA Funding in the Amount of $844,470 into Community Development CIP Revenue and WIP Construction.

**BACKGROUND AND SUMMARY:**

The 2024 New Mexico Legislature, in SB246, reauthorized the 2020 Appropriation of $844,470 for Santa Fe Supportive Housing Facilities renovation. The reauthorization was necessitated by extensive due diligence before and after acquisition to accommodate interagency stakeholder requirements. The funding will be used for construction costs to convert the buildings and grounds of the former Lamplighter Inn at 2405 Cerrillos Road to provide 58 units of affordable housing with facilities for support services. Other funding being applied to the project includes $800,000 from the Affordable Housing Trust Fund for contractual services on the transaction and design, and Community Development Block Grant funds in the amount of $295,094. Project activities currently underway or complete include remediation, planning, and design. A professional services agreement for construction by the developer has been executed and the project is expected to be completed before the funding reverts in June 2026.

**FUNDING SOURCE:**

New Mexico Department of Finance and Administration
**Fund Name/Number**: Community Development / 240
**Munis Org Name/Number**: CDGrnt-FMD / 2400431
**Munis Expenditure Object Name/Number**: Subsidy Payments / 510500
**Munis Revenue Object Name/Number**: NMDFA / 490210
**Project Ledger Number**: PWD2534525
**Grant Award No.:** DFA 24-I4222

Grant Manager / Accounting Officer Approval: Erika Lujan Erika Lujan (Jan 13, 2025 08:36 MST) Date: Jan 13, 2025

Comment/Exceptions: _____

Budget Officer Approval: Andy Hopkins Date: Jan 9, 2025

Comment/Exceptions: _____

CAPITAL ASSET (will this procurement result in a tangible item that costs more than $5,000?):

☐Yes | ☒ No

Repair or Replacement of Existing Equipment:

☐Yes | ☒ No

If yes -> ☐Repair | ☐ Replacement

Please explain: _____

Capital Project:

(New and improvement projects that are going to cost $10,000 or more)

☐ Yes | ☒ No

Anticipated length of project: _____

Asset Manager Approval: _____ Date: _____

Comment/Exceptions: _____

**Department Approvals:**

IT Components: ☐ **Yes** | ☒ **No**

Vehicles: ☐ **Yes** | ☒ **No**

Facilities, Furniture, Fixtures, Equipment: ☐ **Yes** | ☒ **No**

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

**Comment & Exceptions**: _____

**Department Contract Administrator Contact Info:**
Roberta Catanach, Project Administrator
Office of Affordable Housing
rlcatanach@santafenm.gov
(505) 955-6421

**ATTACHMENTS:**

Grant Agreement
Budget Amendment Resolution
Project Ledger ID Form

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Community and Economic Development /Housing CIP | 11/8/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| Subsidy Payments - Bella Luz/Lamplighter | 2400431 | 510500 | PWD2534525 | 844,470 | |
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| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| DFA - 24-I4222 Bella Luz/Lamplighter | 2400431 | 490210 | PWD2534525 | (844,470) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ - | $ - |

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

Agreement with NM DFA to Construct and Renovate a facility (Lamplighter Inn) for homeless and below market renters in the total amount of $844,470. Term 06/30/2026 (NM DFA 24-I4222)

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| | |
| | |
| | |
| | |
| **TOTAL:** | **0** |

Halona Crowe — Halona Crowe — 10/8/2024
Prepared By *{print name}* — Date

Regina Wheeler
Regina Wheeler (Jan 8, 2025 10:35 MST)
Public Works Director — Date

HENRI HAMMOND-PAUL (Jan 9, 2025 09:39 MST) — Jan 9, 2025
Community Health & Safety Director — Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

Andy Hopkins — Jan 9, 2025
Budget Officer — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

# City of Santa Fe New Mexico

## *Finance Department*

## Project Ledger Request Form

Erika Lujan
Erika Lujan (Nov 14, 2024 13:31 MST)

Date of Request: 08/15/2024 req to revise recd 11/14/24 Nov 14, 2024

Project Title: Supportive Housing CIP - Bella Luz Apts.

Project Type: ☑ CIP ☑ Grant ☐ Internal Tracking

Project ID: PWD2534525
Grant ID: S2519
Approved By: MB 08/21/2024
Entered By: SS 08.20 (Finance Use Only)

Department: Community Development Project Manager: Facilities/Sam Burnett /HC Ext: 505-795-2491

Project Date Range: 08/15/2024 to 06/30/26 ☑ Create Fixed Asset

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

Funding Source: DFA 24-I4222 % of Funding: 100%

MUNIS ORG: 2400431 MUNIS OBJ: 490210 Awarded Amount: $844,470

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

**Expense String Phase:**

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

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

Phase: Subsidy Payments MUNIS ORG: 2400431 MUNIS OBJ: 510500

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

**Contract number:** _____ Comments/Other: HC req-revise from 3459980 to 2400431 and add 510500 to replace 972970

***GRANTS ONLY:***

Grantor Name: DFA 24-I4222 Awarded Amount: $844,470.00

AR Charge Code: 2400431.490210 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700007 Federal CFDA (if applicable): _____

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

**STATE OF NEW MEXICO**
**DEPARTMENT OF FINANCE AND ADMINISTRATION**
**GENERAL FUND 93100 CAPITAL APPROPRIATION PROJECT**

**THIS AGREEMENT** is made and entered into as of the date it is executed, by and between the Department of Finance and Administration, hereinafter called the "Department" or abbreviation such as "DFA/LGD", and **CITY OF SANTA FE**, hereinafter called the "Grantee". This Agreement shall be effective as of the date it is executed by the Department.

**RECITALS**

**WHEREAS**, in the **Laws of 2024, Chapter 65, Section 220**, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

**WHEREAS**, the Department is granting to Grantee, and the Grantee is accepting the grant of, funds from this appropriation, in accordance with the terms and conditions of this Agreement; and

**WHEREAS**, pursuant to Sections 9-6-5 and 9-6-5.1 NMSA 1978, the Secretary of the Department of Finance and Administration has the power and the authority to (i) maintain long-range estimates and plans for capital projects and develop standards for measuring the need for, and utility of, proposed projects; (ii) contract for, receive and utilize any grants or other financial assistance made available by the United States government or by any other source, public or private; (iii) provide planning and funding assistance to units of local government, council of government organizations, Indian tribal governments situated within New Mexico, and to nonprofit entities having for their purpose local, regional or community betterment; (iv) incident to any such programs, may enter into contracts and agreements with such units of local government, council of government organizations, Indian tribal governments, nonprofit entities and the federal government; and (v) delegate such authority to the Local Government Division as being necessary and appropriate to such delegation;

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

**ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE**

A. The project that is the subject of this Agreement is described as follows:

**24-I4222 $844,470.00 APPROPRIATION REVERSION DATE: June 30, 2026**

Laws of 2024, Chapter 65, Section 220, Eight Hundred Forty-four Thousand Four Hundred Seventy ($844,470.00), from the General Fund 93100 The time of expenditure for the local government division project in Subsection 401 of Section 35 of Chapter 81 of Laws 2020 to plan, design, construct and renovate a facility for homeless and below-market renters, including housing and services, in Santa Fe in Santa Fe county is extended through fiscal year 2026.

The Grantee's total reimbursements shall not exceed Eight Hundred Forty-four Thousand Four Hundred Seventy $844,470.00 (the "Appropriation Amount") minus the allocation for Art in Public Places ("AIPP amount")[1], if applicable, Zero $0.00, which equals Eight Hundred Forty-four Thousand Four Hundred Seventy $844,470.00 (the "Adjusted Appropriation Amount").

In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I(A), the language of the laws cited herein shall control.

This project is referred to throughout the remainder of this Agreement as the "Project"; the information contained in Article I(A) is referred to collectively throughout the remainder of this Agreement as the "Project Description." [Optional Language if special conditions apply. Attachment A sets forth additional or more stringent requirements and conditions, which are incorporated by this reference as if set forth fully herein. If Optional Attachment A imposes more stringent requirements than any requirement set forth in this Agreement, the more stringent requirements of Attachment A shall prevail, in the event of irreconcilable conflict.] The Grantee shall reference the Project's number in all correspondence with and submissions to the Department concerning the Project, including, but not limited to, Requests for Payment and reports.

**ARTICLE II. LIMITATION ON DEPARTMENT'S OBLIGATION TO MAKE GRANT DISBURSEMENT TO GRANTEE**

A. Upon the Effective Date of this Agreement, for permissible purposes within the scope of the Project Description, the Grantee shall only be reimbursed monies for which the Department has issued and the Grantee has received a Notice of Department's Obligation to Reimburse Grantee (hereinafter referred to as "Notice of Obligation"). This Grant Agreement and the disbursement of any and all amounts of the above referenced Adjusted Appropriation Amount are expressly conditioned upon the following:

i. Irrespective of any Notice of Obligation, the Grantee's expenditures shall be made on or before the Reversion Date and, if applicable, an Early Termination Date (i.e., the goods have been delivered and accepted or the title to the goods has been transferred to the Grantee and/or the services have been rendered for the Grantee); and

ii. The total amount received by the Grantee shall not exceed the lesser of: (a) the Adjusted Appropriation Amount identified in Article I(A) herein or (b) the total of all amounts stated in the Notice(s) of Obligation evidencing that the Department has received and accepted the Grantee's Third Party Obligation(s), as defined in subparagraph iii of this Article II(A); and

iii. The Grantee's expenditures were made pursuant to the State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the Project, hereinafter referred to as "Third Party Obligations"; and

iv. The Grantee's submittal of timely Requests for Payment in accordance with the procedures set forth in Article IX of this Agreement; and

v. In the event that capital assets acquired with Project funds are to be sold, leased, or licensed to or operated by a private entity, the sale, lease, license, or operating agreement:

a. must be approved by the applicable oversight entity (if any) in accordance with law; or

b. if no oversight entity is required to approve the transaction, the Department must approve the transaction as complying with law.

Prior to the sale, lease, license, or operating agreement being approved pursuant to Articles II(A)(v)(a) and II(A)(v)(b) herein, the Department may, in its sole and absolute discretion and unless inconsistent with State Board of Finance imposed conditions, reimburse the Grantee for necessary expenditures incurred to develop the Project sufficiently to make the sale, lease, license, or operating agreement commercially feasible, such as plan and design expenditures; and

vi. The Grantee shall request approval of its obligation(s) by submitting a Notice of Obligation form as provided by the Department. The Grantee's submission of documentation of all Third Party Obligations and amendments thereto (including terminations) to the Department and the Department's issuance and the Grantee's receiving of a Notice of Obligation for a particular amount in accordance with the terms of this Agreement shall be governed by the following:

a. The Grantee shall submit to the Department one copy of all Third Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party **but prior to execution by the Grantee.**

b. Grantee acknowledges and agrees that if it chooses to enter into a Third Party Obligation prior to receiving a Notice of Obligation that covers the expenditure, it is solely responsible for such obligations.

c. The Department may, in its sole and absolute discretion, issue to Grantee a Notice of Obligation for the particular amount of that Third Party Obligation that only obligates the Department to reimburse Grantee's expenditures made on or before the Reversion Date or an Early Termination Date.

d. The date the Department signs the Notice of Obligation is the date that the Department's Notice of Obligation is effective. After that date, the Grantee is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third Party Obligation and request the Third Party to begin work. Payment for any work performed or goods received prior to the effective date of the Notice of Obligation is wholly and solely the obligation of the Grantee.

B. The Grantee shall implement, in all respects, the Project. The Grantee shall provide all necessary qualified personnel, material, and facilities to implement the Project. The Grantee shall finance its share (if any) of the costs of the Project, including all Project overruns.

C. Project funds shall not be used for purposes other than those specified in the Project Description.

D. Unless specifically allowed by law, Project funds cannot be used to reimburse Grantee for indirect Project costs.

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[1]The AIPP amount is "an amount of money equal to one percent or two hundred thousand dollars ($200,000), whichever is less, of the amount of money appropriated for new construction or any major renovation exceeding one hundred thousand dollars ($100,000)." Section 13-4A-4 NMSA 1978.

[2]"Reimburse" as used throughout this Agreement includes Department payments to the Grantee for invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee.

**ARTICLE III. NOTICE PROVISIONS AND GRANTEE AND DEPARTMENT DESIGNATED REPRESENTATIVES**

Whenever written notices, including written decisions, are to be given or received, related to this Agreement, the following provisions shall apply.

The Grantee designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this Agreement:

Grantee: CITY OF SANTA FE
Name: Alan Webber
Title: Mayor
Address: PO Box 909, Santa Fe, NM 87504
Email: mayor@santafenm.gov
Telephone: 505-955-6590

The Grantee designates the person(s) listed below, or their successor, as their Fiscal Officer or Fiscal Agent concerning all matters related to this Agreement:

Grantee: CITY OF SANTA FE
Name: Emily K. Oster
Title: Finance Director
Address: PO Box 909, Santa Fe, NM 87504
Email: ekoster@santafenm.gov
Telephone: 505-629-3411

The Department designates the persons listed below, or their successors, as the Points of Contact for matters related to this Agreement.

Department: DFA/Local Government Division
Name: Daniel Catanach
Title: Program Manager
Address: Bataan Memorial Bldg. Rm 202, Santa Fe, NM 87501
Email: danieln.catanach@dfa.nm.gov
Telephone: 505-231-6090

The Grantee and the Department agree that either party shall send all notices, including written decisions, related to this Agreement to the above named persons by email or regular mail. In the case of mailings, notices shall be deemed to have been given and received upon the date of the receiving party's actual receipt or five calendar days after mailing, whichever shall first occur. In the case of email transmissions, the notice shall be deemed to have been given and received on the date reflected on the delivery receipt of email.

**ARTICLE IV. REVERSION DATE, TERM, DEADLINE TO EXPEND FUNDS**

A. As referenced in Article I(A), the applicable law establishes a date by which Project funds must be expended by Grantee, which is referred to throughout the remainder of this Agreement as the "Reversion Date." Upon being duly executed by both parties, this Agreement shall be effective as of the date of execution by the Department. It shall terminate on **June 30, 2026** the Reversion Date unless Terminated Before Reversion Date ("Early Termination") pursuant to Article V herein.
B. The Project's funds must be expended on or before the Reversion Date and, if applicable, Early Termination Date of this Agreement. For purposes of this Agreement, it is not sufficient for the Grantee to encumber the Project funds on its books on or before the Project's Reversion Date or Early Termination Date. Funds are expended and an expenditure has occurred as of the date that a particular quantity of goods are delivered to and received by the Grantee or title to the goods is transferred to the Grantee and/or as of the date particular services are rendered for the Grantee. Funds are ***not*** expended and an expenditure has ***not*** occurred as of the date they are encumbered by the Grantee pursuant to a contract or purchase order with a third party.

## ARTICLE V. EARLY TERMINATION

**A. Early Termination Before Reversion Date Due to Completion of the Project or Complete Expenditure of the Adjusted Appropriation or Violation of this Agreement**

Early Termination includes:

i. Termination due to completion of the Project before the Reversion Date; or
ii. Termination due to complete expenditure of the Adjusted Appropriation Amount before the Reversion Date; or
iii. Termination for violation of the terms of this Agreement; or
iv. Termination for suspected mishandling of public funds, including but not limited to, fraud, waste, abuse, and conflicts of interest.

Either the Department or the Grantee may early terminate this Agreement prior to the Reversion Date by providing the other party with a minimum of fifteen (15) days' advance, written notice of early termination. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(A).

**B. Early Termination Before Reversion Date Due to Non-appropriation**

The terms of this Agreement are expressly made contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. Throughout this Agreement the term "non-appropriate" or "non-appropriation" includes the following actions by the New Mexico Legislature: deauthorization, reauthorization or revocation of a prior authorization. The Legislature may choose to non-appropriate the Appropriation referred to in Article I and, if that occurs, the Department shall early terminate this Agreement for non-appropriation by giving the Grantee written notice of such termination, and such termination shall be effective as of the effective date of the law making the non-appropriation. The Department's decision as to whether sufficient appropriations or authorizations are available shall be accepted by the Grantee and shall be final. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(B).

**C. Limitation on Department's Obligation to Make Grant Disbursements to Grantee in the Event of Early Termination**

In the event of Early Termination of this Agreement by either party, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth Article II.

## ARTICLE VI. SUSPENSION OF NEW OR FURTHER OBLIGATIONS

A. The Department may choose, in its sole and absolute discretion, to provide written notice to the Grantee to suspend entering into new and further obligations. Upon the receipt of such written notice by the Grantee:

i. The Grantee shall immediately suspend entering into new or further written obligations with third parties; and
ii. The Department will suspend the issuance of any new or further Notice of Obligation under this Agreement; and
iii. The Department may direct the Grantee to implement a corrective action plan in accordance with Article VI(D) herein.

B. In the event of Suspension of this Agreement, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II herein.

C. A suspension of new or further obligations under this Agreement shall remain in effect unless or until the date the Grantee receives written notice given by the Department informing the Grantee that the Suspension has been lifted or that the Agreement has been Early Terminated in accordance with Article V herein. If the Suspension is lifted, the Department will consider further requests for Notice of Obligation.

**D. Corrective Action Plan in the Event of Suspension**

In the event that the Department chooses, in its sole and absolute discretion to direct the Grantee to suspend entering into new or further written obligations with third parties pursuant to Article VI(A), the Department may, but is not obligated to, require the Grantee to develop and implement a written corrective action plan to remedy the grounds for the Suspension. Such corrective action plan must be approved by the Department and be signed by the Grantee. Failure to sign a corrective action plan or meet the terms and deadlines set forth in the signed corrective action plan, is hereby deemed a violation of the terms of this Agreement for purposes of Early Termination, Article V(A)(iii). The corrective action plan is in addition to, and not in lieu of, any other equitable or legal remedy, including but not limited to Early Termination.

**ARTICLE VII. AMENDMENT**

This Agreement shall not be altered, changed, or amended except by instrument in writing duly executed by both the parties hereto.

**ARTICLE VIII. REPORTS**

**A. Database Reporting**

The Grantee shall report quarterly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration. Additionally, the Grantee shall certify on the Request for Payment form that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Quarterly reports are due on the last day of each quarter. Quarter end reporting periods are September 30th, December 31st, March 31st, and June 30th.

**B. Requests for Additional Information/Project Inspection**

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

i. request such additional information regarding the Project as it deems necessary; and
ii. conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

**ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES**

A. The Grantee shall request payment by submitting a Request for Payment, in the form provided by the Department. Payment requests are subject to the following procedures:
   i. The Grantee must submit a Request for Payment; and
   ii. Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee showing that the expenditures are valid or are liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee for services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.
   iii. In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing. The Grantee is required to certify to the Department proof of payment to the third party contractor or vendor within ten (10) business days from the date of receiving reimbursement from the Department.

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of execution of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

**C. Deadlines**

Requests for Payments shall be submitted by Grantee to the Department on the earlier of:
   i. Immediately as they are received by the Grantee but at a minimum thirty (30) days from when the expenditure was incurred or liability of the Grantee was approved as evidenced by an unpaid invoice received by the Grantee from a third party contractor or vendor; or
   ii. Twenty (20) days from date of Early Termination; or

iii. Twenty (20) days from the Reversion Date.

D. The Grantee's failure to abide by the requirements set forth in Article II and Article IX herein will result in the denial of its Request for Payment or will delay the processing of Requests for Payment. The Department has the right to reject a payment request for the Project unless and until it is satisfied that the expenditures in the Request for Payment are for permissible purposes within the meaning of the Project Description and that the expenditures and the Grantee are otherwise in compliance with this Agreement, including but not limited to, compliance with the reporting requirements and the requirements set forth in Article II herein to provide Third Party Obligations and the Deadlines set forth in Article IX herein. The Department's ability to reject any Request for Payment is in addition to, and not in lieu of, any other legal or equitable remedy available to the Department due to Grantee's violation of this Agreement.

**ARTICLE X. PROJECT CONDITIONS AND RESTRICTIONS; REPRESENTATIONS AND WARRANTIES**

A. The following general conditions and restrictions are applicable to the Project:

i. The Project's funds must be spent in accordance with all applicable state laws, regulations, policies, and guidelines, including, but not limited to, the State Procurement Code (or local procurement ordinance, where applicable).

ii. The Project must be implemented in accordance with the New Mexico Public Works Minimum Wage Act, Section 13-4-10 through 13-4-17 NMSA 1978, as applicable. Every contract or project in excess of sixty thousand dollars ($60,000) that the Grantee is a party to for construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages and fringe benefits to be paid to various classes of laborers and mechanics, shall be based upon the wages and benefits that will be determined by the New Mexico Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed on contract work of a similar nature in the locality. Further, every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates and fringe benefit rates not less than those determined pursuant to Section 13-4-11 (B) NMSA 1978 to be the prevailing wage rates and prevailing fringe benefit rates issued for the project.

iii. The Project may only benefit private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico, the "Anti-Donation Clause."

iv. The Grantee shall not for a period of 10 years from the date of this agreement convert any property acquired, built, renovated, repaired, designed or developed with the Project's funds to uses other than those specified in the Project Description without the Department's and the Board of Finance's express, advance, written approval, which may include a requirement to reimburse the State for the cost of the project, transfer proceeds from the disposition of property to the State, or otherwise provide consideration to the State.

v. The Grantee shall comply with all federal and state laws, rules and regulations pertaining to equal employment opportunity. In accordance with all such laws, rules and regulations the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with Grantee, be excluded from participation in the Project, be denied benefits or otherwise be subject to discrimination under, any activity performed under this Agreement. If Grantee is found to be not in compliance with these requirements during the life of this Agreement, Grantee agrees to take appropriate steps to correct any deficiencies. The Grantee's failure to implement such appropriate steps within a reasonable time constitutes grounds for terminating this Agreement.

B. The Grantee hereby represents and warrants the following:

i. The Grantee has the legal authority to receive and expend the Project's funds.

ii. This Agreement has been duly authorized by the Grantee, the person executing this Agreement has authority to do so, and, once executed by the Grantee, this Agreement shall constitute a binding obligation of the Grantee, enforceable according to its terms.

iii. This Agreement and the Grantee's obligations hereunder do not conflict with any law or ordinance or resolution applicable to the Grantee, the Grantee's charter (if applicable), or any judgment or decree to which the Grantee is subject.

iv. The Grantee has independently confirmed that the Project Description, including, but not limited to, the amount and Reversion Date, is consistent with the underlying appropriation in law.

v. The Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment.

vi. The Grantee shall abide by New Mexico laws regarding conflicts of interest, governmental conduct and whistleblower

protection. The Grantee specifically agrees that no officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who exercises any function or responsibility with respect to this Grant, during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed or goods to be received, pursuant to this Grant. Further, Grantee shall require all of its contractors to incorporate in all subcontracts the language set forth in this paragraph prohibiting conflicts of interest.

vii. No funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of this or any agency or body in connection with the awarding of any Third Party Obligation and that the Grantee shall require certifying language prohibiting lobbying to be included in the award documents for all subawards, including subcontracts, loans and cooperative agreements. All subrecipients shall be required to certify accordingly.

**ARTICLE XI. STRICT ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS; PROJECT RECORDS**

A. The Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles, and, if feasible, maintain a separate bank account or fund with a separate organizational code, for the funds to assure separate budgeting and accounting of the funds.

B. For a period of six (6) years following the Project's completion, the Grantee shall maintain all Project related records, including, but not limited to, all financial records, requests for proposals, invitations to bid, selection and award criteria, contracts and subcontracts, advertisements, minutes of pertinent meetings, as well as records sufficient to fully account for the amount and disposition of the total funds from all sources budgeted for the Project, the purpose for which such funds were used, and such other records as the Department shall prescribe.

C. The Grantee shall make all Project records available to the Department, the Department of Finance and Administration, and the New Mexico State Auditor upon request. With respect to the funds that are the subject of this Agreement, if the State Auditor or the Department of Finance and Administration finds that any or all of these funds were improperly expended, the Grantee may be required to reimburse to the State of New Mexico, to the originating fund, any and all amounts found to be improperly expended.

**ARTICLE XII. IMPROPERLY REIMBURSED FUNDS**

If the Department determines that part or all of the Appropriation Amount was improperly reimbursed to Grantee, including but not limited to, Project funds reimbursed to Grantee based upon fraud, mismanagement, misrepresentation, misuse, violation of law by the Grantee, or violation of this Agreement, the Grantee shall return such funds to the Department for disposition in accordance with law.

**ARTICLE XIII. LIABILITY**

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act.

**ARTICLE XIV. SCOPE OF AGREEMENT**

This Agreement constitutes the entire and exclusive agreement between the Grantee and Department concerning the subject matter hereof. The Agreement supersedes any and all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

**ARTICLE XV. REQUIRED NON-APPROPRIATIONS CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT**

The Grantee acknowledges, warrants, and agrees that Grantee shall include a "non-appropriations" clause in all contracts between it and other parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement that states:

"The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, the **CITY OF SANTA FE** may immediately terminate this Agreement by giving Contractor written notice of such termination. The **CITY OF SANTA FE**'s decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. Contractor hereby waives any rights to assert an impairment of contract claim against the **CITY OF SANTA FE** or the

Department of Finance and Administration, Local Government Division (DFA/LGD) or the State of New Mexico in the event of immediate or Early Termination of this Agreement by the **CITY OF SANTA FE** or the Department"

**ARTICLE XVI. REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT**

Grantee acknowledges, warrants, and agrees that Grantee shall include the following termination clause in all contracts that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement:

"This contract is funded in whole or in part by funds made available under a DFA/LGD Grant Agreement. Should the DFA/LGD early terminate the grant agreement, the CITY OF SANTA FE may early terminate this contract by providing Contractor written notice of such termination. In the event of termination pursuant to this paragraph, the CITY OF SANTA FE only liability shall be to pay Contractor for acceptable goods delivered and services rendered before the termination date."

Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department.

**ARTICLE XVII. COMPLIANCE WITH UNIFORM FUNDING CRITERIA.**

A. Throughout the term of this Agreement, Grantee shall:
    1. submit all reports of annual audits and agreed upon procedures required by Section 12-6-3(A)-(B) NMSA 1978 by the due dates established in 2.2.2 NMAC, reports of which must be a public record pursuant to Section 12-6-5(A) NMSA 1978 within forty-five days of delivery to the State Auditor;
    2. have a duly adopted budget for the current fiscal year approved by its budgetary oversight agency (if any);
    3. timely submit all required financial reports to its budgetary oversight agency (if any); and
    4. have adequate accounting methods and procedures to expend grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds.

B. In the event Grantee fails to comply with the requirements of Paragraph A of this Article XVII, the Department may take one or more of the following actions:
    1. suspend new or further obligations pursuant to Article VI(A) of this Agreement;
    2. require the Grantee to develop and implement a written corrective action plan pursuant to Article VI(D) of this Agreement to remedy the non-compliance;
    3. impose special grant conditions to address the non-compliance by giving the Grantee notice of such special conditions in accordance with Article III of this Agreement; the special conditions shall be binding and effective on the date that notice is deemed to have been given pursuant to Article III; or
    4. terminate this Agreement pursuant to Article V(A) of this Agreement.

**ARTICLE XVIII. SEVERANCE TAX BOND AND GENERAL OBLIGATION BOND PROJECT CLAUSES**

A. Grantee acknowledges and agrees that the underlying appropriation for the Project is a severance tax bond or general obligation bond appropriation, and that the associated bond proceeds are administered by the New Mexico State Board of Finance (SBOF), an entity separate and distinct from the Department. Grantee acknowledges and agrees that (i) it is Grantee's sole and absolute responsibility to determine through SBOF staff what (if any) conditions are currently imposed on the Project; (ii) the Department's failure to inform Grantee of a SBOF imposed condition does not affect the validity or enforceability of the condition; (iii) the SBOF may in the future impose further or different conditions upon the Project; (iv) all SBOF conditions are effective without amendment of this Agreement; (v) all applicable SBOF conditions must be satisfied before the SBOF will release to the Department funds subject to the condition(s); and (vi) the Department's obligation to reimburse Grantee from the Project is contingent upon the then current SBOF conditions being satisfied.

B. Grantee acknowledges and agrees that the SBOF may in its sole and absolute discretion remove a project's assigned bond proceeds if the project doesn't proceed sufficiently. Entities must comply with the requirement to encumber five percent (5%) of Project funds within six months of bond issuance as certified by the grantee in the Bond Questionnaire and Certification documents submitted to the SBOF. Failure to comply may result in the bond proceeds reassignment to a new ready project. If this should occur this grant agreement will be suspended until the entity has demonstrated readiness as determined by the SBOF and the Department.

C. Grantee acknowledges and agrees that this Agreement is subject to the SBOF's Bond Project Disbursements rule, NMAC 2.61.6, as may be amended or re-codified. The rule provides definitions and interpretations of grant language for the purpose of determining whether a particular activity is allowable under the authorizing language of the agreement.

[THIS SPACE LEFT BLANK INTENTIONALLY]

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the date of execution by the Department.

**GRANTEE**

_____
Entity Name

_____
Signature of Official with Authority to Bind Grantee

By: _____
(Print Name)

Its: _____
(Title)

_____
Date

**DEPARTMENT OF FINANCE AND ADMINISTRATION**
**LOCAL GOVERNMENT DIVISION**

_____
By:

Its: Cabinet Secretary or Designee

_____
Date

**STATE OF NEW MEXICO**
**GRANT PROJECT**
**Request for Payment Form**
**Exhibit 1**

## I. Grantee Information

(Make sure information is complete & accurate)

A. Grantee: _____

B. Address: _____

(Complete Mailing, including Suite, if applicable)

_____

City, State, Zip

C. Contact Name/Phone #: _____

D. Grant No: _____

E. Project Title: _____

F. Grant Expiration Date: _____

## II. Payment Computation

A. Payment Request No. _____

B. Grant Amount: _____

C. AIPP Amount *(If Applicable)* : _____

D. Funds Requested to Date: _____

E. Amount Requested this Payment: _____

F. Reversion Amount (I*f Applicable* ): _____

G. Grant Balance: _____

H. Final Request for Payment (*if Applicable* )

## III. Fiscal Year : _____

*(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)*

## IV. ☐ Reporting Certification:

I hereby certify to the best of my knowledge and belief, that reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with the Grant Agreement.

## V. ☐ Compliance Certification:

Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

Emily K. Oster

**Grantee Fiscal Officer**
or **Fiscal Agent** (*if applicable* )

**Grantee Representative**

EMILY OSTER
Printed Name

Printed Name

Date: Jan 13, 2025

Date:

## (State Agency Use Only)

**Vendor Code:** _____ **Fund No.:** _____ **PO #** _____ **Loc No.:** _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

Division Fiscal Officer Date

Division Project Manager Date

## NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
## EXHIBIT 2

**Notice of Obligation to Reimburse Grantee # _____**

DATE: _____

TO: Department Representative: _____, _____

FROM: Grantee Entity: _____

Grantee Official Representative:_____

SUBJECT: Notice of Obligation to Reimburse Grantee

Grant Number: _____

Grant Termination Date: _____

As the designated representative of the Department for Grant Agreement number _____ entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: _____

Third Party Obligation Amount: _____

Vendor or Contractor: _____

Third Party Obligation Amount: _____

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): _____

The Amount of this Notice of Obligation: _____

The Total Amount of all Previously Issued Notices of Obligation: _____

The Total Amount of all Notices of Obligation to Date: _____

*Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.*

Department Rep. Approver: _____

Title: _____

Signature: _____

Date: _____

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

**STATE OF NEW MEXICO**
**DEPARTMENT OF FINANCE AND ADMINISTRATION**
**GENERAL FUND 93100 CAPITAL APPROPRIATION PROJECT**

**THIS AGREEMENT** is made and entered into as of the date it is executed, by and between the Department of Finance and Administration, hereinafter called the "Department" or abbreviation such as "DFA/LGD", and **CITY OF SANTA FE**, hereinafter called the "Grantee". This Agreement shall be effective as of the date it is executed by the Department.

**RECITALS**

**WHEREAS**, in the **Laws of 2024, Chapter 65, Section 220**, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

**WHEREAS**, the Department is granting to Grantee, and the Grantee is accepting the grant of, funds from this appropriation, in accordance with the terms and conditions of this Agreement; and

**WHEREAS**, pursuant to Sections 9-6-5 and 9-6-5.1 NMSA 1978, the Secretary of the Department of Finance and Administration has the power and the authority to (i) maintain long-range estimates and plans for capital projects and develop standards for measuring the need for, and utility of, proposed projects; (ii) contract for, receive and utilize any grants or other financial assistance made available by the United States government or by any other source, public or private; (iii) provide planning and funding assistance to units of local government, council of government organizations, Indian tribal governments situated within New Mexico, and to nonprofit entities having for their purpose local, regional or community betterment; (iv) incident to any such programs, may enter into contracts and agreements with such units of local government, council of government organizations, Indian tribal governments, nonprofit entities and the federal government; and (v) delegate such authority to the Local Government Division as being necessary and appropriate to such delegation;

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

**ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE**

A. The project that is the subject of this Agreement is described as follows:

**24-I4222 $844,470.00 APPROPRIATION REVERSION DATE: June 30, 2026**

Laws of 2024, Chapter 65, Section 220, Eight Hundred Forty-four Thousand Four Hundred Seventy ($844,470.00), from the General Fund 93100 The time of expenditure for the local government division project in Subsection 401 of Section 35 of Chapter 81 of Laws 2020 to plan, design, construct and renovate a facility for homeless and below-market renters, including housing and services, in Santa Fe in Santa Fe county is extended through fiscal year 2026.

The Grantee's total reimbursements shall not exceed Eight Hundred Forty-four Thousand Four Hundred Seventy $844,470.00 (the "Appropriation Amount") minus the allocation for Art in Public Places ("AIPP amount")[1], if applicable, Zero $0.00, which equals Eight Hundred Forty-four Thousand Four Hundred Seventy $844,470.00 (the "Adjusted Appropriation Amount").

In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I(A), the language of the laws cited herein shall control.

This project is referred to throughout the remainder of this Agreement as the "Project"; the information contained in Article I(A) is referred to collectively throughout the remainder of this Agreement as the "Project Description." [Optional Language if special conditions apply. Attachment A sets forth additional or more stringent requirements and conditions, which are incorporated by this reference as if set forth fully herein. If Optional Attachment A imposes more stringent requirements than any requirement set forth in this Agreement, the more stringent requirements of Attachment A shall prevail, in the event of irreconcilable conflict.] The Grantee shall reference the Project's number in all correspondence with and submissions to the Department concerning the Project, including, but not limited to, Requests for Payment and reports.

**ARTICLE II. LIMITATION ON DEPARTMENT'S OBLIGATION TO MAKE GRANT DISBURSEMENT TO GRANTEE**

A. Upon the Effective Date of this Agreement, for permissible purposes within the scope of the Project Description, the Grantee shall only be reimbursed monies for which the Department has issued and the Grantee has received a Notice of Department's Obligation to Reimburse Grantee (hereinafter referred to as "Notice of Obligation"). This Grant Agreement and the disbursement of any and all amounts of the above referenced Adjusted Appropriation Amount are expressly conditioned upon the following:

i. Irrespective of any Notice of Obligation, the Grantee's expenditures shall be made on or before the Reversion Date and, if applicable, an Early Termination Date (i.e., the goods have been delivered and accepted or the title to the goods has been transferred to the Grantee and/or the services have been rendered for the Grantee); and

ii. The total amount received by the Grantee shall not exceed the lesser of: (a) the Adjusted Appropriation Amount identified in Article I(A) herein or (b) the total of all amounts stated in the Notice(s) of Obligation evidencing that the Department has received and accepted the Grantee's Third Party Obligation(s), as defined in subparagraph iii of this Article II(A); and

iii. The Grantee's expenditures were made pursuant to the State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the Project, hereinafter referred to as "Third Party Obligations"; and

iv. The Grantee's submittal of timely Requests for Payment in accordance with the procedures set forth in Article IX of this Agreement; and

v. In the event that capital assets acquired with Project funds are to be sold, leased, or licensed to or operated by a private entity, the sale, lease, license, or operating agreement:

a. must be approved by the applicable oversight entity (if any) in accordance with law; or

b. if no oversight entity is required to approve the transaction, the Department must approve the transaction as complying with law.

Prior to the sale, lease, license, or operating agreement being approved pursuant to Articles II(A)(v)(a) and II(A)(v)(b) herein, the Department may, in its sole and absolute discretion and unless inconsistent with State Board of Finance imposed conditions, reimburse the Grantee for necessary expenditures incurred to develop the Project sufficiently to make the sale, lease, license, or operating agreement commercially feasible, such as plan and design expenditures; and

vi. The Grantee shall request approval of its obligation(s) by submitting a Notice of Obligation form as provided by the Department. The Grantee's submission of documentation of all Third Party Obligations and amendments thereto (including terminations) to the Department and the Department's issuance and the Grantee's receiving of a Notice of Obligation for a particular amount in accordance with the terms of this Agreement shall be governed by the following:

a. The Grantee shall submit to the Department one copy of all Third Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party **but prior to execution by the Grantee.**

b. Grantee acknowledges and agrees that if it chooses to enter into a Third Party Obligation prior to receiving a Notice of Obligation that covers the expenditure, it is solely responsible for such obligations.

c. The Department may, in its sole and absolute discretion, issue to Grantee a Notice of Obligation for the particular amount of that Third Party Obligation that only obligates the Department to reimburse Grantee's expenditures made on or before the Reversion Date or an Early Termination Date.

d. The date the Department signs the Notice of Obligation is the date that the Department's Notice of Obligation is effective. After that date, the Grantee is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third Party Obligation and request the Third Party to begin work. Payment for any work performed or goods received prior to the effective date of the Notice of Obligation is wholly and solely the obligation of the Grantee.

B. The Grantee shall implement, in all respects, the Project. The Grantee shall provide all necessary qualified personnel, material, and facilities to implement the Project. The Grantee shall finance its share (if any) of the costs of the Project, including all Project overruns.

C. Project funds shall not be used for purposes other than those specified in the Project Description.

D. Unless specifically allowed by law, Project funds cannot be used to reimburse Grantee for indirect Project costs.

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[1]The AIPP amount is "an amount of money equal to one percent or two hundred thousand dollars ($200,000), whichever is less, of the amount of money appropriated for new construction or any major renovation exceeding one hundred thousand dollars ($100,000)." Section 13-4A-4 NMSA 1978.

[2]"Reimburse" as used throughout this Agreement includes Department payments to the Grantee for invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee.

**ARTICLE III. NOTICE PROVISIONS AND GRANTEE AND DEPARTMENT DESIGNATED REPRESENTATIVES**

Whenever written notices, including written decisions, are to be given or received, related to this Agreement, the following provisions shall apply.

The Grantee designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this Agreement:

Grantee: CITY OF SANTA FE
Name: Alan Webber
Title: Mayor
Address: PO Box 909, Santa Fe, NM 87504
Email: mayor@santafenm.gov
Telephone: 505-955-6590

The Grantee designates the person(s) listed below, or their successor, as their Fiscal Officer or Fiscal Agent concerning all matters related to this Agreement:

Grantee: CITY OF SANTA FE
Name: Emily K. Oster
Title: Finance Director
Address: PO Box 909, Santa Fe, NM 87504
Email: ekoster@santafenm.gov
Telephone: 505-629-3411

The Department designates the persons listed below, or their successors, as the Points of Contact for matters related to this Agreement.

Department: DFA/Local Government Division
Name: Daniel Catanach
Title: Program Manager
Address: Bataan Memorial Bldg. Rm 202, Santa Fe, NM 87501
Email: danieln.catanach@dfa.nm.gov
Telephone: 505-231-6090

The Grantee and the Department agree that either party shall send all notices, including written decisions, related to this Agreement to the above named persons by email or regular mail. In the case of mailings, notices shall be deemed to have been given and received upon the date of the receiving party's actual receipt or five calendar days after mailing, whichever shall first occur. In the case of email transmissions, the notice shall be deemed to have been given and received on the date reflected on the delivery receipt of email.

**ARTICLE IV. REVERSION DATE, TERM, DEADLINE TO EXPEND FUNDS**

A. As referenced in Article I(A), the applicable law establishes a date by which Project funds must be expended by Grantee, which is referred to throughout the remainder of this Agreement as the "Reversion Date." Upon being duly executed by both parties, this Agreement shall be effective as of the date of execution by the Department. It shall terminate on **June 30, 2026** the Reversion Date unless Terminated Before Reversion Date ("Early Termination") pursuant to Article V herein.
B. The Project's funds must be expended on or before the Reversion Date and, if applicable, Early Termination Date of this Agreement. For purposes of this Agreement, it is not sufficient for the Grantee to encumber the Project funds on its books on or before the Project's Reversion Date or Early Termination Date. Funds are expended and an expenditure has occurred as of the date that a particular quantity of goods are delivered to and received by the Grantee or title to the goods is transferred to the Grantee and/or as of the date particular services are rendered for the Grantee. Funds are ***not*** expended and an expenditure has ***not*** occurred as of the date they are encumbered by the Grantee pursuant to a contract or purchase order with a third party.

## ARTICLE V. EARLY TERMINATION

**A. Early Termination Before Reversion Date Due to Completion of the Project or Complete Expenditure of the Adjusted Appropriation or Violation of this Agreement**

Early Termination includes:

i. Termination due to completion of the Project before the Reversion Date; or
ii. Termination due to complete expenditure of the Adjusted Appropriation Amount before the Reversion Date; or
iii. Termination for violation of the terms of this Agreement; or
iv. Termination for suspected mishandling of public funds, including but not limited to, fraud, waste, abuse, and conflicts of interest.

Either the Department or the Grantee may early terminate this Agreement prior to the Reversion Date by providing the other party with a minimum of fifteen (15) days' advance, written notice of early termination. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(A).

**B. Early Termination Before Reversion Date Due to Non-appropriation**

The terms of this Agreement are expressly made contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. Throughout this Agreement the term "non-appropriate" or "non-appropriation" includes the following actions by the New Mexico Legislature: deauthorization, reauthorization or revocation of a prior authorization. The Legislature may choose to non-appropriate the Appropriation referred to in Article I and, if that occurs, the Department shall early terminate this Agreement for non-appropriation by giving the Grantee written notice of such termination, and such termination shall be effective as of the effective date of the law making the non-appropriation. The Department's decision as to whether sufficient appropriations or authorizations are available shall be accepted by the Grantee and shall be final. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(B).

**C. Limitation on Department's Obligation to Make Grant Disbursements to Grantee in the Event of Early Termination**

In the event of Early Termination of this Agreement by either party, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth Article II.

## ARTICLE VI. SUSPENSION OF NEW OR FURTHER OBLIGATIONS

A. The Department may choose, in its sole and absolute discretion, to provide written notice to the Grantee to suspend entering into new and further obligations. Upon the receipt of such written notice by the Grantee:

i. The Grantee shall immediately suspend entering into new or further written obligations with third parties; and
ii. The Department will suspend the issuance of any new or further Notice of Obligation under this Agreement; and
iii. The Department may direct the Grantee to implement a corrective action plan in accordance with Article VI(D) herein.

B. In the event of Suspension of this Agreement, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II herein.

C. A suspension of new or further obligations under this Agreement shall remain in effect unless or until the date the Grantee receives written notice given by the Department informing the Grantee that the Suspension has been lifted or that the Agreement has been Early Terminated in accordance with Article V herein. If the Suspension is lifted, the Department will consider further requests for Notice of Obligation.

**D. Corrective Action Plan in the Event of Suspension**

In the event that the Department chooses, in its sole and absolute discretion to direct the Grantee to suspend entering into new or further written obligations with third parties pursuant to Article VI(A), the Department may, but is not obligated to, require the Grantee to develop and implement a written corrective action plan to remedy the grounds for the Suspension. Such corrective action plan must be approved by the Department and be signed by the Grantee. Failure to sign a corrective action plan or meet the terms and deadlines set forth in the signed corrective action plan, is hereby deemed a violation of the terms of this Agreement for purposes of Early Termination, Article V(A)(iii). The corrective action plan is in addition to, and not in lieu of, any other equitable or legal remedy, including but not limited to Early Termination.

**ARTICLE VII. AMENDMENT**

This Agreement shall not be altered, changed, or amended except by instrument in writing duly executed by both the parties hereto.

**ARTICLE VIII. REPORTS**

**A. Database Reporting**

The Grantee shall report quarterly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration. Additionally, the Grantee shall certify on the Request for Payment form that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Quarterly reports are due on the last day of each quarter. Quarter end reporting periods are September 30th, December 31st, March 31st, and June 30th.

**B. Requests for Additional Information/Project Inspection**

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

i. request such additional information regarding the Project as it deems necessary; and
ii. conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

**ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES**

A. The Grantee shall request payment by submitting a Request for Payment, in the form provided by the Department. Payment requests are subject to the following procedures:
   i. The Grantee must submit a Request for Payment; and
   ii. Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee showing that the expenditures are valid or are liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee for services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.
   iii. In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing. The Grantee is required to certify to the Department proof of payment to the third party contractor or vendor within ten (10) business days from the date of receiving reimbursement from the Department.

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of execution of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

**C. Deadlines**

Requests for Payments shall be submitted by Grantee to the Department on the earlier of:
   i. Immediately as they are received by the Grantee but at a minimum thirty (30) days from when the expenditure was incurred or liability of the Grantee was approved as evidenced by an unpaid invoice received by the Grantee from a third party contractor or vendor; or
   ii. Twenty (20) days from date of Early Termination; or

iii. Twenty (20) days from the Reversion Date.

D. The Grantee's failure to abide by the requirements set forth in Article II and Article IX herein will result in the denial of its Request for Payment or will delay the processing of Requests for Payment. The Department has the right to reject a payment request for the Project unless and until it is satisfied that the expenditures in the Request for Payment are for permissible purposes within the meaning of the Project Description and that the expenditures and the Grantee are otherwise in compliance with this Agreement, including but not limited to, compliance with the reporting requirements and the requirements set forth in Article II herein to provide Third Party Obligations and the Deadlines set forth in Article IX herein. The Department's ability to reject any Request for Payment is in addition to, and not in lieu of, any other legal or equitable remedy available to the Department due to Grantee's violation of this Agreement.

**ARTICLE X. PROJECT CONDITIONS AND RESTRICTIONS; REPRESENTATIONS AND WARRANTIES**

A. The following general conditions and restrictions are applicable to the Project:

i. The Project's funds must be spent in accordance with all applicable state laws, regulations, policies, and guidelines, including, but not limited to, the State Procurement Code (or local procurement ordinance, where applicable).

ii. The Project must be implemented in accordance with the New Mexico Public Works Minimum Wage Act, Section 13-4-10 through 13-4-17 NMSA 1978, as applicable. Every contract or project in excess of sixty thousand dollars ($60,000) that the Grantee is a party to for construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages and fringe benefits to be paid to various classes of laborers and mechanics, shall be based upon the wages and benefits that will be determined by the New Mexico Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed on contract work of a similar nature in the locality. Further, every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates and fringe benefit rates not less than those determined pursuant to Section 13-4-11 (B) NMSA 1978 to be the prevailing wage rates and prevailing fringe benefit rates issued for the project.

iii. The Project may only benefit private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico, the "Anti-Donation Clause."

iv. The Grantee shall not for a period of 10 years from the date of this agreement convert any property acquired, built, renovated, repaired, designed or developed with the Project's funds to uses other than those specified in the Project Description without the Department's and the Board of Finance's express, advance, written approval, which may include a requirement to reimburse the State for the cost of the project, transfer proceeds from the disposition of property to the State, or otherwise provide consideration to the State.

v. The Grantee shall comply with all federal and state laws, rules and regulations pertaining to equal employment opportunity. In accordance with all such laws, rules and regulations the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with Grantee, be excluded from participation in the Project, be denied benefits or otherwise be subject to discrimination under, any activity performed under this Agreement. If Grantee is found to be not in compliance with these requirements during the life of this Agreement, Grantee agrees to take appropriate steps to correct any deficiencies. The Grantee's failure to implement such appropriate steps within a reasonable time constitutes grounds for terminating this Agreement.

B. The Grantee hereby represents and warrants the following:

i. The Grantee has the legal authority to receive and expend the Project's funds.

ii. This Agreement has been duly authorized by the Grantee, the person executing this Agreement has authority to do so, and, once executed by the Grantee, this Agreement shall constitute a binding obligation of the Grantee, enforceable according to its terms.

iii. This Agreement and the Grantee's obligations hereunder do not conflict with any law or ordinance or resolution applicable to the Grantee, the Grantee's charter (if applicable), or any judgment or decree to which the Grantee is subject.

iv. The Grantee has independently confirmed that the Project Description, including, but not limited to, the amount and Reversion Date, is consistent with the underlying appropriation in law.

v. The Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment.

vi. The Grantee shall abide by New Mexico laws regarding conflicts of interest, governmental conduct and whistleblower

protection. The Grantee specifically agrees that no officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who exercises any function or responsibility with respect to this Grant, during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed or goods to be received, pursuant to this Grant. Further, Grantee shall require all of its contractors to incorporate in all subcontracts the language set forth in this paragraph prohibiting conflicts of interest.

vii. No funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of this or any agency or body in connection with the awarding of any Third Party Obligation and that the Grantee shall require certifying language prohibiting lobbying to be included in the award documents for all subawards, including subcontracts, loans and cooperative agreements. All subrecipients shall be required to certify accordingly.

**ARTICLE XI. STRICT ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS; PROJECT RECORDS**

A. The Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles, and, if feasible, maintain a separate bank account or fund with a separate organizational code, for the funds to assure separate budgeting and accounting of the funds.

B. For a period of six (6) years following the Project's completion, the Grantee shall maintain all Project related records, including, but not limited to, all financial records, requests for proposals, invitations to bid, selection and award criteria, contracts and subcontracts, advertisements, minutes of pertinent meetings, as well as records sufficient to fully account for the amount and disposition of the total funds from all sources budgeted for the Project, the purpose for which such funds were used, and such other records as the Department shall prescribe.

C. The Grantee shall make all Project records available to the Department, the Department of Finance and Administration, and the New Mexico State Auditor upon request. With respect to the funds that are the subject of this Agreement, if the State Auditor or the Department of Finance and Administration finds that any or all of these funds were improperly expended, the Grantee may be required to reimburse to the State of New Mexico, to the originating fund, any and all amounts found to be improperly expended.

**ARTICLE XII. IMPROPERLY REIMBURSED FUNDS**

If the Department determines that part or all of the Appropriation Amount was improperly reimbursed to Grantee, including but not limited to, Project funds reimbursed to Grantee based upon fraud, mismanagement, misrepresentation, misuse, violation of law by the Grantee, or violation of this Agreement, the Grantee shall return such funds to the Department for disposition in accordance with law.

**ARTICLE XIII. LIABILITY**

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act.

**ARTICLE XIV. SCOPE OF AGREEMENT**

This Agreement constitutes the entire and exclusive agreement between the Grantee and Department concerning the subject matter hereof. The Agreement supersedes any and all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

**ARTICLE XV. REQUIRED NON-APPROPRIATIONS CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT**

The Grantee acknowledges, warrants, and agrees that Grantee shall include a "non-appropriations" clause in all contracts between it and other parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement that states:

"The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, the **CITY OF SANTA FE** may immediately terminate this Agreement by giving Contractor written notice of such termination. The **CITY OF SANTA FE**'s decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. Contractor hereby waives any rights to assert an impairment of contract claim against the **CITY OF SANTA FE** or the

Department of Finance and Administration, Local Government Division (DFA/LGD) or the State of New Mexico in the event of immediate or Early Termination of this Agreement by the **CITY OF SANTA FE** or the Department"

**ARTICLE XVI. REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT**

Grantee acknowledges, warrants, and agrees that Grantee shall include the following termination clause in all contracts that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement:

"This contract is funded in whole or in part by funds made available under a DFA/LGD Grant Agreement. Should the DFA/LGD early terminate the grant agreement, the CITY OF SANTA FE may early terminate this contract by providing Contractor written notice of such termination. In the event of termination pursuant to this paragraph, the CITY OF SANTA FE only liability shall be to pay Contractor for acceptable goods delivered and services rendered before the termination date."

Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department.

**ARTICLE XVII. COMPLIANCE WITH UNIFORM FUNDING CRITERIA.**

A. Throughout the term of this Agreement, Grantee shall:
    1. submit all reports of annual audits and agreed upon procedures required by Section 12-6-3(A)-(B) NMSA 1978 by the due dates established in 2.2.2 NMAC, reports of which must be a public record pursuant to Section 12-6-5(A) NMSA 1978 within forty-five days of delivery to the State Auditor;
    2. have a duly adopted budget for the current fiscal year approved by its budgetary oversight agency (if any);
    3. timely submit all required financial reports to its budgetary oversight agency (if any); and
    4. have adequate accounting methods and procedures to expend grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds.

B. In the event Grantee fails to comply with the requirements of Paragraph A of this Article XVII, the Department may take one or more of the following actions:
    1. suspend new or further obligations pursuant to Article VI(A) of this Agreement;
    2. require the Grantee to develop and implement a written corrective action plan pursuant to Article VI(D) of this Agreement to remedy the non-compliance;
    3. impose special grant conditions to address the non-compliance by giving the Grantee notice of such special conditions in accordance with Article III of this Agreement; the special conditions shall be binding and effective on the date that notice is deemed to have been given pursuant to Article III; or
    4. terminate this Agreement pursuant to Article V(A) of this Agreement.

**ARTICLE XVIII. SEVERANCE TAX BOND AND GENERAL OBLIGATION BOND PROJECT CLAUSES**

A. Grantee acknowledges and agrees that the underlying appropriation for the Project is a severance tax bond or general obligation bond appropriation, and that the associated bond proceeds are administered by the New Mexico State Board of Finance (SBOF), an entity separate and distinct from the Department. Grantee acknowledges and agrees that (i) it is Grantee's sole and absolute responsibility to determine through SBOF staff what (if any) conditions are currently imposed on the Project; (ii) the Department's failure to inform Grantee of a SBOF imposed condition does not affect the validity or enforceability of the condition; (iii) the SBOF may in the future impose further or different conditions upon the Project; (iv) all SBOF conditions are effective without amendment of this Agreement; (v) all applicable SBOF conditions must be satisfied before the SBOF will release to the Department funds subject to the condition(s); and (vi) the Department's obligation to reimburse Grantee from the Project is contingent upon the then current SBOF conditions being satisfied.

B. Grantee acknowledges and agrees that the SBOF may in its sole and absolute discretion remove a project's assigned bond proceeds if the project doesn't proceed sufficiently. Entities must comply with the requirement to encumber five percent (5%) of Project funds within six months of bond issuance as certified by the grantee in the Bond Questionnaire and Certification documents submitted to the SBOF. Failure to comply may result in the bond proceeds reassignment to a new ready project. If this should occur this grant agreement will be suspended until the entity has demonstrated readiness as determined by the SBOF and the Department.

C. Grantee acknowledges and agrees that this Agreement is subject to the SBOF's Bond Project Disbursements rule, NMAC 2.61.6, as may be amended or re-codified. The rule provides definitions and interpretations of grant language for the purpose of determining whether a particular activity is allowable under the authorizing language of the agreement.

[THIS SPACE LEFT BLANK INTENTIONALLY]

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the date of execution by the Department.

**GRANTEE**

_____
Entity Name

_____
Signature of Official with Authority to Bind Grantee

By: _____
(Print Name)

Its: _____
(Title)

_____
Date

**DEPARTMENT OF FINANCE AND ADMINISTRATION**
**LOCAL GOVERNMENT DIVISION**

_____
By:

Its: Cabinet Secretary or Designee

_____
Date

**IN WITNESS WHEREOF**, the parties have executed this Capital Appropriation Project as of the dates set forth below.

CITY OF SANTA FE:

**SEE ABOVE**

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

GERALYN CARDENAS, INTERIM CITY CLERK

CITY ATTORNEY'S OFFICE:

Patricia Feghali

Patricia Feghali (Aug 12, 2024 15:51 MDT)

ASSISTANT CITY ATTORNEY

FINANCE DIRECTOR:

Emily K. Oster

EMILY OSTER

**STATE OF NEW MEXICO**
**GRANT PROJECT**
**Request for Payment Form**
**Exhibit 1**

## I. Grantee Information

(Make sure information is complete & accurate)

A. Grantee: _____

B. Address: _____

(Complete Mailing, including Suite, if applicable)

_____

City, State, Zip

C. Contact Name/Phone #: _____

D. Grant No: _____

E. Project Title: _____

F. Grant Expiration Date: _____

## II. Payment Computation

A. Payment Request No. _____

B. Grant Amount: _____

C. AIPP Amount *(If Applicable)* : _____

D. Funds Requested to Date: _____

E. Amount Requested this Payment: _____

F. Reversion Amount (I*f Applicable* ): _____

G. Grant Balance: _____

H. Final Request for Payment (*if Applicable* )

## III. Fiscal Year : _____

*(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)*

## IV. ☐ Reporting Certification:

I hereby certify to the best of my knowledge and belief, that reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with the Grant Agreement.

## V. ☐ Compliance Certification:

Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

Emily K. Oster

**Grantee Fiscal Officer**
or **Fiscal Agent** (*if applicable* )

**Grantee Representative**

EMILY OSTER

Printed Name

Printed Name

Date: Jan 13, 2025

Date:

## (State Agency Use Only)

**Vendor Code:** _____ **Fund No.:** _____ **PO #** _____ **Loc No.:** _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

Division Fiscal Officer Date

Division Project Manager Date

## NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
## EXHIBIT 2

**Notice of Obligation to Reimburse Grantee # _____**

DATE: _____

TO: Department Representative: _____, _____

FROM: Grantee Entity: _____

Grantee Official Representative:_____

SUBJECT: Notice of Obligation to Reimburse Grantee

Grant Number: _____

Grant Termination Date: _____

As the designated representative of the Department for Grant Agreement number _____ entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: _____

Third Party Obligation Amount: _____

Vendor or Contractor: _____

Third Party Obligation Amount: _____

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): _____

The Amount of this Notice of Obligation: _____

The Total Amount of all Previously Issued Notices of Obligation: _____

The Total Amount of all Notices of Obligation to Date: _____

*Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.*

Department Rep. Approver: _____

Title: _____

Signature: _____

Date: _____

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

# City of Santa Fe, New Mexico
## Memorandum

**DATE:** **January 14, 2025**

**TO:** **Quality of Life**
**Finance Committee**
**Governing Body**

**FROM:** **Jennifer LaBar-Tapia, Santa Fe Regional Film Office Director** Jennifer LaBar-Tapia
**jllabartapia@santafenm.gov, 505-955-6216.**

**RE:** **FY25 Budget Adjustment Resolution for the Santa Fe Regional Film Office**

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**ITEM AND ISSUE:**
Request for Approval of Budget Amendment Resolution (BAR) in the Amount of $211,444 to be utilized for the Santa Fe Regional Film Office for FY 2025.

**Committees Review:**
Quality of Life: 01/22/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

**BACKGROUND AND SUMMARY:**
The Santa Fe Regional Film Office, established in 2016, has been a collaborative effort between the City of Santa Fe and Santa Fe County, jointly funded to support the thriving local film industry.

- **Transition to City Oversight:** in September 2024 the Film Office transitioned from County to City oversight, making the City responsible for its budget, procurement, and all operations for the office (MOA #24-0579).
- **MOA Contributions:** each agency has agreed to $175,000.00 for FY 2025 to fund the office.
    - City funding sources approved in FY 2025 budget cycle: $87,500.00 from Tourism Santa Fe and $87,500.00 from Economic Development.
    - Santa Fe County sent the balance of their annual contribution ($175,000.00) in December, 2024 in the amount of $71,876.00. The balance is a result of procurement expenditures, salaries, and benefits before the transition and before the city was invoiced for their annual contribution.

**PROCURMENT METHOD:**
N/A

**CONTRACT NUMBER:**
N/A

**FUNDING SOURCE:**
See BAR

**ACTON REQUESTED:**
TOURISM Santa Fe and Community Development respectfully requests your review and approval of this Budget Amendment Resolution (BAR).

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Community Development / Santa Fe Film Office | 10/29/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| SF Film Office - Salaries | 2607000 | 500110 | | 134,546 | |
| SF Film Office - FICA/Medicare | 2607000 | 503100 | | 10,293 | |
| SF Film Office - Retirement (PERA) | 2607000 | 503150 | | 30,323 | |
| SF Film Office - Med/Life | 2607000 | 503200 | | 21,791 | |
| SF Film Office - Retiree Health Care | 2607000 | 503250 | | 2,691 | |
| SF Film Office - Workers Comp | 2607000 | 503350 | | 1,345 | |
| SF Film Office - Dental | 2607000 | 503400 | | 755 | |
| | | | | | |
| Visit Santa Fe - Service Contracts | 2130521 | 510310 | | | (87,500) |
| Economic Development - Professional Contracts | 2122800 | 510300 | | | (87,500) |
| Visit Santa Fe - Transfer to SF Film Office | 2130521 | 750260 | | 87,500 | |
| Economic Development - Transfer to SF Film Office | 2122800 | 750260 | | 87,500 | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| Santa Fe County MOA 24-0579 (cash balance) | 2607000 | 491010 | | (336,312) | |
| Santa Fe County MOA 24-0579 (FY25 cost share) | 2607000 | 491010 | | (71,876) | |
| | | | | | |
| SF Film Office - Transfer from Visit Santa Fe | 2607000 | 650213 | | (87,500) | |
| SF Film Office - Transfer from Visit Santa Fe | 2607000 | 650213 | | (87,500) | |
| | | | | | |
| | | | | $ (206,444) | $ (175,000) |

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

MOA 24-0579 Film Office FY25. TSF and ED share 50/50 of 175,000 and SF County's Portion for FY25 is 175,000

The FY25 salary expenditures are for new positions: Film Director and Film Coordinator

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| 260 | 381,444 |
| | |
| | |
| TOTAL: | 381,444 |

Shirley Spencer — 10/29/2024
Prepared By *{print name}* — Date

Jennifer Lebar-Tapia (Dec 26, 2024 12:57 EST)
Division Director Signature *{optional}* — Date

Randy Randall (Dec 26, 2024 11:20 MST)
Department Director Signature — Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

Andy Hopkins
Budget Officer — Date

*N/A*
Finance Director *{≤ $5,000}* — Date

*N/A*
City Manager *{≤ $60,000}* — Date

| | |
|---|---|
| Log # *{Finance use only}*: | *{see p. 1 for log/journal #s}* |
| Journal # *{Finance use only}*: | *{see p. 1 for log/journal #s}* |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Community Development / Santa Fe Film Office | 10/29/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| SF Film Office - In-State Travel | 2607000 | 560550 | | 2,000 | |
| SF Film Office - Out-of-State Travel | 2607000 | 560500 | | 8,000 | |
| SF Film Office - Professional Contracts | 2607000 | 510300 | | 55,000 | |
| SF Film Office - Software Subscriptions | 2607000 | 530710 | | 1,000 | |
| SF Film Office - Operating Supplies | 2607000 | 530200 | | 30,000 | |
| SF Film Office - Familiarization | 2607000 | 562400 | | 10,000 | |
| SF Film Office - Land/Building Rental | 2607000 | 562550 | | 4,000 | |
| SF Film Office - Advertising | 2607000 | 561850 | | 20,000 | |
| SF Film Office - Advertising | 2607000 | 561900 | | 40,000 | |
| | | | | | |
| | | | | | |
| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ 170,000 | $ - |

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

MOA 24-0579 Film Office FY25. TSF and ED share 50/50 of 175,000 and SF County's Portion for FY25 is 175,000

The FY25 salary expenditures are for new positions: Film Director and Film Coordinator

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| 260 | (170,000) |
| | |
| | |
| | |
| TOTAL: | (170,000) |

Shirley Spencer 10/29/2024
Prepared By *{print name}* Date

Jennifer Labar-Tapia (Dec 26, 2024 12:57 EST)
Division Director Signature *{optional}* Date

*{see p. 1 for signatures}*
Department Director Signature Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

City Council Approval Date

Agenda Item #:

*{see p. 1 for signatures}*
Budget Officer Date

*{see p. 1 for signatures}*
Finance Director *{≤ $5,000}* Date

*{see p. 1 for signatures}*
City Manager *{≤ $60,000}* Date

CITY OF SANTA FE

**Date:** September 13, 2024

**To:** Governing Body
Finance
Quality of Life

**From:** Randy Randall, TSF Executive Director Randy Randall | Sep 13, 2024 16:23 MDT

**Subject:** MOA Transfer of Santa Fe Film Office

**Vendor:** Santa Fe County, vendor #3906

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**ITEM AND ISSUE:**
Request for the Approval of MOA for the Transfer of Santa Fe Film Office from the SF County to the City of Santa Fe for a Total Amount of $800,000; (Randy Randall, TSF Executive Director, randall@santafenm.gov, 505-955-6209).

| | |
|---|---|
| Quality of Life | September 18, 2024 |
| Finance Committee | September 23, 2024 |
| Governing Body | September 25, 2024 |

**Action Requested:** Approval of MOA

**BACKGROUND AND SUMMARY:**
The City and the County have jointly funded the Santa Fe Film Office with the County providing the administrative support for the office since its inception. This MOA revision will leave the joint funding in place but will change the administrative support to the City with it falling withing the Community Development Department as a separate division.

**PROCUREMENT METHOD:**
There is no procurement related to this MOA to change administrative support of the joint Santa Fe Film Office.
**Chief Procurement Officer Approval:** n/a **Date:**
**Comment/Exceptions:** See Determination

**Supporting Information:**

**CONTRACT NUMBER:**
Munis #3250185

**SOURCE/REVENUE:** ☒Expense ☐Revenue

Funding from the City is shared equally between the Office of Economic Development and TOURISM Santa Fe. FY25 funding in total is $175,000 split as $87,500 ED/$87,500 TSF

CoSF Version 4 08.16.2024

SFC CLERK RECORDED 10/09/2024

The funding source for ED is:
**Fund Name/Number**: Economic Development/212
**Munis Org Name/Number:** Economic Development Ops/2122800
**Munis Object Name/Number:** Other Consulting/510340

The funding source for TSF is:
**Fund Name/Number**:VSF Lodger's Tax/213
**Munis Org Name/Number:** VSF-Admin/2130521
**Munis Object Name/Number:** Service Contracts/510310

**Budget Officer Approval:** Andy Hopkins **Date:**_____
**Comment/Exceptions:** _____

**Department Approvals:**
IT Components: ☐ **Yes** | ☒ **No**
Vehicles: ☐ **Yes** | ☒ **No**
Facilities, Furniture, Fixtures, Equipment: ☐ **Yes** | ☒ **No**

**Approval:**_____ **Title:**_____ **Date:**_____
**Approval:**_____ **Title:**_____ **Date:**_____
**Comment & Exceptions:**_____

Department Contract Administrator Contact Info:
Shirley Spencer, sjspencer@santafenm.gov, 505-955-6208

**ATTACHMENTS:**

*Proposed MOA with Santa Fe County*

SFC CLERK RECORDED 10/09/2024

# RESTATED AND EXTENDED MEMORANDUM OF AGREEMENT BETWEEN SANTA FE COUNTY AND THE CITY OF SANTA FE REGARDING THE SANTA FE REGIONAL FILM OFFICE

**THIS MEMORANDUM OF AGREEMENT** (hereinafter "MOA") is entered on this the 24 day of September 2024, between **SANTA FE COUNTY** (hereinafter "County"), a political subdivision of the state of New Mexico, and the **CITY OF SANTA FE** (hereinafter "City").

## RECITALS

**WHEREAS,** the film and media industries contribute millions of dollars annually to the local and regional economy; and

**WHEREAS,** local governments benefit from the film industry through job creation, direct collection of gross receipts taxes, leases, permitting and other fees, as well as through global exposure of the region for tourism, business recruitment and other activities; and

**WHEREAS**, in fiscal year 2017, the County and the City jointly established the Santa Fe Regional Film Office and entered into Memorandum of Agreement No. 2016-0358-CMO/MM; and

**WHEREAS,** the parties entered into subsequent Memorandum No. 2018-0080-CMO/BT; 2019-0175-CMO/BT and 2020-0147-CMO/BT, establishing and amending the funding contributions by the parties for each respective fiscal year for the operation of the Santa Fe Regional Film Office; and

**WHEREAS**, in 2021, the parties entered into MOA No. 2021-0121-CMO/BT to supersede all prior agreements and establish the funding of the Santa Fe Regional Film Office for the next four years and provide for other duties of the Santa Fe Regional Film Office; and

**WHEREAS**, in 2022, the parties signed Amendment No. 1 to increase each parties' contributions to increase the capacity of the Santa Fe Regional Film Office; and

**WHEREAS**, in 2024, the parties wish to move the management and oversight of the staff of the Santa Fe Regional Film Office from the County to the City and to extend the term of their agreement through 2028.

**NOW, THEREFORE, the parties mutually agree as follows:**

## 1. RESTATED AGREEMENT

This agreement supersedes and replaces all other agreements between the parties on the topic of the Santa Fe Film Office.

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## 2. TRANSFER OF FILM OFFICE DIRECTOR, FUNDS, AND RESOURCES; ASSIGNMENT OF AGREEMENTS

A. Transfer of Personnel and Personnel Files. Upon the effective date of this MOA, the County will transfer the personnel files for the Director and staff of the Santa Fe Film Office to the City. The Director shall become a City employee, effective the beginning of the City's first full pay period following the effective date of this MOA. The City shall recognize and accrue on its books all of the Director's accumulated leave; provided, however, that the Director's leave thereafter shall be governed by the City's policies.

B. Funds. Within a reasonable time after the effective date of this MOA, but no later than two months after, the County will transfer to the City (1) the uncommitted fund balance of funds previously dedicated by the City and County for the purposes of the Santa Fe Regional Flim Office, as of June 30, 2024, and (2) the County's Fiscal Year 2025 contribution for the operational expenses of the Santa Fe Regional Film Office. The funds will continue to support the Santa Fe Regional Film Office to the extent legally permissible. For any County funds that cannot be used to support the Santa Fe Regional Film Office or upon the termination of this MOA, the City will promptly remit unused County funds back to the County. In the event that the County's Fiscal Year 2024 audit determines that the uncommitted fund balance of previous contributions was less than estimated, the City shall promptly remit the difference to the County.

C. Goods/Supplies. Upon approval of this MOA, the County will transfer to the City the following materials and supplies previously purchased for the Santa Fe Regional Film Office using contributions of the City and County as described in Exhibit A.

D. Contracts. Within a reasonable time after the effective date of this MOA, but no later than two months after, the County shall assign any contracts dedicated to supporting the Film Office to the City.

## 3. DUTIES OF THE PARTIES

A. The City shall:

1. Provide direct management and oversight of the staff of the Santa Fe Regional Film Office, including recruiting, hiring, and training of staff; provided, however, the City shall seek non-binding County input through the County designated liaison prior to making new staff hires of the Santa Fe Regional Film Office, including, but not limited to, the Director.

2. Provide office space, materials, and supplies necessary to operate and maintain the Santa Fe Regional Film Office consistent with its approved budget;

3. Designate a liaison to work with the County to perform the duties and obligations of the Santa Fe Regional Film Office;

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4. Establish a document retention and protection policy for the Santa Fe Regional Film Office;

5. Contract for goods and services for the Santa Fe Regional Film Office, provided the City shall not commit the County to any contingent liabilities;

6. Include the Santa Fe Regional Film Office in its annual independent audit pursuant to the New Mexico Audit Act, NMSA 1978, Sections 12-6-1, *et seq.*, and 2.2.2. NMAC, *et seq.*, as amended to be included in its published audit;

7. Establish an annual budget for the Santa Fe Regional Film Office consistent with this MOA;

8. Provide funding for operational expenditures of the Santa Fe Regional Film Office as follows:

   a) Fiscal year 2025 - $175,000.00
   b) Fiscal year 2026 - $200,000.00*
   c) Fiscal year 2027 - $200,000.00*
   d) Fiscal year 2028 - $225,000.00*.

*Contingent upon approved appropriations.

B. The County shall:

1. Designate a liaison to work with the City to perform the duties of and obligations of the Santa Fe Regional Film Office.

2. Provide funding for operational expenses of the Santa Fe Regional Film Office as follows:

   a) Fiscal year 2025 - $175,000.00
   b) Fiscal year 2026 - $200,000.00*
   c) Fiscal year 2027 - $200,000.00*
   d) Fiscal year 2028 - $225,000.00*.

*Contingent upon approved appropriations.

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## 4. FUTURE INDEBTEDNESS

Subject to NMSA 1978, § 6-6-11 (Bateman Act), Art. IX, Sec. 10, and Article IX, Sec. 12, of the state constitution, and the availability of sufficient appropriations from the Santa Fe County Board of County Commissioners and the Governing Body of the City of Santa Fe, nothing in this MOA shall require the County or the City to become indebted or contract any indebtedness of any kind or nature whatsoever during any current year which, at the end of such current year, is not and cannot be paid out of the money actually collected and belonging to that current year, and any indebtedness for any current year which is not paid and cannot be paid, as provided above, shall be void.

## 5. TERM AND TERMINATION

A. This MOA shall become effective as of the date of last signature by the parties hereto and shall terminate on June 30, 2028, unless earlier terminated as indicated below.

B. This MOA may be terminated by either party upon delivery of a written notice delivered to the other party at least 90 days prior to the stated date of termination. By such termination, neither party may nullify or avoid any obligations incurred prior to the termination.

## 6. ASSIGNMENT

Neither party shall not assign or transfer any interest or rights in this MOA without the advance written approval of the other party. Any attempted assignment or transfer without the other party's advance written approval shall be null and void and without any legal effect.

## 7. LIABILITY

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation of requirements applicable to the performance of this MOA. Each party shall be liable for its actions in accordance with this MOA. Any liability incurred by the County or the City in connection with this MOA is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq. The County, 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 MOA modifies or waives any provision of the New Mexico Tort Claims Act.

## 8. AMENDMENT

This MOA shall not be altered, changed or amended except by an instrument in writing executed by the parties.

## 9. APPROPRIATIONS AND AUTHORIZATION

The terms of this MOA are contingent upon sufficient appropriations and authorization being made by the Legislature of the State of New Mexico and the governing bodies of the City and the County for the performance of this MOA. If sufficient appropriations and authorization are not made, this MOA shall terminate immediately upon written notice being given by the terminating party to the other party. Any party's decision as to whether sufficient appropriations are available shall be accepted by the other party and shall be final.

## 10. GOVERNING LAW

This MOA shall be governed by, and construed in accordance with, the laws of New Mexico and the applicable ordinances of the parties.



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## 11. ACCOUNTABILITY

During the term of this MOA and for a period of three years thereafter, each party will maintain accurate and complete records of all disbursements made and monies received by each under this MOA and, upon receipt of reasonable written request, each shall make such records available to the other party and to the any other parties during regular business hours of the Santa Fe Regional Film Office.

## 12. NO THIRD-PARTY BENEFICIARIES

Nothing in this MOA, express or implied, is intended to confer any rights, remedies, claims or interests upon a person not a party to this MOA.

## 13. SUCCESSORS AND ASSIGNS:

This MOA will inure to the benefit of the Party's successors or assigns.

## 14. ENTIRE AGREEMENT

This MOA represents the entire understanding between the parties and supersedes any prior agreements or understandings with respect to the subject of this MOA. No changes, amendments or alterations to this MOA will be effective until in writing and signed by the parties.

## 15. NOTICES

Any notice required by this MOA shall be given in writing to the parties designated below. Notice shall be effective when delivered personally to any party, or three business days after deposited, postage fully prepaid, registered or certified, in an official receptacle of the U.S. Postal Service.

COUNTY: Santa Fe County
Attn: County Manager
P. O. Box 276
Santa Fe, New Mexico 87504-0276

CITY: Jennifer LaBar-Tapia, Film Office Executive Director
City of Santa Fe
P. O. Box 909
Santa Fe, New Mexico 87504-0909

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**IN WITNESS WHEREOF** the Parties have duly executed this MOA as of the date of last signature by the parties hereto.

**SANTA FE COUNTY**

Hank Hughes, Chair
Santa Fe County Board of County Commissioners

**ATTESTATION:**

Katharine E. Clark
Santa Fe County Clerk

Date 10/09/2024

Approved as to form:

Jeff Young
Santa Fe County Attorney

Date 10/7/2024

**CITY OF SANTA FE:**

Alan Webber (Sep 30, 2024 08:06 MDT)

Alan Webber, Mayor

Date Sep 30, 2024

**ATTEST:**

Geralyn Cardenas, Interim City Clerk

Date Sep 30, 2024

GB MTG 09/25/2024 xiv

Approved as to form:

Erin K. McSherry, City Attorney

Date Sep 16, 2024

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Finance Department:

Emily K. Oster

Emily Oster, Finance Director

Sep 29, 2024

Date

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**EXHIBIT A**

1. 2 laptops
2. 5 monitors
3. 2 keyboards
4. 1 modem
5. 1 docking station
6. 1 flat screen TV
7. 1 sound bar for the TV
8. All Santa Fe Regional Film Office swag (jackets, vests, backpacks, water bottles, etc.)
9. Framed movie posters
10. Film props/swag/crew wrap collected by the Film Office over the years

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| | |
|---|---|
| **From:** | DUTTON-LEYDA, TRAVIS K. |
| **To:** | VIGIL, XAVIER I.; SPENCER, SHIRLEY J.; APODACA, MARCELLA A.; OLGUIN, LORETTA S.; CARDENAS, GERALYN F. |
| **Cc:** | RANDALL, RANDY; Purchasing; EDWARDS, JAMES W. |
| **Subject:** | Re: MOA for film office |
| **Date:** | Thursday, September 12, 2024 1:13:29 PM |

New memo please so you don't have to include the procurement checklist and summary of contract.

Also, here is my exemption determination if you don't already have one. Contracts with the county are exempt per NMSA 1978, section 13-1-98 (A).

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Internal Link: https://intranet.santafenm.gov/finance_1

Chart, text

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**From:** VIGIL, XAVIER I. <xivigil@santafenm.gov>
**Sent:** Thursday, September 12, 2024 1:02:16 PM
**To:** SPENCER, SHIRLEY J. <sjspencer@santafenm.gov>; APODACA, MARCELLA A. <maapodaca1@santafenm.gov>; OLGUIN, LORETTA S. <lsolguin@santafenm.gov>; CARDENAS, GERALYN F. <gfcardenas@santafenm.gov>
**Cc:** RANDALL, RANDY <rrandall@santafenm.gov>; DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
**Subject:** RE: MOA for film office

I think we should probably go with Travis's new memo. Travis, please correct me if I'm wrong.

Xavier (ex-ay-vier) Vigil
Committee and Contracts Coordinator
City Clerk's Office
Community Engagement Department
(505) 955-6514

-----Original Message-----
From: SPENCER, SHIRLEY J. <sjspencer@santafenm.gov>
Sent: Thursday, September 12, 2024 11:59 AM
To: VIGIL, XAVIER I. <xivigil@santafenm.gov>; APODACA, MARCELLA A. <maapodaca1@santafenm.gov>; OLGUIN, LORETTA S. <lsolguin@santafenm.gov>; CARDENAS, GERALYN F. <gfcardenas@santafenm.gov>
Cc: RANDALL, RANDY <rrandall@santafenm.gov>; DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: RE: MOA for film office

Great....Will a basic memo suffice?

-----Original Message-----
From: VIGIL, XAVIER I. <xivigil@santafenm.gov>
Sent: Thursday, September 12, 2024 11:57 AM
To: SPENCER, SHIRLEY J. <sjspencer@santafenm.gov>; APODACA, MARCELLA A. <maapodaca1@santafenm.gov>; OLGUIN, LORETTA S. <lsolguin@santafenm.gov>; CARDENAS, GERALYN F. <gfcardenas@santafenm.gov>
Cc: RANDALL, RANDY <rrandall@santafenm.gov>; DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: RE: MOA for film office

Hi Shirley, no business license or COI is needed for this agreement.

Xavier (ex-ay-vier) Vigil
Committee and Contracts Coordinator
City Clerk's Office
Community Engagement Department
(505) 955-6514

-----Original Message-----
From: SPENCER, SHIRLEY J. <sjspencer@santafenm.gov>
Sent: Thursday, September 12, 2024 11:40 AM
To: APODACA, MARCELLA A. <maapodaca1@santafenm.gov>; OLGUIN, LORETTA S. <lsolguin@santafenm.gov>; VIGIL, XAVIER I. <xivigil@santafenm.gov>; CARDENAS, GERALYN F. <gfcardenas@santafenm.gov>
Cc: RANDALL, RANDY <rrandall@santafenm.gov>; DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: RE: MOA for film office

Hi All,
I included Travis and Geralyn on the email string....
Also, I need to know what is needed with the packet - will the new memo suffice from Travis? Do we need a COI; don't think I need the SF Business license since this is the county.....
Travis, can we expedite this memo once I transfer into the new memo you created? Also, guessing

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that we can expedite Emily Oster's signature as well? Attached, is what I have currently.
Thanks,
Shirley

-----Original Message-----
From: APODACA, MARCELLA A. <maapodaca1@santafenm.gov>
Sent: Thursday, September 12, 2024 10:50 AM
To: SPENCER, SHIRLEY J. <sjspencer@santafenm.gov>; OLGUIN, LORETTA S. <lsolguin@santafenm.gov>; VIGIL, XAVIER I. <xivigil@santafenm.gov>
Cc: RANDALL, RANDY <rrandall@santafenm.gov>
Subject: RE: MOA for film office

Dear Shirley,

This is a question for the clerk's office.

Regards,

Marcella A. Apodaca
City of Santa Fe
Community Health & Safety Department
Business Operations Manager
505-365-3608 (cell)
505-955-6568 (desk)
maapodaca1@santafenm.gov

-----Original Message-----
From: SPENCER, SHIRLEY J. <sjspencer@santafenm.gov>
Sent: Thursday, September 12, 2024 10:48 AM
To: OLGUIN, LORETTA S. <lsolguin@santafenm.gov>; APODACA, MARCELLA A. <maapodaca1@santafenm.gov>; VIGIL, XAVIER I. <xivigil@santafenm.gov>
Cc: RANDALL, RANDY <rrandall@santafenm.gov>
Subject: FW: MOA for film office

Hi Liaisons,
My Director is asking to submit the captions by today for QOL without the MOA - is this doable? Not sure when the MOA will be available - so I have included Randy Randall on the email string to respond to this part.
Thanks,
Shirley

-----Original Message-----
From: RANDALL, RANDY <rrandall@santafenm.gov>
Sent: Thursday, September 12, 2024 10:15 AM
To: SPENCER, SHIRLEY J. <sjspencer@santafenm.gov>
Subject: MOA for film office

Do we have the package for the film, commission MOA ready to go with the exception of the actual document?

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We need to get it to quality of life agenda today. Please send them the caption as that should not change.

Randy Randall
Executive Director
TOURISM Santa Fe
505-955-6209

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**Signature:** XAVIER VIGIL (Sep 26, 2024 16:13 MDT)

**Email:** xivigil@santafenm.gov

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CITY OF SANTA FE

**Date:** November 14, 2024

To: Governing Body

**Via:** Regina Wheeler
Regina Wheeler (Nov 18, 2024 12:18 MST)
Regina Wheeler, Public Works Department Director

**From:** Romella Glorioso-Moss, PhD, CPM, AICP

**Subject:** Construction of Tierra Contenta Trail Extension – Phase A

**Vendor Name:** GM Emulsion

**Vendor Number:** 3882

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**ACTION:**
Approval of a Construction Contract With GM Emulsion, LLC in the Total Amount of $ 1,111,917 Excluding NMGRT for the Construction of S100770 Tierra Contenta Trail Extension – Phase A. (Romella Glorioso-Moss, Complete Streets Capital Project Manager; rsglorioso-moss@santafenm.gov)

**BACKGROUND AND SUMMARY:**
The bid for construction of Tierra Contenta Trail Extension from Buffalo Grass to South Meadows – Phase A was released on September 3, 2024 via ITB# 24090. There were five responsive bidders of which GM Emulsion, LLC was the lowest responsive bidder. A recommendation letter to award the contract to GM Emulsion was approved by NMDOT on September 24, 2024 as required by the grant funding for the project.

GM Emulsion's Scope of Work includes the construction of a 10'-wide concrete multiuse trail from the existing Arroyo Chamisos Trail at Tierra Contenta to South Meadows Road. The construction funding of $1.3M is secured from the Transportation Alternative Program – a federally program administered by the NMDOT. Construction could start as soon as the contract is approved and is expected to last for six months depending on the weather.

**ATTACHMENTS:**

Construction Contract
Santa Fe Business License
Certificate of Liability Insurance
Letter of Recommendation to Award
Notice of Award

**PROCUREMENT METHOD:**
The procurement method is via ITB# 24090.

**Chief Procurement Officer Approval:** _____ **Date:** Nov 22, 2024
**Comment/Exceptions:** _____

**Supporting Information:**

**CONTRACT NUMBER:**
The FY25 Munis contract number is 3250301
The FY25 Project ledger number is GO18355BV.

**$$$$$ SOURCE/REVENUE: ☒Expense ☐Revenue**

**The funding source is:** NM Department of Transportation D19937
**Fund Name/Number**: Parks & Trails / 355
**Munis Org Name/Number:** Parks & Trails /3559980
**Munis Object Name/Number:** WIP Construction/572970

*If the project is grant funded?* List grant award number: D19937

**Grant Manager / Accounting Officer Approval:** Matthew Bonifer Matthew Bonifer (Nov 22, 2024 10:45 MST) **Date:** Nov 22, 2024
**Comment/Exceptions:** _____

**Project Ledger #:** GO18355BV

**Budget Officer Approval:** Andy Hopkins **Date:** Nov 20, 2024
**Comment/Exceptions:** _____

**CAPITAL ASSET (will this procurement result in a tangible item that costs more than $5,000?):**

**☒Yes | ☐ No**

**# (if known):** _____

**Repair or Replacement of Existing Equipment:**

**☐Yes | ☒ No**
**If yes -> ☐Repair | ☐ Replacement**

**Please explain:** _____

**Capital Project:**
**(New and improvement projects that are going to cost $10,000 or more)**
**☒ Yes | ☐ No**

**Project Ledger #:** GO18355BV

**Anticipated length of project:** 6 months

**Asset Manager Approval:** _____ **Date:** _____
**Comment/Exceptions:** _____

**Department Approvals:**
IT Components: ☐ **Yes** | ☒ **No**
Vehicles: ☐ **Yes** | ☒ **No**
Facilities, Furniture, Fixtures, Equipment: ☐ **Yes** | ☒ **No**

**Approval**: _____ **Title:** _____ **Date**: _____
**Approval**: _____ **Title:** _____ **Date**: _____
**Comment & Exceptions**: _____

Department Contract Administrator Contact Info:
Amanda Archuleta, ajarchuleta@santafenm.gov, 505-955-6631

Halona Crowe
_____
Reviewed by Halona Crowe

Item #: _____
Munis Contract #: _____
ITB #: 24090

CITY OF SANTA FE

CONSTRUCTION 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 **GM Emulsion, LLC.,** 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 City, through its Governing Body, is authorized to enter into a construction Contract for the project; and

**WHEREAS,** the City has procured this Contract according to the established State and Local Purchasing procedures for contracts of the type and amount; and

The City and the Contractor hereby agree as follows:

**1. Scope of Work**

A. The Contractor shall perform the following work:

The Contractor shall perform all the work required by the Contract Documents for S100770 CIP474A Tierra Contenta Trail Extension from Buffalo Grass to South Meadows. (Bid Number 24090).

The work designated as S100770 Tierra Contenta Trail Extension Project Phase A consists of but is not limited to the construction of a 10'-wide concrete multi-use trail from the existing Arroyo Chamisos Trail at Tiera Contenta to South Meadows Road as described in the Contract Documents.

The Contractor shall be responsible for verifications of all conditions, measurements, and dimensions for bidding.

The Contractor shall be responsible for all permits, fees, and State inspections associated with the construction.

B. Project: S100770 CIP474A Tierra Contenta Trail Extension

C. City Department: Public Works

D. Distribution:

| | |
|---|---|
| City | Romella Glorioso-Moss, Complete Streets Capital Projects Manager |
| Contractor | Gabriel Martinez, GM Emulsion, LLC. |
| Engineers | Eric Cornelius, PE, Santa Fe Engineering, LLC. |

**2. Compensation**

A. The City shall pay to the Contractor in full payment for services satisfactorily performed **One Million One Hundred Eleven Thousand Nine Hundred Seventeen Dollars** (1,111,917.00) based upon deliverables for progress payments, such compensation not to exceed (1,111,917.00), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Contract shall be paid by the City to the Contractor, as follows:

The Unit Bid Contract Total is determined as follows:

| | |
|---|---|
| Base Bid | $ 1,111,917.00 |
| Gross Receipts Tax (8.1875%) | $ 91,038.20 |
| *Base Bid plus NMGRT* | $ 1,202,955.20 |

**The total amount payable to the Contractor under this Contract, including Alternates (if needed) gross receipts tax and expenses, shall not exceed $1,202,955.20. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Contract 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 Contract 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 Contract being amended in writing prior to those services in excess of the total compensation amount being provided.**

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

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

D. If the City fails to pay the contractor within twenty-one days after receipt of an undisputed request for payment, the City shall pay interest to the contractor beginning on the twenty-second day after payment was due, computed at one and one-half percent of the undisputed amount per month or fraction of a month until the payment is issued. If the City receives an improperly completed invoice, the City shall notify the sender of the invoice within seven days of receipt in what way the invoice is improperly completed, and

the owner has no further duty to pay on the improperly completed invoice until it is resubmitted as complete.

E. **Notice of Extended Payment Provision for Grant Funded Contracts**. This contract allows the City to make payment within 45 days after submission of an undisputed request for payment for contracts funded by grant money consistent with NMSA 1978, sec. 57-28-5(B).

**3. Term**

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate **two (2) years from date of final signature**. The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of ten (10) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

**4. Termination**

A. Grounds. The City may terminate this Contract 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 Contract based upon the City's uncured, material breach of this Contract.

B. Notice; City Opportunity to Cure.

1) Except as otherwise provided in Paragraphs 7.A and 17, 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 Contract 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 5, "Appropriations," of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

**5. 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 thirty (30) days of receipt of the proposed amendment.

**6. Status of Contractor**

The Contractor and its agents and employees are independent contractors performing construction 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.

**7. Construction Contract Performance and Payment Bond**

A. When a construction contract is awarded in excess of twenty-five thousand dollars ($25,000), the following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of the contract. If the Contractor fails to deliver the required performance and payment bonds, the Contractor's bid shall be rejected, its bid security shall be enforced to the extent of actual damages. Award of the contract shall be made pursuant to the Procurement Code in the following manner:

(1) a performance bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; and

(2) a payment bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract.

B. A subcontractor shall provide a performance and payment bond on a public works building project if the subcontractor's contract for work to be performed on a project is one hundred twenty-five thousand dollars ($125,000) or more.

**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.

**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.

**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 12 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 12 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 12 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 Contract 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 thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

**15. Change Orders**

A. Changes. The Contractor may only make changes or revisions within the Scope of Work as defined by Article 1 and/or Exhibit 1 after receipt of written approval by the City Manager or his/her designee. Such change may only be made to Tasks or Sub-Task as defined in the Scope of Work. Under no circumstance shall such change affect the:

1) Deliverable requirements, as outlined in the Scope of Work;
2) Due date of any Deliverable, as outlined in the Scope of Work;
3) Compensation of any Deliverable, as outlined in the Scope of Work;
4) Contract compensation, as outlined in Article 2; or
5) Contract termination, as outlined in Article 4.

B. Change Request Process. In the event that circumstances warrant a change to accomplish the Scope of Work as described above, a Change Request shall be submitted that meets the following criteria:

1) The Project Manager shall draft a written Change Request for review and approval by the City Manager to include:
   (a) the name of the person requesting the change;
   (b) a summary of the required change;
   (c) the start date for the change;
   (d) the reason and necessity for change;
   (e) the elements to be altered; and
   (f) the impact of the change.

2. The City Manager shall provide a written decision on the Change Request to the Contractor within a maximum of ten (10) Business Days of receipt of the Change Request. All decisions made by the City Manager are final. Change Requests, once approved, become a part of the Contract, and become binding as a part of the original Contract.

**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.

All terms and conditions of the ITB#24090 Construction of Tierra Contenta Trail Extension Phase A and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

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

**17. Penalties for violation of law**

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

**18. Equal Opportunity Compliance**

The 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. 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.

**22. 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

**23. 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, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. In the event that 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.

**24. 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.

**25. 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.

**26. 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.

**27. 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: Regina Wheeler, Public Works Department, City of Santa Fe, P.O. Box 909, Santa Fe, NM 87504-0909, rawheeler@santafenm.gov.

To the Contractor: Gabriel Martinez, GM Emulsion, LLC., 3935 Agua Fria Street, Santa Fe, NM 87507, gabriel@gmemulson.com.

**28. 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 into a binding contract.

**29. Progress Payments**

Based upon Application for Payment submitted to the City by the Contractor and Certificates for Payment issued by the City, the City shall make progress payments on account of the Contract sum to the Contractor as provided in the Contract documents for the period ending the last day of the month as follows:

Not later than twenty-one (21) days following the end of the period covered by the Application for Payment, one hundred percent (100%) of the portion of the Contract Sum properly allocable to labor, materials, and equipment incorporated in the work and one hundred percent (100%) of the portion of the Contract sum properly allocable to materials and equipment suitably stored at the site or some other location agreed upon in writing for the period covered by the Application for Payment, less the aggregate of previous payments made by the City; and upon substantial completion of the entire work, a sum sufficient to increase the total payments to one hundred percent (100%) of the Contract sum, less such amounts as the City shall determine for all incomplete work and unsettled claims as provided in the Contract documents.

**30. Liquidated Damages**

Should the Contractor neglect, refuse, or otherwise fail to complete the work within the Contract Time for Physical Completion or any extension in the Contract thereof, the Contractor agrees to pay the City the amount specified in section 108.8 Liquidated Damages in the 2014 Edition (NMDOT SSHBC), per consecutive calendar day that passes until Physical Completion and acceptance or until voided pursuant to the provisions of the General Conditions of the Contract, not as a penalty, but as liquidated damages for such breach of the Contract.

**31. Final Payment**

Final payment, constituting the entire unpaid balance of the Contract sum, unless it is a disputed payment, shall be paid by the City to the Contractor within twenty-one (21) calendar days, after all deficiencies to the Contract document that were noted during the Substantial Completion Inspection and listed on the attachment to the Certificate of Substantial Completion have been corrected, and provided the Contract has been fully performed and a final Certificate for Payment has been issued by the City. In addition, the Contractor shall provide to the City a certified statement of Release of Lien (AIA Document G706A or approved form), Consent of Surety, Warranty from Prime Contractor, Warranties from Suppliers and Manufacturers, training sessions, equipment/operating manuals, and as-built drawings.

**32. Schedule**

The Contractor shall, within five (5) days after the effective date of Notice to Proceed, prepare and submit a progress schedule covering project operations for the 30-day Contract period. This progress schedule shall be of the type generally referred to as a Critical Path Method (CPM), Critical Path Schedule (CPS), and Critical Path

Analysis (CPA), and other similar designations. The CPM shall be used to control the timing and sequences of the project. All work shall be done in accordance with the CPM Planning and Scheduling. A written statement of explanation shall be submitted with the progress schedule. All costs incurred by the contractor to implement the CPM shall be borne by the Contractor and are part of their Contract.

**33. General and Special Provisions**

A. Terms used in this Contract which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

B. An enumeration of the Contractor's General Comprehensive Liability Insurance requirements appears in the General Conditions of the Contract for construction. Insurance requirements are also described in the Instructions to the Bidder section of the Project Manual. Contractor shall maintain adequate insurance in at least the maximum amounts, which the City could be liable under the New Mexico Tort Claims Act and shall provide proof of such insurance coverage to the City. It is the sole responsibility of the Contractor to comply with the law.

C. This Contract shall not become effective until: (1) approved by the Governing Body; and (2) signed by all parties required to sign this Contract.

D. The Contractor shall maintain detailed time records which indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration and the State Auditor. 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 illegal payments.

E. The Contractor warrants that the Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under this Contract.

F. The Contractor hereby warrants that the Contractor complies with the Americans with Disabilities Act, 29 CFR 1630.

G. Gender, Singular/Plural. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, unless the context otherwise requires.

H. Captions and Section Headings. The captions and section headings contained in this Contract are for convenience of reference only, and in no way limit, define, or enlarge the terms, scope, and conditions of this Contract.

I. Certificates and Documents Incorporated. All certificates and documentation required by the provisions of the Contract shall be attached to this Contract at the time of execution and are hereby incorporated by reference as though set forth in full in this Contract to the extent they are consistent with its conditions and terms.

J. Separability. If any clause or provision of this Contract is illegal, invalid or unenforceable under present or future laws effective during the term of this Contract, then and in that event, it is the intention of the parties hereto that the remainder of this Contract shall not be affected thereby.

K. Words and Phrases. Words, phrases, and abbreviations, which have well-known technical or trade meanings used in the Contract documents shall be used according to such recognized meaning. In the event of a conflict, the more stringent meaning shall govern.

L. Relationship of Contract Documents. The Contract Documents are complementary, and any requirement of one Contract Document shall be as binding as if required by all.

M. Pursuant to NMSA 1978, section 13-1-191, reference is hereby made to the Criminal Laws of New Mexico (including NMSA 1978, sections 30-14-1, 30-24-2, and 30-41-1 through 30-41-3) which prohibit bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code (NMSA 1978, sections 13-1-28 through 13-1-199) imposes civil and criminal penalties for its violation.

N. Pursuant to NMSA 1978, section 13-4-11. Reference is hereby made to the Minimum Wage on Public Works; weekly payments; posting wage scale; withholding funds.

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:

_____
ALAN WEBBER, MAYOR

DATE: _____

CONTRACTOR:
GM Emulsion, LLC

Gabriel Martinez
Gabriel Martinez (Nov 5, 2024 09:01 MST)

GABRIEL MARTINEZ, OWNER

DATE: Nov 5, 2024

NMBTIN#: 271902307

ATTEST:

_____
GERALYN CARDENAS, INTERIM CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Nov 5, 2024 10:03 MST)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

EMILY OSTER, FINANCE DIRECTOR

Santa Fe Engineering Consultants, LLC
SFEC
Civil and Traffic Engineering
Construction Management
Land Development
1599 St Francis Drive, Suite B
Santa Fe, N. M. 87505
(505) 982-2845 Fax (505) 982-2641

September 20, 2024

Ms, Romella Glorioso-Moss,
Senior Project Manager
City of Santa Fe,
737 Agua Fria Street,
Santa Fe, NM 87501

**RE: TC TRAIL EXTENTION FROM BUFFALO GRASS TO SOUTH MEADOWS- PHASE A CIP#474A-ITB 24090 LETTER OF BID REWARD RECOMMENDATION.**

Dear Ms, Romella Glorioso-Moss,

On September 3, 2024, bids were opened for the above referenced project. The detailed bid sheets were provided to Santa Fe Engineering Consultants LLC for analysis on September 11, 2024. There were five responsive bidders. The bids have been reviewed and tabulated. The bid tabulation is attached. There were no math errors in the contractor bids. The apparent low bidder was GM Emulsion, LLC.

Based on the above analysis, it is recommended that GM Emulsion, LLC. be awarded the contract for the above referenced project.

If you have any questions or desire additional information, please do not hesitate to contact me.

Sincerely,

Eric Cornelius, P.E., C.F.M.
Santa Fe Engineering Consultants, LLC
1599 S. St. Francis Dr., Suite B
Santa Fe, NM 87505

Katrina A. Quintana

NMDOT Concurrence
Katrina Quintana
T/LPA Region Coordinator
North Region Design

CITY OF SANTA FE
TC TRAIL EXTENTION PHASE A CIP#474A-ITB 24090
BID TABULATIONS
9/20/2024

| | | | ENGINEER'S ESTIMATE (2023 PRICING) | | | | GM EMULSION, LLC | | | JDR AND ASSOCIATES, LLC | | | MERIDIAN CONTRACTING, INC | | | STAR PAVIN | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ITEM NO. | NMDOT NO. | DESCRIPTION | UNIT | APPROX. QTY. | UNIT PRICE | EST. PRICE | UNIT PRICE | EST. PRICE | % OF ENGINEER ESTIMATE | UNIT PRICE | EST. PRICE | % OF ENGINEER ESTIMATE | UNIT PRICE | EST. PRICE | % OF ENGINEER ESTIMATE | UNIT PRICE | EST. PRI |
| 1 | 201000 | CLEARING AND GRUBBING | LS | 1 | $11,845.00 | $11,845.00 | $20,000.00 | $20,000.00 | 169% | $20,000.00 | $20,000.00 | 169% | $55,000.00 | $55,000.00 | 464% | $10,000.00 | $10,00 |
| 2 | 203000 | UNCLASSIFIED EXCAVATION | CY | 651 | $17.51 | $11,399.01 | $20.00 | $13,020.00 | 114% | $12.00 | $7,812.00 | 69% | $35.00 | $22,785.00 | 200% | $40.00 | $26,04 |
| 3 | 203100 | BORROW | CY | 345 | $37.08 | $12,792.60 | $25.00 | $8,625.00 | 67% | $45.00 | $15,525.00 | 121% | $35.00 | $12,075.00 | 94% | $60.00 | $20,70 |
| 4 | 207000 | SUBGRADE PREPARATION | SY | 712 | $5.15 | $3,666.80 | $4.00 | $2,848.00 | 78% | $6.00 | $4,272.00 | 117% | $8.00 | $5,696.00 | 155% | $8.00 | $5,69 |
| 5 | 303160 | BASECOURSE- 6" | SY | 593 | $17.51 | $10,383.43 | $18.00 | $10,674.00 | 103% | $25.00 | $14,825.00 | 143% | $70.00 | $41,510.00 | 400% | $12.00 | $7,11 |
| 6 | 417000 | MISC. PAVING | SY | 9 | $59.74 | $537.66 | $165.00 | $1,485.00 | 276% | $150.00 | $1,350.00 | 251% | $850.00 | $7,650.00 | 1423% | $200.00 | $1,80 |
| 7 | 511030 | STRUCTURAL CONCRETE, CLASS AA | CY | 53 | $1,125.79 | $59,666.87 | $1,760.00 | $93,280.00 | 156% | $1,800.00 | $95,400.00 | 160% | $2,800.00 | $148,400.00 | 249% | $2,700.00 | $143,10 |
| 8 | 540060 | REINFORCING BARS, GRADE 60 | LBS | 2,955 | $4.12 | $12,174.60 | $3.00 | $8,865.00 | 73% | $3.00 | $8,865.00 | 73% | $6.00 | $17,730.00 | 146% | $4.00 | $11,82 |
| 9 | 570018 | 18" CULVERT PIPE | LF | 97 | $148.32 | $14,387.04 | $110.00 | $10,670.00 | 74% | $142.00 | $13,774.00 | 96% | $330.00 | $32,010.00 | 222% | $170.00 | $16,49 |
| 10 | 570429 | 18" CULVERT PIPE END SECTION | EA | 10 | $947.60 | $9,476.00 | $500.00 | $5,000.00 | 53% | $740.00 | $7,400.00 | 78% | $850.00 | $8,500.00 | 90% | $900.00 | $9,00 |
| 11 | 570024 | 24" CULVERT PIPE | LF | 35 | $177.16 | $6,200.60 | $135.00 | $4,725.00 | 76% | $190.00 | $6,650.00 | 107% | $360.00 | $12,600.00 | 203% | $200.00 | $7,00 |
| 12 | 570025 | 24" CULVERT PIPE END SECTION | EA | 4 | $1,481.14 | $5,924.56 | $750.00 | $3,000.00 | 51% | $1,110.00 | $4,440.00 | 75% | $1,200.00 | $4,800.00 | 81% | $1,500.00 | $6,00 |
| 13 | 570042 | 42" CULVERT PIPE | LF | 33 | $296.64 | $9,789.12 | $245.00 | $8,085.00 | 83% | $320.00 | $10,560.00 | 108% | $490.00 | $16,170.00 | 165% | $300.00 | $9,90 |
| 14 | 570043 | 42" CULVERT PIPE END SECTION | EA | 2 | $2,369.00 | $4,738.00 | $3,600.00 | $7,200.00 | 152% | $5,400.00 | $10,800.00 | 228% | $4,917.00 | $9,834.00 | 208% | $4,000.00 | $8,00 |
| 15 | 601000 | REMOVAL OF STRUCTURES AND OBSTRUCTIONS | LS | 1 | $5,922.50 | $5,922.50 | $20,000.00 | $20,000.00 | 338% | $30,000.00 | $30,000.00 | 507% | $59,166.00 | $59,166.00 | 999% | $110,000.00 | $110,00 |
| 16 | 602000 | RIPRRAP CLASS A | CY | 153 | $415.09 | $63,508.77 | $350.00 | $53,550.00 | 84% | $625.00 | $95,625.00 | 151% | $750.00 | $114,750.00 | 181% | $579.00 | $88,58 |
| 17 | 602200 | GABIONS | CY | 216 | $415.09 | $89,659.44 | $350.00 | $75,600.00 | 84% | $533.00 | $115,128.00 | 128% | $600.00 | $129,600.00 | 145% | $725.00 | $156,60 |
| 18 | 603260 | CULVERT PROTECTION | SY | 57 | $12.36 | $704.52 | $100.00 | $5,700.00 | 809% | $32.00 | $1,824.00 | 259% | $60.00 | $3,420.00 | 485% | $22.00 | $1,25 |
| 19 | 603262 | COMPOSTED MULCH SOCKS | LF | 2,297 | $4.12 | $9,463.64 | $10.00 | $22,970.00 | 243% | $8.00 | $18,376.00 | 194% | $10.00 | $22,970.00 | 243% | $3.50 | $8,03 |
| 20 | 607115 | POST AND CABLE ACCESS FENCE 4' | LF | 509 | $36.05 | $18,349.45 | $50.00 | $25,450.00 | 139% | $65.00 | $33,085.00 | 180% | $40.00 | $20,360.00 | 111% | $72.00 | $36,64 |
| 21 | 608004 | CONCRETE SIDEWALK- 4" | SY | 12 | $148.32 | $1,779.84 | $140.00 | $1,680.00 | 94% | $175.00 | $2,100.00 | 118% | $800.00 | $9,600.00 | 539% | $150.00 | $1,80 |
| 22 | 608106 | DRIVE PAD- 6" | SY | 2,330 | $118.45 | $275,988.50 | $150.00 | $349,500.00 | 127% | $200.00 | $466,000.00 | 169% | $142.00 | $330,860.00 | 120% | $150.00 | $349,50 |
| 23 | 609200 | HEADER CURB | LF | 20 | $50.00 | $1,000.00 | $42.00 | $840.00 | 84% | $65.00 | $1,300.00 | 130% | $130.00 | $2,600.00 | 260% | $100.00 | $2,00 |
| 24 | 632000 | CLASS A SEEDING | AC | 1.0 | $17,767.50 | $17,767.50 | $25,000.00 | $25,000.00 | 141% | $78,000.00 | $78,000.00 | 439% | $66,000.00 | $66,000.00 | 371% | $15,000.00 | $15,00 |
| 25 | 662400 | MANHOLE ADJUSTMENT | EA | 8 | $1,481.14 | $11,849.12 | $2,500.00 | $20,000.00 | 169% | $800.00 | $6,400.00 | 54% | $3,200.00 | $25,600.00 | 216% | $1,500.00 | $12,00 |
| 26 | 662500 | MANHOLE FRAME AND COLLAR | EA | 8 | $888.89 | $7,111.12 | $2,700.00 | $21,600.00 | 304% | $900.00 | $7,200.00 | 101% | $2,200.00 | $17,600.00 | 247% | $1,800.00 | $14,40 |
| 27 | 701000 | PANEL SIGNS | SF | 131 | $36.05 | $4,722.55 | $85.00 | $11,135.00 | 236% | $64.00 | $8,384.00 | 178% | $50.00 | $6,550.00 | 139% | $61.00 | $7,99 |
| 28 | 701100 | STEEL/BASE POST FOR ALUMINUM PANEL SIGNS | LF | 194 | $12.36 | $2,397.84 | $100.00 | $19,400.00 | 809% | $84.00 | $16,296.00 | 680% | $35.00 | $6,790.00 | 283% | $80.00 | $15,52 |
| 29 | 702810 | TRAFFIC CONTROL DEVICES FOR CONSTRUCTION | LS | 1 | $3,553.50 | $3,553.50 | $20,000.00 | $20,000.00 | 563% | $15,120.00 | $15,120.00 | 425% | $22,800.00 | $22,800.00 | 642% | $25,000.00 | $25,00 |
| 30 | 704704 | HOT THERMOPLASTIC PAVEMENT MARKINGS 4" | LF | 289 | $5.15 | $1,488.35 | $15.00 | $4,335.00 | 291% | $11.00 | $3,179.00 | 214% | $6.00 | $1,734.00 | 117% | $10.00 | $2,89 |
| 31 | 704706 | HOT THERMOPLASTIC PAVEMENT MARKINGS 12" | LS | 128 | $17.51 | $2,241.28 | $60.00 | $7,680.00 | 343% | $48.00 | $6,144.00 | 274% | $20.00 | $2,560.00 | 114% | $46.00 | $5,88 |
| 32 | 603281 | SWPP PLAN PREPARATION AND MAINTENANCE | LS | 1 | $11,500.00 | $11,500.00 | $20,000.00 | $20,000.00 | 174% | $21,000.00 | $21,000.00 | 183% | $70,000.00 | $70,000.00 | 609% | $8,700.00 | $8,70 |
| 33 | 618000 | TRAFFIC CONTROL MANAGEMENT | LS | 1 | $8,050.00 | $8,050.00 | $50,000.00 | $50,000.00 | 621% | $40,800.00 | $40,800.00 | 507% | $115,000.00 | $115,000.00 | 1429% | $50,000.00 | $50,00 |
| 34 | 621000 | MOBILIZATION | LS | 1 | $46,000.00 | $46,000.00 | $100,000.00 | $100,000.00 | 217% | $25,000.00 | $25,000.00 | 54% | $145,900.00 | $145,900.00 | 317% | $360,000.00 | $360,00 |
| 35 | 801000 | CONSTRUCTION STAKING BY CONTRACTOR | LS | 1 | $41,429.35 | $41,429.35 | $50,000.00 | $50,000.00 | 121% | $78,000.00 | $78,000.00 | 188% | $48,000.00 | $48,000.00 | 116% | $40,000.00 | $40,00 |
| 36 | 802000 | POST CONTRUSTION PLANS | LS | 1 | $11,500.00 | $11,500.00 | $10,000.00 | $10,000.00 | 87% | $11,000.00 | $11,000.00 | 96% | $5,000.00 | $5,000.00 | 43% | $5,000.00 | $5,00 |
| | | | | TOTAL WITHOUT NMGRT | | $808,968.56 | SUBTOTAL | $1,111,917.00 | 137.45% | SUBTOTAL | $1,301,634.00 | 160.90% | SUBTOTAL | $1,621,620.00 | 200.46% | SUBTOTAL | $1,599,47 |

# NOTICE OF AWARD

**TO:** Gabriel Martinez, Owner
Name

GM Emulsion, LLC
Address

5935 Agua Fria Street, Santa Fe, NM 87507
City

**DATE:** 09/24/2024

**FROM:** City of Santa Fe

| | | | |
|---|---|---|---|
| **PROJECT NO.** | | **CONTRACT NO.** | D19937 |
| **CONTROL NO.** | S100770 | **VENDOR NO.** | 3882 |

**SCOPE OF WORK** (Including Routes and Termini): To construct the Tierra Contenta Trail Extension Project from Buffalo Grass to South Meadows.

The OWNER at the recommendation of Eric Cornelius, PE, CFM, the project's Engineer of Record (Exhibit A) has considered the BID you submitted for the above project. You are hereby notified that your Bid has been accepted.

You are required to return an acknowledged copy of this NOTICE OF AWARD/WORK ORDER to the owner. *(The following information must be included on all invoicing, PROJECT NO.; CONTRACT NO.; CONTROL NO.; and VENDOR NO.).*

Starting date (on or before): 03/01/2025 or as soon as your contract with the City has been approved. Completion date (on or before): 12/30/2025

By: Romella Glorioso-Moss Date: 09/24/2024
Name (Print Name)

Romella Glorioso-Moss
Signature

Capital Projects Manager - Complete Streets
Title

ACCEPTANCE OF NOTICE *(Contractor or Road Superintendent)*
Receipt of the above NOTICE OF AWARD/WORK ORDER is hereby acknowledged,

By: Fred Marquez for Gabriel Martinez Date: 9-24-2024
GABRIEL MARTINEZ

Title: Project Manager Owner

Santa Fe Engineering Consultants, LLC
SFEC
Civil and Traffic Engineering
Construction Management
Land Development
1599 St Francis Drive, Suite B
Santa Fe, N. M. 87505
(505) 982-2845 Fax (505) 982-2641

September 20, 2024

Ms, Romella Glorioso-Moss,
Senior Project Manager
City of Santa Fe,
737 Agua Fria Street,
Santa Fe, NM 87501

**RE: TC TRAIL EXTENTION FROM BUFFALO GRASS TO SOUTH MEADOWS- PHASE A CIP#474A-ITB 24090 LETTER OF BID REWARD RECOMMENDATION.**

Dear Ms, Romella Glorioso-Moss,

On September 3, 2024, bids were opened for the above referenced project. The detailed bid sheets were provided to Santa Fe Engineering Consultants LLC for analysis on September 11, 2024. There were five responsive bidders. The bids have been reviewed and tabulated. The bid tabulation is attached. There were no math errors in the contractor bids. The apparent low bidder was GM Emulsion, LLC.

Based on the above analysis, it is recommended that GM Emulsion, LLC. be awarded the contract for the above referenced project.

If you have any questions or desire additional information, please do not hesitate to contact me.

Sincerely,

Eric Cornelius, P.E., C.F.M.
Santa Fe Engineering Consultants, LLC
1599 S. St. Francis Dr., Suite B
Santa Fe, NM 87505

Katrina A. Quintana

NMDOT Concurrence
Katrina Quintana
T/LPA Region Coordinator
North Region Design

CITY OF SANTA FE
TC TRAIL EXTENTION PHASE A CIP#474A-ITB 24090
BID TABULATIONS
9/20/2024

| | | | ENGINEER'S ESTIMATE (2023 PRICING) | | | | GM EMULSION, LLC | | | JDR AND ASSOCIATES, LLC | | | MERIDIAN CONTRACTING, INC | | | STAR PAVIN | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ITEM NO. | NMDOT NO. | DESCRIPTION | UNIT | APPROX. QTY. | UNIT PRICE | EST. PRICE | UNIT PRICE | EST. PRICE | % OF ENGINEER ESTIMATE | UNIT PRICE | EST. PRICE | % OF ENGINEER ESTIMATE | UNIT PRICE | EST. PRICE | % OF ENGINEER ESTIMATE | UNIT PRICE | EST. PRI |
| 1 | 201000 | CLEARING AND GRUBBING | LS | 1 | $11,845.00 | $11,845.00 | $20,000.00 | $20,000.00 | 169% | $20,000.00 | $20,000.00 | 169% | $55,000.00 | $55,000.00 | 464% | $10,000.00 | $10,00 |
| 2 | 203000 | UNCLASSIFIED EXCAVATION | CY | 651 | $17.51 | $11,399.01 | $20.00 | $13,020.00 | 114% | $12.00 | $7,812.00 | 69% | $35.00 | $22,785.00 | 200% | $40.00 | $26,04 |
| 3 | 203100 | BORROW | CY | 345 | $37.08 | $12,792.60 | $25.00 | $8,625.00 | 67% | $45.00 | $15,525.00 | 121% | $35.00 | $12,075.00 | 94% | $60.00 | $20,70 |
| 4 | 207000 | SUBGRADE PREPARATION | SY | 712 | $5.15 | $3,666.80 | $4.00 | $2,848.00 | 78% | $6.00 | $4,272.00 | 117% | $8.00 | $5,696.00 | 155% | $8.00 | $5,69 |
| 5 | 303160 | BASECOURSE- 6" | SY | 593 | $17.51 | $10,383.43 | $18.00 | $10,674.00 | 103% | $25.00 | $14,825.00 | 143% | $70.00 | $41,510.00 | 400% | $12.00 | $7,11 |
| 6 | 417000 | MISC. PAVING | SY | 9 | $59.74 | $537.66 | $165.00 | $1,485.00 | 276% | $150.00 | $1,350.00 | 251% | $850.00 | $7,650.00 | 1423% | $200.00 | $1,80 |
| 7 | 511030 | STRUCTURAL CONCRETE, CLASS AA | CY | 53 | $1,125.79 | $59,666.87 | $1,760.00 | $93,280.00 | 156% | $1,800.00 | $95,400.00 | 160% | $2,800.00 | $148,400.00 | 249% | $2,700.00 | $143,10 |
| 8 | 540060 | REINFORCING BARS, GRADE 60 | LBS | 2,955 | $4.12 | $12,174.60 | $3.00 | $8,865.00 | 73% | $3.00 | $8,865.00 | 73% | $6.00 | $17,730.00 | 146% | $4.00 | $11,82 |
| 9 | 570018 | 18" CULVERT PIPE | LF | 97 | $148.32 | $14,387.04 | $110.00 | $10,670.00 | 74% | $142.00 | $13,774.00 | 96% | $330.00 | $32,010.00 | 222% | $170.00 | $16,49 |
| 10 | 570429 | 18" CULVERT PIPE END SECTION | EA | 10 | $947.60 | $9,476.00 | $500.00 | $5,000.00 | 53% | $740.00 | $7,400.00 | 78% | $850.00 | $8,500.00 | 90% | $900.00 | $9,00 |
| 11 | 570024 | 24" CULVERT PIPE | LF | 35 | $177.16 | $6,200.60 | $135.00 | $4,725.00 | 76% | $190.00 | $6,650.00 | 107% | $360.00 | $12,600.00 | 203% | $200.00 | $7,00 |
| 12 | 570025 | 24" CULVERT PIPE END SECTION | EA | 4 | $1,481.14 | $5,924.56 | $750.00 | $3,000.00 | 51% | $1,110.00 | $4,440.00 | 75% | $1,200.00 | $4,800.00 | 81% | $1,500.00 | $6,00 |
| 13 | 570042 | 42" CULVERT PIPE | LF | 33 | $296.64 | $9,789.12 | $245.00 | $8,085.00 | 83% | $320.00 | $10,560.00 | 108% | $490.00 | $16,170.00 | 165% | $300.00 | $9,90 |
| 14 | 570043 | 42" CULVERT PIPE END SECTION | EA | 2 | $2,369.00 | $4,738.00 | $3,600.00 | $7,200.00 | 152% | $5,400.00 | $10,800.00 | 228% | $4,917.00 | $9,834.00 | 208% | $4,000.00 | $8,00 |
| 15 | 601000 | REMOVAL OF STRUCTURES AND OBSTRUCTIONS | LS | 1 | $5,922.50 | $5,922.50 | $20,000.00 | $20,000.00 | 338% | $30,000.00 | $30,000.00 | 507% | $59,166.00 | $59,166.00 | 999% | $110,000.00 | $110,00 |
| 16 | 602000 | RIPRRAP CLASS A | CY | 153 | $415.09 | $63,508.77 | $350.00 | $53,550.00 | 84% | $625.00 | $95,625.00 | 151% | $750.00 | $114,750.00 | 181% | $579.00 | $88,58 |
| 17 | 602200 | GABIONS | CY | 216 | $415.09 | $89,659.44 | $350.00 | $75,600.00 | 84% | $533.00 | $115,128.00 | 128% | $600.00 | $129,600.00 | 145% | $725.00 | $156,60 |
| 18 | 603260 | CULVERT PROTECTION | SY | 57 | $12.36 | $704.52 | $100.00 | $5,700.00 | 809% | $32.00 | $1,824.00 | 259% | $60.00 | $3,420.00 | 485% | $22.00 | $1,25 |
| 19 | 603262 | COMPOSTED MULCH SOCKS | LF | 2,297 | $4.12 | $9,463.64 | $10.00 | $22,970.00 | 243% | $8.00 | $18,376.00 | 194% | $10.00 | $22,970.00 | 243% | $3.50 | $8,03 |
| 20 | 607115 | POST AND CABLE ACCESS FENCE 4' | LF | 509 | $36.05 | $18,349.45 | $50.00 | $25,450.00 | 139% | $65.00 | $33,085.00 | 180% | $40.00 | $20,360.00 | 111% | $72.00 | $36,64 |
| 21 | 608004 | CONCRETE SIDEWALK- 4" | SY | 12 | $148.32 | $1,779.84 | $140.00 | $1,680.00 | 94% | $175.00 | $2,100.00 | 118% | $800.00 | $9,600.00 | 539% | $150.00 | $1,80 |
| 22 | 608106 | DRIVE PAD- 6" | SY | 2,330 | $118.45 | $275,988.50 | $150.00 | $349,500.00 | 127% | $200.00 | $466,000.00 | 169% | $142.00 | $330,860.00 | 120% | $150.00 | $349,50 |
| 23 | 609200 | HEADER CURB | LF | 20 | $50.00 | $1,000.00 | $42.00 | $840.00 | 84% | $65.00 | $1,300.00 | 130% | $130.00 | $2,600.00 | 260% | $100.00 | $2,00 |
| 24 | 632000 | CLASS A SEEDING | AC | 1.0 | $17,767.50 | $17,767.50 | $25,000.00 | $25,000.00 | 141% | $78,000.00 | $78,000.00 | 439% | $66,000.00 | $66,000.00 | 371% | $15,000.00 | $15,00 |
| 25 | 662400 | MANHOLE ADJUSTMENT | EA | 8 | $1,481.14 | $11,849.12 | $2,500.00 | $20,000.00 | 169% | $800.00 | $6,400.00 | 54% | $3,200.00 | $25,600.00 | 216% | $1,500.00 | $12,00 |
| 26 | 662500 | MANHOLE FRAME AND COLLAR | EA | 8 | $888.89 | $7,111.12 | $2,700.00 | $21,600.00 | 304% | $900.00 | $7,200.00 | 101% | $2,200.00 | $17,600.00 | 247% | $1,800.00 | $14,40 |
| 27 | 701000 | PANEL SIGNS | SF | 131 | $36.05 | $4,722.55 | $85.00 | $11,135.00 | 236% | $64.00 | $8,384.00 | 178% | $50.00 | $6,550.00 | 139% | $61.00 | $7,99 |
| 28 | 701100 | STEEL/BASE POST FOR ALUMINUM PANEL SIGNS | LF | 194 | $12.36 | $2,397.84 | $100.00 | $19,400.00 | 809% | $84.00 | $16,296.00 | 680% | $35.00 | $6,790.00 | 283% | $80.00 | $15,52 |
| 29 | 702810 | TRAFFIC CONTROL DEVICES FOR CONSTRUCTION | LS | 1 | $3,553.50 | $3,553.50 | $20,000.00 | $20,000.00 | 563% | $15,120.00 | $15,120.00 | 425% | $22,800.00 | $22,800.00 | 642% | $25,000.00 | $25,00 |
| 30 | 704704 | HOT THERMOPLASTIC PAVEMENT MARKINGS 4" | LF | 289 | $5.15 | $1,488.35 | $15.00 | $4,335.00 | 291% | $11.00 | $3,179.00 | 214% | $6.00 | $1,734.00 | 117% | $10.00 | $2,89 |
| 31 | 704706 | HOT THERMOPLASTIC PAVEMENT MARKINGS 12" | LS | 128 | $17.51 | $2,241.28 | $60.00 | $7,680.00 | 343% | $48.00 | $6,144.00 | 274% | $20.00 | $2,560.00 | 114% | $46.00 | $5,88 |
| 32 | 603281 | SWPP PLAN PREPARATION AND MAINTENANCE | LS | 1 | $11,500.00 | $11,500.00 | $20,000.00 | $20,000.00 | 174% | $21,000.00 | $21,000.00 | 183% | $70,000.00 | $70,000.00 | 609% | $8,700.00 | $8,70 |
| 33 | 618000 | TRAFFIC CONTROL MANAGEMENT | LS | 1 | $8,050.00 | $8,050.00 | $50,000.00 | $50,000.00 | 621% | $40,800.00 | $40,800.00 | 507% | $115,000.00 | $115,000.00 | 1429% | $50,000.00 | $50,00 |
| 34 | 621000 | MOBILIZATION | LS | 1 | $46,000.00 | $46,000.00 | $100,000.00 | $100,000.00 | 217% | $25,000.00 | $25,000.00 | 54% | $145,900.00 | $145,900.00 | 317% | $360,000.00 | $360,00 |
| 35 | 801000 | CONSTRUCTION STAKING BY CONTRACTOR | LS | 1 | $41,429.35 | $41,429.35 | $50,000.00 | $50,000.00 | 121% | $78,000.00 | $78,000.00 | 188% | $48,000.00 | $48,000.00 | 116% | $40,000.00 | $40,00 |
| 36 | 802000 | POST CONTRUSTION PLANS | LS | 1 | $11,500.00 | $11,500.00 | $10,000.00 | $10,000.00 | 87% | $11,000.00 | $11,000.00 | 96% | $5,000.00 | $5,000.00 | 43% | $5,000.00 | $5,00 |
| | | | | TOTAL WITHOUT NMGRT | | $808,968.56 | SUBTOTAL | $1,111,917.00 | 137.45% | SUBTOTAL | $1,301,634.00 | 160.90% | SUBTOTAL | $1,621,620.00 | 200.46% | SUBTOTAL | $1,599,47 |

ACORD

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/11/2024

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

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

| | |
|---|---|
| PRODUCER License # 0757776<br>HUB International Insurance Services (SOW)<br>2905 Rodeo Park Drive East<br>Building 6, Suite 100<br>Santa Fe, NM 87505 | CONTACT NAME: Michelle Vialpando<br>PHONE (A/C, No, Ext): (505) 992-1873 FAX (A/C, No): (866) 487-3972<br>E-MAIL ADDRESS: michelle.vialpando@hubinternational.com |
| INSURED<br>GM Emulsion LLC<br>5935 Agua Fria St.<br>Santa Fe, NM 87507 | INSURER A : Selective Insurance Company of America — NAIC # 12572<br>INSURER B : Builders Trust of New Mexico<br>INSURER C : Evanston Insurance Company — 35378<br>INSURER D :<br>INSURER E :<br>INSURER F : |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE X OCCUR<br>X PD Ded: $1,000<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY X PRO-JECT LOC<br>OTHER: | | | S 2505515 | 4/12/2024 | 4/12/2025 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG | $ 1,000,000<br>$ 1,000,000<br>$ 15,000<br>$ 1,000,000<br>$ 3,000,000<br>$ 3,000,000 |
| A | AUTOMOBILE LIABILITY<br>X ANY AUTO<br>OWNED AUTOS ONLY SCHEDULED AUTOS<br>X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY | | | S 2505515 | 4/12/2024 | 4/12/2025 | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident) | $ 1,000,000<br>$<br>$<br>$ |
| A | X UMBRELLA LIAB X OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED X RETENTION $ 0 | | | S 2505515 | 4/12/2024 | 4/12/2025 | EACH OCCURRENCE<br>AGGREGATE | $ 5,000,000<br>$ 5,000,000 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N / A | | 5752 | 1/1/2024 | 1/1/2025 | X PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | $ 2,000,000<br>$ 2,000,000<br>$ 2,000,000 |
| A | Leased/Rented Eqpt | | | S 2505515 | 4/12/2024 | 4/12/2025 | Ded: $1,000 / Limit: | 100,000 |
| C | Pollution / Environm | | | CPLMOL113826 | 10/28/2022 | 10/28/2024 | 1,000,000 / | 2,000,000 |

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

**CERTIFICATE HOLDER**

City of Santa Fe
73 Paseo Real
Santa Fe, NM 87507

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE




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# GB 600 GM Emulsion LLC (S100770 Tierra Contenta Trail) (1)

Final Audit Report 2024-11-26

| | |
|---|---|
| Created: | 2024-11-18 |
| By: | JAMES EDWARDS (jwedwards@santafenm.gov) |
| Status: | Canceled / Declined |
| Transaction ID: | CBJCHBCAABAAdtJA7F51IvSHz9UU5NRGqqYWmQICYEnv |

## "GB 600 GM Emulsion LLC (S100770 Tierra Contenta Trail) (1)" History

Document created by JAMES EDWARDS (jwedwards@santafenm.gov)
2024-11-18 - 10:13:26 PM GMT- IP address: 97.182.23.177

Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2024-11-18 - 10:17:52 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2024-11-20 - 5:45:30 PM GMT- IP address: 104.47.65.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2024-11-20 - 5:46:21 PM GMT - Time Source: server- IP address: 63.232.20.2

Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2024-11-20 - 5:46:24 PM GMT

Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2024-11-22 - 5:46:04 AM GMT- IP address: 104.28.50.165

Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Signature Date: 2024-11-22 - 5:05:51 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to mtbonifer@santafenm.gov for signature
2024-11-22 - 5:05:55 PM GMT

Email viewed by mtbonifer@santafenm.gov
2024-11-22 - 5:44:43 PM GMT- IP address: 104.47.65.254

Signer mtbonifer@santafenm.gov entered name at signing as Matthew Bonifer

2024-11-22 - 5:45:33 PM GMT- IP address: 63.232.20.2

Document e-signed by Matthew Bonifer (mtbonifer@santafenm.gov)

Signature Date: 2024-11-22 - 5:45:35 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature

2024-11-22 - 5:45:37 PM GMT

Email viewed by EMILY OSTER (ekoster@santafenm.gov)

2024-11-26 - 9:19:16 PM GMT- IP address: 104.47.64.254

Document declined by EMILY OSTER (ekoster@santafenm.gov)

Decline reason: I'm sorry, I can't sign this item with the current packet. There is no insurance information in the packet. Please update the packet and resubmit. Thank you, Emily

2024-11-26 - 9:24:35 PM GMT- IP address: 63.232.20.2

# GB 600 GM Emulsion LLC (S100770 Tierra Contenta Trail) signed

Final Audit Report 2024-12-03

| | |
|---|---|
| Created: | 2024-12-02 |
| By: | JAMES EDWARDS (jwedwards@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAATtVGpKvr2RTZNRh5PC5VooGlzNI6Y3mJ |

## "GB 600 GM Emulsion LLC (S100770 Tierra Contenta Trail) signed" History

Document created by JAMES EDWARDS (jwedwards@santafenm.gov)
2024-12-02 - 9:19:58 PM GMT- IP address: 97.182.93.53

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2024-12-02 - 9:20:59 PM GMT

Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2024-12-03 - 9:38:52 PM GMT- IP address: 104.47.64.254

Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2024-12-03 - 9:45:15 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2024-12-03 - 9:45:15 PM GMT

Powered by Adobe Acrobat Sign

# City of Santa Fe, New Mexico

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

*Alan Webber, Mayor*

Councilors:
Signe I. Lindell, Mayor Pro Tem, District 1
Alma G. Castro, District 1
Michael J. Garcia, District 2
Carol Romero-Wirth, District 2
Lee Garcia, District 3
Pilar F.H. Faulkner, District 3
Jamie Cassutt, District 4
Amanda Chavez, District 4


**DATE:** **December 26, 2024**

**TO:** **Finance Committee, Public Works and Utilities, and Governing Body**

**FROM:** **James Harris, Airport Manager** JH

**VIA:** **Kelly Bynon, Administrative Manager** Kelly Bynon

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**ITEM AND ISSUE:**

Request For Approval to Accept the New Mexico Department of Transportation Aviation Division Grant # SAF-25-02 in the Amount of $540,000 for the North Apron Reconstruction Project.

1. Request For Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $600,000 to Increase WIP Design and WIP Construction using New Mexico Department of Transportation Aviation Division Funding for the North Apron Reconstruction Project.


(James Harris, Airport Manager, jcharris@santafenm.gov; Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)


**BACKGROUND AND SUMMARY:**

New Mexico Department of Transportation Aviation Division Grant # SAF-25-02 in the Amount of $540,000 for the North Apron Reconstruction Project. This state grant is a matching grant to FAA grant #3-35-0037-063-2024 that has already been accepted by Governing Body.

**ACTION:**

Approval to Accept the New Mexico Department of Transportation Aviation Division Grant # SAF-25-02 in the Amount of $540,000 for the North Apron Reconstruction Project.

1. Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $600,000 to Increase WIP Design and WIP Construction using New Mexico Department of Transportation Aviation Division Funding for the North Apron Reconstruction Project.

**COMMITTEE REVIEW:**

Public Works & Utilities: 01/21/2025
Finance Committee: 01/27/2025
Governing Body: 01/29/2025

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Public Works / Airport | 12/26/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| WIP Design | 5450407 | 572960 | AIR2554503 | 11,748 | |
| WIP Construction | 5450407 | 572970 | AIR2554503 | 588,252 | |
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| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| NMDOT | 5450407 | 490150 | AIR2554503 | (540,000) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ 60,000 | $ - |

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

NMDOT Grant SAF-25-02 was awarded to Santa Fe Regional Airport for the North Apron Reconstruction Project.

This grant is a match grant with USDOT Grant 063. The FAA grant has already been approved and budgeted

under PL AIR2554503 in the amount of $191,215 for assistance with the DESIGN phase of this project.

NMDOT grant 25-02 will use $11,748 for Design purposes and the rest for construction at a later time. $60K comes from 545

for city portion

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| 545 | (60,000) |
| | |
| | |
| **TOTAL:** | **(60,000)** |

Kelly Bynon — 12/26/2024
Prepared By *{print name}* — Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

ALEXIS LOTERO (Dec 27, 2024 11:07 MST) — Dec 27, 2024
Budget Officer — Date

Division Director Signature *{optional}* — Date

James Harris (Dec 26, 2024 14:19 MST) — Dec 26, 2024
Department Director Signature — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

Docusign Envelope ID: 2AEE3C72-8C14-4418-90CC-DC86D05E7793



# NEW MEXICO DEPARTMENT OF TRANSPORTATION

## Aviation Grant Agreement Form

Date: Nov 13, 2024

Project Location: SAF - SANTA FE MUNICIPAL AIRPORT

Sponsor: SANTA FE, CITY OF

Address: PO BOX 909

City: SANTA FE NM Zip Code: 87504

**Participation:** FAA

**Funding Breakdown:**

**Contract No.** AVA1643

**Project No.** SAF-25- 02

**Vendor No.** 0000054360

**Expiration Date** 12/1/2026

**Purchase Order No:** 0000410654

Docusign Envelope ID: 2AEE3C72-8C14-4418-90CC-DC86D05E7793

# AVIATION GRANT AGREEMENT

This Agreement is between the New Mexico Department of Transportation, acting through its Aviation Division (Department), and the Sponsor. This Agreement is effective pursuant to Section 7, below.

**Now Therefore,** pursuant to the New Mexico Aviation Act, NMSA 1978, Section 64-1-11 et seq., and the New Mexico Municipal Airport Law, NMSA 1978 Sections 3-39-1 et seq., the parties agree as follows:

**1. Purpose.**
The purpose of this Agreement is to provide funding, authorized in Section 64-1-13, NMSA 1978, to the Sponsor to assist in financing an aviation project.

a. Project Description:

| |
|---|
| NORTH APRON (Design & Re-Construct) |

b. Site of Development.The site of development is identified on the property map, attached as Exhibit A.
c. Funding.Below is the funding for the Project. The State's contribution is the maximum amount that the Department will contribute. Attached as Exhibit B is the engineer's cost estimate.

| State | Sponsor | Other | Total |
|---|---|---|---|
| $ 540,000 | $ 60,000 | $ 5,400,000 | $ 6,000,000 |

**2. The Sponsor Shall:**

a. Pay all costs, perform all labor, and supply all material, except as described in the Engineers Estimate attached as EXHIBIT B.
b. Provide a representative from its organization who shall serve as the single point of contact for the Department.
c. Establish and maintain a resolution by which the Sponsor agrees to establish an airport maintenance program and appoint an individual to be responsible for management of the program.
d. Initiate engineering, survey, and all other design activities, inspect Project construction and, coordinate all meetings.
e. Be responsible for all design and pre-construction activities.
f. Initiate and cause to be prepared all necessary documents including plans, specifications, estimates (PS&E), and reports for this Project.
g. Assure that all design and PS&E are performed under the direct supervision of a Registered New Mexico Professional Engineer.
h. Design the Project in accordance with State and Federal guidelines and/or advisory circulars, hereby incorporated into this Agreement. Construction projects will be accomplished in accordance with the Federal Aviation Administration's Standards for Specifying Construction of Airports (Advisory Circular 150/5370-10, current edition).

Docusign Envelope ID: 2AEE3C72-8C14-4418-90CC-DC86D05E7793

i. Notify the Department when the plans and specifications are sufficiently complete for review.
j. Make no changes in design or scope of work without documented approval of the Department.
k. Advertise for and contract for the construction of the Project in accordance with federal and state laws or local ordinances.
l. Require the Engineer to prepare a final detailed estimate of the work, indicating the bid items, the quantity in each item, the unit bid price and cost of the items based on low acceptable bid prices. Progress estimates shall be submitted to the Department in acceptable form so that details of quantities allowed on various items of work shall be shown on each progress payment.
m. The Sponsor shall submit to the Department one complete set of plans and specifications which incorporate all comments and recommendations received during pre-bid activities and which have been fully executed by all involved parties.
n. The Sponsor shall take all steps, including litigation if necessary, to recover State funds spent in violation of state laws and rules. The Sponsor shall return any recovered state funds to the Department. It shall furnish to the Department, upon request, all documents and records pertaining to the determination of the amount of the state's share of any settlement, litigation, negotiation, or the efforts taken to recover such funds. All settlements or other final dispositions by the Sponsor, in court or otherwise, involving the recovery of such state funds shall be approved in advance by the Department.
o. The Sponsor shall, upon reasonable notice, allow the Department the right to inspect the Project for the purposes of determining if it is being constructed in a good and workmanlike manner, and if the approved plans and specifications are being complied with satisfactorily. If an inspection discloses a failure to substantially meet such requirements and standards the Department may terminate payment or payments until a mutually satisfactory remedy is reached.

**3. The Department Shall:**

a. Assign a contact person for this project.
b. Provide timely reviews of all submittals of scopes, plans, specifications, investigations or other documents.
c. The Department shall not provide an extensive check of any plans submitted by the Sponsor. The Department's concurrence of the Project plans does not relieve the Sponsor or its Consultant of their responsibility for errors and omissions.

**4. Both Parties Agree:**

a. The allowable costs of this Project shall not include costs determined by the Department to be ineligible for consideration under the Aviation Act.
b. The expenditure of any State money is subject to approval by the Department.
c. Funds granted under the Local Governments Road Fund, NMSA 1978 Section 67-3-28.2, shall not be used to administer this Project or used to meet the local match.

**5. Method of Payment - Reimbursement.**

The Department shall reimburse the Sponsor in accordance with the terms of this agreement. Claims for reimbursement shall be completed on form A-1159, Request for Reimbursement. Each request for reimbursement shall contain proof of payment for valid expenditures for services rendered by a third party or items of tangible property received by the Sponsor for the implementation of the Project. The Department reserves the right to withhold reimbursement on requests that are incorrect and/or incomplete. The Final reimbursement request must be received no later than thirty (30) days after completion of the project or the expiration of this Agreement.

The Sponsor shall not be reimbursed for any costs incurred prior to the full execution of the Agreement, after the expiration of the Agreement or in excess of the maximum dollar amount of the agreement unless the maximum dollar amount is duly amended prior to incurring the service or deliverable. Any unexpended portion of funds subject to this Agreement shall revert to the State Aviation Fund.

**6. Accountability of Receipts and Disbursements.**

There shall be strict accountability for all receipts and disbursements. The Sponsor shall maintain all records and documents relative to the Project for a minimum of three (3) years after completion of said Project. The Sponsor shall furnish the Department or State Auditor, upon demand, all records which support the terms of this Agreement.

Docusign Envelope ID: 2AEE3C72-8C14-4418-90CC-DC86D05E7793

**7. Term**

The Agreement becomes effective upon signatures of all parties. The Agreement's effective date is the date opposite of the NMDOT Cabinet Secretary or Designee's signature on the signature page. This agreement shall expire two (2) years from the effective date, unless terminated pursuant to Sections 8 and 17, below.

**8. Termination for Cause.**

The Department has the option to terminate this Agreement if the Sponsor fails to comply with any provision of this Agreement. A written notice of termination shall be given at least thirty (30) days prior to the intended date of termination and shall identify all of the Sponsor's breaches on which the termination is based.

The Department may provide the Sponsor a reasonable opportunity to correct the breach. If within ten (10) days after receipt of a written notice of termination, the Sponsor has not corrected the breach or, in the case of a breach which cannot be corrected in ten (10) days, the Sponsor has not begun and proceeded in good faith to correct the breach, the Department may declare the Sponsor in default and terminate the Agreement. The Department shall retain any and all other remedies available to it under the law.

By such termination neither party may nullify obligations already incurred for performance or failure to perform for the work rendered prior to the date of termination. However, neither party shall have any obligation to perform services or make payment for services rendered after such date of termination.

**9. Disposition of Property.**

a. Upon termination of this Agreement, the Sponsor shall account for any remaining property, materials or equipment belonging to the Department and dispose of them as directed by the Department.
b. Any equipment, materials or supplies procured under this Agreement shall be used solely for aviation purposes maintained according to the manufacturers guidelines and stored at the airport.

**10. Representations and Certification.**

The Sponsor, by signing this Agreement, represents and certifies the following:

a. Legal Authority - The Sponsor has the legal power and authority to: (1) do all things necessary in order to undertake and carry out the Project in conformity with the provisions stated in the New Mexico Aviation Act and Rules and Regulations pursuant thereto; (2) accept, receive and disburse grant funds from the State of New Mexico in aid of the Project; and (3) carry out all provisions stated in this Aviation Grant Agreement.

b. Defaults - The Sponsor is not in default on any obligation to the State of New Mexico relative to the development, operation or maintenance of any airport or aviation project.

c. Possible Disabilities - The Sponsor states, by execution of this Agreement, there are no facts or circumstance (including the existence of effective or proposed leases, use agreements, or other legal instruments affecting use of the airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project.

d. Land - The Sponsor holds the property interest in the areas of land which are to be developed or used as part of or in connection with the Project and is identified in a current Airport Property Map. The Sponsor further certifies that the aforementioned is based on a title examination by a qualified attorney or title company who has determined that the Sponsor holds the stated property interests.

**11. Assurances.**

The Sponsor, by signing this Agreement, covenants and agrees to the following Assurances:

a. That it will operate the airport for the use and benefit of the public on fair and reasonable terms and without unjust discrimination.
b. That it will keep the airport open to all types, kinds and classes of aeronautical use without discrimination between such types, kinds, and classes. The Sponsor shall establish fair, equal and not unjustly discriminatory conditions to be met by all users of the airport as may be necessary for the safe and efficient operation.

Docusign Envelope ID: 2AEE3C72-8C14-4418-90CC-DC86D05E7793

c. Neither it nor any person or organization occupying space at the airport will discriminate against any person or class of persons by reason of race, color, creed, or national origin in the use of the facility and, further that any person, firm or corporation rendering service to the public on the airport will do so on a fair, equal and not unjustly discriminatory basis.
d. Operate and maintain in a safe and serviceable condition the airport and all facilities which are necessary to serve the aeronautical users and will not permit any activity which would interfere with its use for airport purposes.
e. By acquisition of land interest, acquisition of easements, airspace zoning, or other accepted means, protect the runway approaches and the airspace in the immediate vicinity of the airport from the construction, alteration, erection or growth of any structure which would interfere with the use or operation of the airport.
f. Comply with the New Mexico Aviation Act and associated provisions, NMSA 1978 Sections 64-1-1 to 64-5-4 and the New Mexico Municipal Airport Law, NMSA 1978 Sections 3-39-1 et seq.
g. That it shall not award the contract nor give bidding documents to any contractor who is subject to suspension or debarment by the U.S. Department of Transportation or the Department at the time of the bidding or award of the contract. Violation of this provision shall void this Agreement.

**12. Third Party Beneficiaries.**
It is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

**13. New Mexico Tort Claims Act.**
As between the Department and the Sponsor, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, *et seq*. This paragraph is intended only to define the liabilities between the parties and it is not intended to modify, in any way, the parties' liabilities as governed by common law or the New Mexico Tort Claims Act.

**14. Scope of Agreement.**
This Agreement incorporates all the agreements, covenants, and understandings between the parties concerning the subject matter. All such covenants, agreements, and understandings have been merged into this written Agreement. No prior Agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**15. Terms of this Agreement.**
The terms of this Agreement are lawful; performance of all duties and obligations shall conform with and do not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

**16. Equal Opportunity Compliance.**
The parties agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States shall, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the parties are found to not be in compliance with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies.

**17. Appropriations and Authorizations of State and Federal Funds.**
The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Sponsor, the Legislature of New Mexico, or the Congress of the United States if federal funds are involved, for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Sponsor, Legislature or the Congress of the United States if federal funds are involved, this Agreement shall terminate upon written notice being given by one party to the other. The Department and the Sponsor are expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure.

**18. Severability.**
In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect.

**19. Applicable Law.**
The Laws of the State of New Mexico shall govern this Agreement, 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 38-3-1(G).

**20. Principal Contacts and Notices.**
The principal contacts for this Agreement are listed below. Except as otherwise specified, all notices shall be in writing (including notice by facsimile or E-mail) and shall be given to the principal contacts listed below.

| | |
|---|---|
| Address: | New Mexico Department of Transportation - Aviation Division<br>3501 Access Rd C.<br>Albuquerque, NM 87106 |
| General Office: | (505) 795-1401 |
| Fax: | (505) 244-1790 |
| E-mail: | Aviation.Division@dot.nm.gov |

| | | | | |
|---|---|---|---|---|
| Name | JAMES HARRIS | | | |
| Title | AIRPORT MANAGER | | | |
| Sponsor | SANTA FE, CITY OF | | | |
| Address | PO BOX 909 | | | |
| City | SANTA FE | NM | Zip Code | 87504 |
| Office Phone | | Fax | | |
| E-Mail | | | | |

**21. Amendment.**
This Agreement shall not be altered, modified, or amended except by an instrument in writing and executed by the parties.

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

**NEW MEXICO DEPARTMENT OF TRANSPORTATION**

By:_____ Date: _____
Cabinet Secretary or Designee

Recommended by:

By:_____ Date: _____
Aviation Division Director
or Designee

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

By:_____ Date: _____
Assistant General Counsel

**SPONSOR**

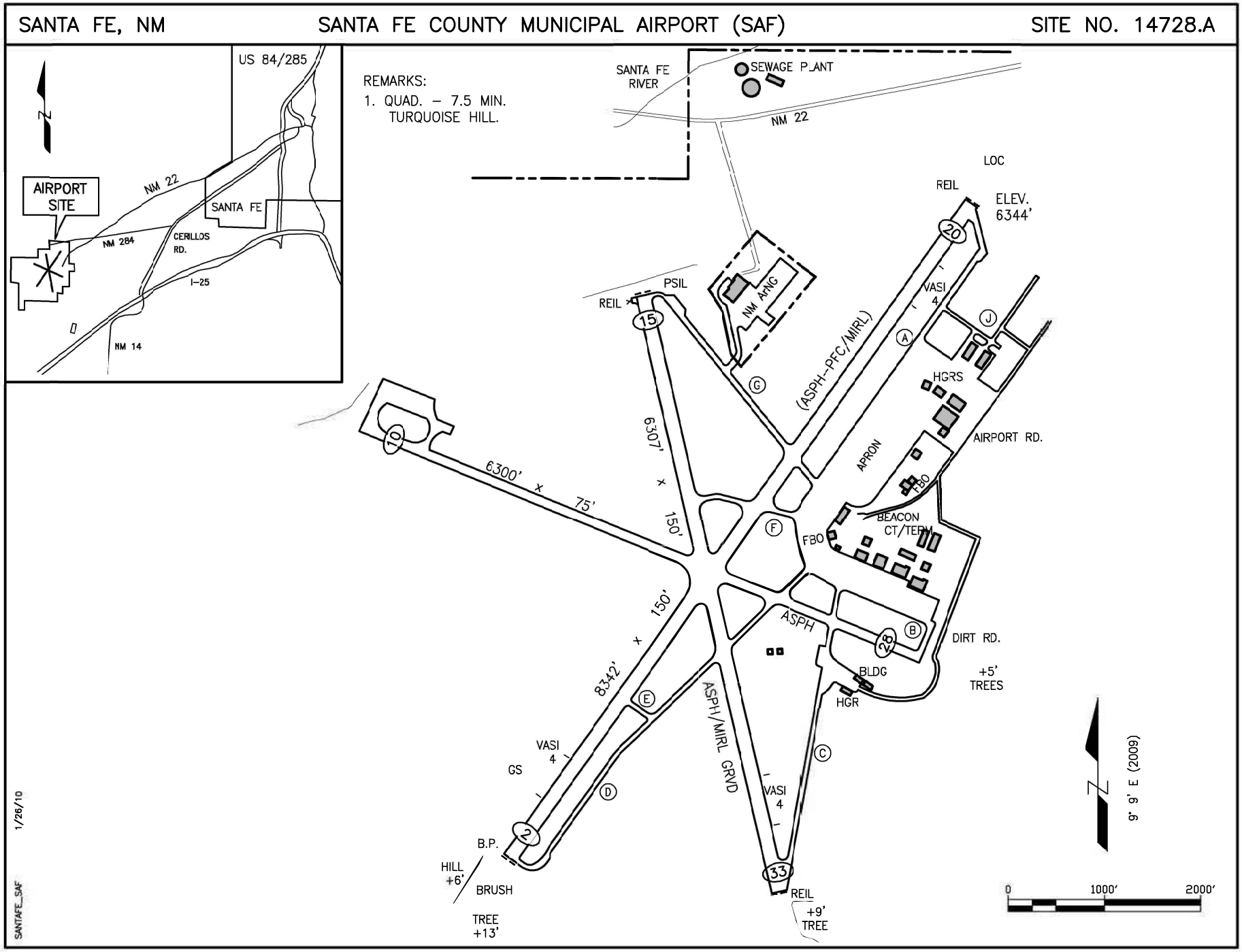
Print Name:_____

By:_____ Date:_____

Title: _____

Docusign Envelope ID: 2AEE3C72-8C14-4418-90CC-DC86D05E7793

# EXHIBIT A



Docusign Envelope ID: 2AEE3C72-8C14-4418-90CC-DC86D05E7793

# Santa Fe Municipal Airport

**EXHIBIT B**
**PLEASE OMIT CENTS**

| ITEM NO. | ITEM OF WORK AND DESCRIPTION | TOTAL ESTIMATED COSTS | STATE FUNDS REQUESTED | SPONSOR FUNDS | OTHER FUNDS (FAA) |
|---|---|---|---|---|---|
| 1 | Design & Reconstruct North Apron | $6,000,000 | $540,000 | $ 60,000 | $ 5,400,000 |
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| | **TOTALS** | $ 6,000,000 | $540,000 | $ 60,000 | $ 5,400,000 |

IN WITNESS WHEREOF, the parties have agreed to this Grant Agreement as of the date when it is executed by the parties, whichever signature occurs last.

CITY OF SANTA FE:

_____
ALAN WEBBER, MAYOR

DATE: _____

ATTEST:

_____
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Dec 20, 2024 09:23 MST)
_____
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
_____
EMILY OSTER, FINANCE DIRECTOR

# GB_Grant SAF-25-02

Final Audit Report 2024-12-31

| | |
|---|---|
| Created: | 2024-12-26 |
| By: | Kelly Bynon (kabynon@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAArAgadJWkxH2bpfMMTkj48nwpOA-N3_IS |

## "GB_Grant SAF-25-02" History

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2024-12-26 - 9:18:14 PM GMT

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2024-12-26 - 9:18:46 PM GMT- IP address: 63.232.20.2

Document e-signed by James Harris (jcharris@santafenm.gov)
Signature Date: 2024-12-26 - 9:19:10 PM GMT - Time Source: server- IP address: 63.232.20.2

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2024-12-26 - 9:19:11 PM GMT

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2024-12-27 - 0:09:01 AM GMT- IP address: 104.47.64.254

Document e-signed by ALEXIS LOTERO (aclotero@santafenm.gov)
Signature Date: 2024-12-27 - 6:07:00 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2024-12-27 - 6:07:01 PM GMT

Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2024-12-31 - 2:32:44 PM GMT- IP address: 104.47.64.254

Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2024-12-31 - 2:34:29 PM GMT - Time Source: server- IP address: 50.216.119.226

Agreement completed.
2024-12-31 - 2:34:29 PM GMT

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# City of Santa Fe, New Mexico

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

*Alan Webber, Mayor*

Councilors:
Signe I. Lindell, Mayor Pro Tem, District 1
Alma G. Castro, District 1
Michael J. Garcia, District 2
Carol Romero-Wirth, District 2
Lee Garcia, District 3
Pilar F.H. Faulkner, District 3
Jamie Cassutt, District 4
Amanda Chavez, District 4


**DATE:** **December 27, 2024**

**TO:** **Finance Committee, Public Works and Utilities, and Governing Body**

**FROM:** **James Harris, Airport Manager** JH

**VIA:** **Kelly Bynon, Administrative Manager** Kelly Bynon

---

**ITEM AND ISSUE:**

Request For Approval to Accept the New Mexico Department of Transportation Aviation Division Grant # SAF-25-03 in the Amount of $1,234,923 for the Reconstruction of the Terminal Apron.

1. Request For Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $1,372,167 to Increase WIP Design and WIP Construction using New Mexico Department of Transportation Aviation Division Funding for the Reconstruction of the Terminal Apron.


(James Harris, Airport Manager, jcharris@santafenm.gov; Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)


**BACKGROUND AND SUMMARY:**

The New Mexico Department of Transportation Aviation Division has awarded Grant # SAF-25-03 in the Amount of $1,234,923 for the Reconstruction of the Terminal Apron. This state grant is a matching grant to FAA grant #3-35-0037-065-2024 that has already been accepted by Governing Body.

**ACTION:**

Approval to Accept the New Mexico Department of Transportation Aviation Division Grant # SAF-25-03 in the Amount of $1,234,923 for the North Apron Reconstruction Project.

1. Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $1,372,167 to Increase WIP Design and WIP Construction using New Mexico Department of Transportation Aviation Division Funding for the North Apron Reconstruction Project.

**COMMITTEE REVIEW:**

Public Works & Utilities: 01/06/2025
Finance Committee: 01/13/2025
Governing Body: 01/15/2025

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Public Works / Airport | 12/13/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| WIP Design | 5450407 | 572960 | AIR2554506 | 279,739 | |
| WIP Construction | 5450407 | 572970 | AIR2554506 | 1,092,398 | |
| | | | | | |
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| | | | | | |
| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| NMDOT | 5450407 | 490150 | AIR2554506 | (1,234,923) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ 137,214 | $ - |

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

NMDOT Grant SAF-25-03 was awarded to Santa Fe Regional Airport for the Reconstruction of the apron terminal.

This grant is a match grant with USDOT Grant 065. The FAA grant has already been approved and budgeted

under PL AIR2554506 in the amount of $6,089,700 for assistance with the construction phase of this project.

NMDOT grant 25-03 will use $279,739 for Design purposes and the rest for construction at a later time.

$137,214 to come from fund 545 for city portion

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| 545 | (137,214) |
| | |
| | |
| | |
| **TOTAL:** | **(137,214)** |

Kelly Bynon — 12/13/2024
Prepared By *{print name}* — Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval D*

*Agenda Item #:*

Andy Hopkins — Jan 6, 2025
Budget Officer — Date

Division Director Signature *{optional}* — Date

James Harris (Dec 27, 2024 09:22 MST) — Dec 27, 2024

Department Director Signature — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

Docusign Envelope ID: 29371E81-45B5-476B-AD60-577126368E0A

A-1330
Updated:07/2023
Aviation

# NEW MEXICO DEPARTMENT OF TRANSPORTATION

## Aviation Grant Agreement Form

Date: Nov 27, 2024

Project Location: SAF - SANTA FE MUNICIPAL AIRPORT

Sponsor: SANTA FE, CITY OF

Address: PO BOX 909

City: SANTA FE NM Zip Code: 87504

**Participation** FAA

**Funding Breakdown**

**Contract No.**_____

**Project No.** SAF-25-03

**Vendor No.** 0000054360

**Expiration Date**_____

**Purchase Order No:**_____

Docusign Envelope ID: 29371E81-45B5-476B-AD60-577126368E0A

# AVIATION GRANT AGREEMENT

This Agreement is between the New Mexico Department of Transportation, acting through its Aviation Division (Department), and the Sponsor. This Agreement is effective pursuant to Section 7, below.

**Now Therefore,** pursuant to the New Mexico Aviation Act, NMSA 1978, Section 64-1-11 et seq., and the New Mexico Municipal Airport Law, NMSA 1978 Sections 3-39-1 et seq., the parties agree as follows:

**1. Purpose.**
The purpose of this Agreement is to provide funding, authorized in Section 64-1-13, NMSA 1978, to the Sponsor to assist in financing an aviation project.

a. Project Description:

| |
|---|
| Reconstruct Apron Terminal, Reconstruct Perimeter Fencing, Construct/Extend Safety Area 15/33, Install Runway Signage/Markings 15/33 |

b. Site of Development.The site of development is identified on the property map, attached as Exhibit A.
c. Funding.Below is the funding for the Project. The State's contribution is the maximum amount that the Department will contribute. Attached as Exhibit B is the engineer's cost estimate.

| State | Sponsor | Other | Total |
|---|---|---|---|
| $ 1,234,923 | $ 137,214 | $ 6,089,700 | $ 7,461,837 |

**2. The Sponsor Shall:**

a. Pay all costs, perform all labor, and supply all material, except as described in the Engineers Estimate attached as EXHIBIT B.
b. Provide a representative from its organization who shall serve as the single point of contact for the Department.
c. Establish and maintain a resolution by which the Sponsor agrees to establish an airport maintenance program and appoint an individual to be responsible for management of the program.
d. Initiate engineering, survey, and all other design activities, inspect Project construction and, coordinate all meetings.
e. Be responsible for all design and pre-construction activities.
f. Initiate and cause to be prepared all necessary documents including plans, specifications, estimates (PS&E), and reports for this Project.
g. Assure that all design and PS&E are performed under the direct supervision of a Registered New Mexico Professional Engineer.
h. Design the Project in accordance with State and Federal guidelines and/or advisory circulars, hereby incorporated into this Agreement. Construction projects will be accomplished in accordance with the Federal Aviation Administration's Standards for Specifying Construction of Airports (Advisory Circular 150/5370-10, current edition).

i. Notify the Department when the plans and specifications are sufficiently complete for review.
j. Make no changes in design or scope of work without documented approval of the Department.
k. Advertise for and contract for the construction of the Project in accordance with federal and state laws or local ordinances.
l. Require the Engineer to prepare a final detailed estimate of the work, indicating the bid items, the quantity in each item, the unit bid price and cost of the items based on low acceptable bid prices. Progress estimates shall be submitted to the Department in acceptable form so that details of quantities allowed on various items of work shall be shown on each progress payment.
m. The Sponsor shall submit to the Department one complete set of plans and specifications which incorporate all comments and recommendations received during pre-bid activities and which have been fully executed by all involved parties.
n. The Sponsor shall take all steps, including litigation if necessary, to recover State funds spent in violation of state laws and rules. The Sponsor shall return any recovered state funds to the Department. It shall furnish to the Department, upon request, all documents and records pertaining to the determination of the amount of the state's share of any settlement, litigation, negotiation, or the efforts taken to recover such funds. All settlements or other final dispositions by the Sponsor, in court or otherwise, involving the recovery of such state funds shall be approved in advance by the Department.
o. The Sponsor shall, upon reasonable notice, allow the Department the right to inspect the Project for the purposes of determining if it is being constructed in a good and workmanlike manner, and if the approved plans and specifications are being complied with satisfactorily. If an inspection discloses a failure to substantially meet such requirements and standards the Department may terminate payment or payments until a mutually satisfactory remedy is reached.

**3. The Department Shall:**

a. Assign a contact person for this project.
b. Provide timely reviews of all submittals of scopes, plans, specifications, investigations or other documents.
c. The Department shall not provide an extensive check of any plans submitted by the Sponsor. The Department's concurrence of the Project plans does not relieve the Sponsor or its Consultant of their responsibility for errors and omissions.

**4. Both Parties Agree:**

a. The allowable costs of this Project shall not include costs determined by the Department to be ineligible for consideration under the Aviation Act.
b. The expenditure of any State money is subject to approval by the Department.
c. Funds granted under the Local Governments Road Fund, NMSA 1978 Section 67-3-28.2, shall not be used to administer this Project or used to meet the local match.

**5. Method of Payment - Reimbursement.**

The Department shall reimburse the Sponsor in accordance with the terms of this agreement. Claims for reimbursement shall be completed on form A-1159, Request for Reimbursement. Each request for reimbursement shall contain proof of payment for valid expenditures for services rendered by a third party or items of tangible property received by the Sponsor for the implementation of the Project. The Department reserves the right to withhold reimbursement on requests that are incorrect and/or incomplete. The Final reimbursement request must be received no later than thirty (30) days after completion of the project or the expiration of this Agreement.

The Sponsor shall not be reimbursed for any costs incurred prior to the full execution of the Agreement, after the expiration of the Agreement or in excess of the maximum dollar amount of the agreement unless the maximum dollar amount is duly amended prior to incurring the service or deliverable. Any unexpended portion of funds subject to this Agreement shall revert to the State Aviation Fund.

**6. Accountability of Receipts and Disbursements.**

There shall be strict accountability for all receipts and disbursements. The Sponsor shall maintain all records and documents relative to the Project for a minimum of three (3) years after completion of said Project. The Sponsor shall furnish the Department or State Auditor, upon demand, all records which support the terms of this Agreement.

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**7. Term**

The Agreement becomes effective upon signatures of all parties. The Agreement's effective date is the date opposite of the NMDOT Cabinet Secretary or Designee's signature on the signature page. This agreement shall expire two (2) years from the effective date, unless terminated pursuant to Sections 8 and 17, below.

**8. Termination for Cause.**

The Department has the option to terminate this Agreement if the Sponsor fails to comply with any provision of this Agreement. A written notice of termination shall be given at least thirty (30) days prior to the intended date of termination and shall identify all of the Sponsor's breaches on which the termination is based.

The Department may provide the Sponsor a reasonable opportunity to correct the breach. If within ten (10) days after receipt of a written notice of termination, the Sponsor has not corrected the breach or, in the case of a breach which cannot be corrected in ten (10) days, the Sponsor has not begun and proceeded in good faith to correct the breach, the Department may declare the Sponsor in default and terminate the Agreement. The Department shall retain any and all other remedies available to it under the law.

By such termination neither party may nullify obligations already incurred for performance or failure to perform for the work rendered prior to the date of termination. However, neither party shall have any obligation to perform services or make payment for services rendered after such date of termination.

**9. Disposition of Property.**

a. Upon termination of this Agreement, the Sponsor shall account for any remaining property, materials or equipment belonging to the Department and dispose of them as directed by the Department.
b. Any equipment, materials or supplies procured under this Agreement shall be used solely for aviation purposes maintained according to the manufacturers guidelines and stored at the airport.

**10. Representations and Certification.**

The Sponsor, by signing this Agreement, represents and certifies the following:

a. Legal Authority - The Sponsor has the legal power and authority to: (1) do all things necessary in order to undertake and carry out the Project in conformity with the provisions stated in the New Mexico Aviation Act and Rules and Regulations pursuant thereto; (2) accept, receive and disburse grant funds from the State of New Mexico in aid of the Project; and (3) carry out all provisions stated in this Aviation Grant Agreement.

b. Defaults - The Sponsor is not in default on any obligation to the State of New Mexico relative to the development, operation or maintenance of any airport or aviation project.

c. Possible Disabilities - The Sponsor states, by execution of this Agreement, there are no facts or circumstance (including the existence of effective or proposed leases, use agreements, or other legal instruments affecting use of the airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project.

d. Land - The Sponsor holds the property interest in the areas of land which are to be developed or used as part of or in connection with the Project and is identified in a current Airport Property Map. The Sponsor further certifies that the aforementioned is based on a title examination by a qualified attorney or title company who has determined that the Sponsor holds the stated property interests.

**11. Assurances.**

The Sponsor, by signing this Agreement, covenants and agrees to the following Assurances:

a. That it will operate the airport for the use and benefit of the public on fair and reasonable terms and without unjust discrimination.
b. That it will keep the airport open to all types, kinds and classes of aeronautical use without discrimination between such types, kinds, and classes. The Sponsor shall establish fair, equal and not unjustly discriminatory conditions to be met by all users of the airport as may be necessary for the safe and efficient operation.

c. Neither it nor any person or organization occupying space at the airport will discriminate against any person or class of persons by reason of race, color, creed, or national origin in the use of the facility and, further that any person, firm or corporation rendering service to the public on the airport will do so on a fair, equal and not unjustly discriminatory basis.

d. Operate and maintain in a safe and serviceable condition the airport and all facilities which are necessary to serve the aeronautical users and will not permit any activity which would interfere with its use for airport purposes.

e. By acquisition of land interest, acquisition of easements, airspace zoning, or other accepted means, protect the runway approaches and the airspace in the immediate vicinity of the airport from the construction, alteration, erection or growth of any structure which would interfere with the use or operation of the airport.

f. Comply with the New Mexico Aviation Act and associated provisions, NMSA 1978 Sections 64-1-1 to 64-5-4 and the New Mexico Municipal Airport Law, NMSA 1978 Sections 3-39-1 et seq.

g. That it shall not award the contract nor give bidding documents to any contractor who is subject to suspension or debarment by the U.S. Department of Transportation or the Department at the time of the bidding or award of the contract. Violation of this provision shall void this Agreement.

**12. Third Party Beneficiaries.**
It is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

**13. New Mexico Tort Claims Act.**
As between the Department and the Sponsor, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, *et seq*. This paragraph is intended only to define the liabilities between the parties and it is not intended to modify, in any way, the parties' liabilities as governed by common law or the New Mexico Tort Claims Act.

**14. Scope of Agreement.**
This Agreement incorporates all the agreements, covenants, and understandings between the parties concerning the subject matter. All such covenants, agreements, and understandings have been merged into this written Agreement. No prior Agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**15. Terms of this Agreement.**
The terms of this Agreement are lawful; performance of all duties and obligations shall conform with and do not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

**16. Equal Opportunity Compliance.**
The parties agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States shall, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the parties are found to not be in compliance with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies.

**17. Appropriations and Authorizations of State and Federal Funds.**
The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Sponsor, the Legislature of New Mexico, or the Congress of the United States if federal funds are involved, for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Sponsor, Legislature or the Congress of the United States if federal funds are involved, this Agreement shall terminate upon written notice being given by one party to the other. The Department and the Sponsor are expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure.

**18. Severability.**
In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect.

**19. Applicable Law.**
The Laws of the State of New Mexico shall govern this Agreement, 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 38-3-1(G).

**20. Principal Contacts and Notices.**
The principal contacts for this Agreement are listed below. Except as otherwise specified, all notices shall be in writing (including notice by facsimile or E-mail) and shall be given to the principal contacts listed below.

| | |
|---|---|
| Address: | New Mexico Department of Transportation - Aviation Division<br>3501 Access Rd C.<br>Albuquerque, NM 87106 |
| General Office: | (505) 795-1401 |
| Fax: | (505) 244-1790 |
| E-mail: | Aviation.Division@dot.nm.gov |

| | | | | |
|---|---|---|---|---|
| Name | JAMES HARRIS | | | |
| Title | AIRPORT DIRECTOR | | | |
| Sponsor | SANTA FE, CITY OF | | | |
| Address | PO BOX 909 | | | |
| City | SANTA FE | NM | Zip Code | 87504 |
| Office Phone | | Fax | | |
| E-Mail | | | | |

**21. Amendment.**
This Agreement shall not be altered, modified, or amended except by an instrument in writing and executed by the parties.

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

**NEW MEXICO DEPARTMENT OF TRANSPORTATION**

By:_____ Date: _____
Cabinet Secretary or Designee

Recommended by:

By:_____ Date: _____
Aviation Division Director
or Designee

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

By:_____ Date: _____
Assistant General Counsel

**SPONSOR**

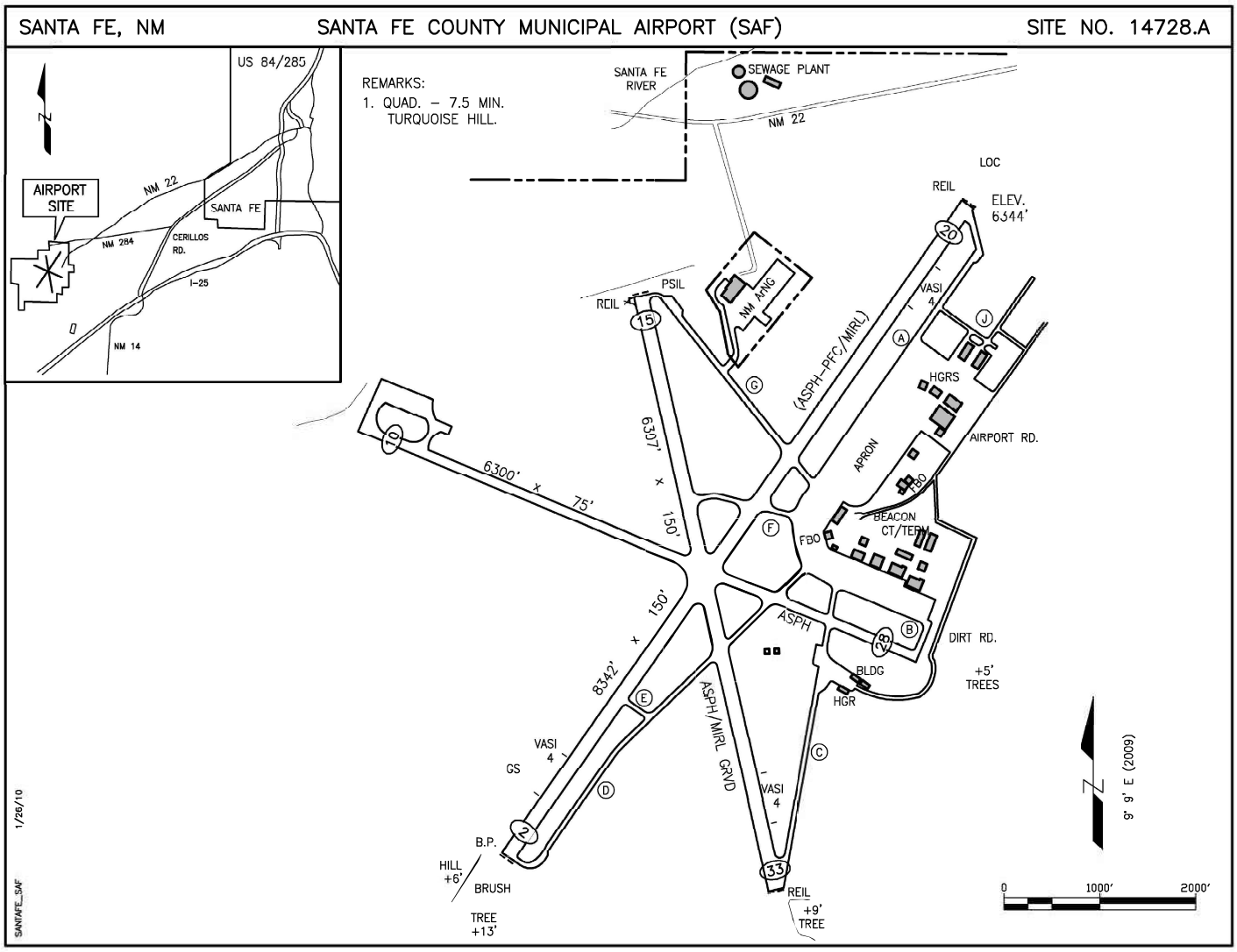
Print Name:_____

By:_____ Date:_____

Title: _____

Docusign Envelope ID: 29371E81-45B5-476B-AD60-577126368E0A

# EXHIBIT A



Docusign Envelope ID: 29371E81-45B5-476B-AD60-577126368E0A

# Santa Fe Muncipal

**EXHIBIT B**
**PLEASE OMIT CENTS**

| ITEM NO. | ITEM OF WORK AND DESCRIPTION | TOTAL ESTIMATED COSTS | STATE FUNDS REQUESTED | SPONSOR FUNDS | OTHER FUNDS (FAA) |
|---|---|---|---|---|---|
| 1 | | $7,461,837 | $1,234,923 | $ 137,214 | $ 6,089,700 |
| | | $0 | $0 | $ 0 | $ 0 |
| | | $0 | $0 | $ 0 | $ 0 |
| | | $0 | $0 | $ 0 | $ 0 |
| | | $0 | $0 | $ 0 | $ 0 |
| | | $0 | $0 | $ 0 | $ 0 |
| | | $0 | $0 | $ 0 | $ 0 |
| | | $0 | $0 | $ 0 | $ 0 |
| | | $0 | $0 | $ 0 | $ 0 |
| | **TOTALS** | $ 7,461,837 | $1,234,923 | $ 137,214 | $ 6,089,700 |

IN WITNESS WHEREOF, the parties have agreed to this Grant Agreement as of the date when it is executed by the parties, whichever signature occurs last.

CITY OF SANTA FE:

_____
ALAN WEBBER, MAYOR

DATE: _____

ATTEST:

_____
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Dec 20, 2024 09:23 MST)
_____
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
_____
EMILY OSTER, FINANCE DIRECTOR

CITY OF SANTA FE

**Date:** January 7, 2025

**To:** Governing Body

**Via:** Melissa McDonald, Parks and Open Space Division Director MM

**From:** Jason Sharp, Park Ranger Superintendent JS

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**ACTION:**
Request Approval of a Budget Amendment Resolution (BAR) to Allocate New Mexico Department of Transportation Grant Funding in the Total Amount of $95,000 to FY25 Parks and Open Space Revenue and Operating Budget to Support Litter Control and Beautification Efforts. (Jason T. Sharp, Park Ranger Superintendent; jtsharp@santafenm.gov)

**BACKGROUND AND SUMMARY:**
The Que Linda Beautification Program, established under the "Clean Highways Act" (NMSA 1978, Section 67-15-1 to -4), promotes litter control and beautification across New Mexico. This initiative enhances public spaces by encouraging local participation and collaboration with municipalities. The City of Santa Fe will play a key role in maintaining cleanliness and advancing beautification efforts.

The program focuses on the continuous removal of litter along roads and highways within Santa Fe. Upon execution of the resolution and grant agreement, funds will be allocated to several object accounts including a software expense for the purchase of ARCGIS to support project mapping and data management.

The grant will be approved by Governing Body, via resolution, in a separate action.

**FUNDING SOURCE: New Mexico Department of Transportation (NMDOT)**
**Project Ledger ID Number:** PRK2535506
**Fund Name/Number:** QOL / 255
**Munis Org Name/Number:** QOL PTW / 2554150
**Munis Revenue Object Name/Number:** NMDOT / 490150
**Munis Expenditure Object Name/Number:** Operating Supplies / 530200
**Munis Expenditure Object Name/Number:** Software / 570850
**Munis Expenditure Object Name/Number:** Service Contracts / 510310

**ATTACHMENTS:**
BAR

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Public Works / QOL Parks/Trails/Watershed | 12/31/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| Operating Supplies - Que Linda Task 1 | 2554150 | 530200 | PRK2535506 | 35,000 | |
| Software - Que Linda Task 2 | 2554150 | 570850 | PRK2535506 | 10,000 | |
| Service Contracts - Que Linda Task 3/Task 4/Task 5 | 2554150 | 510310 | PRK2535506 | 50,000 | |
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| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| NMDOT - Que Linda | 2554150 | 490150 | PRK2535506 | (95,000) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ - | $ - |

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

NM DOT Grant award for litter control via the Que Linda Beautification Program in the amount of $95,000. (term 6/30/2025)

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| | |
| | |
| | |
| | |
| TOTAL: | 0 |

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

| | | | |
|---|---|---|---|
| Halona Crowe | 12/31/2024 | Andy Hopkins | Jan 13, 2025 |
| Prepared By *{print name}* | Date | Budget Officer | Date |
| Melissa McDonald | Jan 8, 2025 | | |
| Division Director Signature | Date | Finance Director *{≤ $5,000}* | Date |
| Regina Wheeler (Jan 13, 2025 10:41 MST) | Jan 13, 2025 | | |
| Department Director Signature | Date | City Manager *{≤ $60,000}* | Date |

# City of Santa Fe, New Mexico
## Memorandum

**DATE:** **January 13, 2025**

**TO:** **Governing Body**

**VIA:** **Regina Wheeler, Public Works Director** Regina Wheeler (Jan 14, 2025 09:09 MST)

**Melissa McDonald, Parks and Open Space Division Director** MMc (Jan 14, 2025 08:26 MST)

**Jesse Roach, Interim Public Utilities Director**

**FROM:** **Zoë Isaacson, River and Watershed Manager** Zoe Isaacson

---

**ACTION:**
Request for the Approval of a Budget Amendment Resolution (BAR) to Transfer Customer River Fund Donations and a Water Fund Match in the Total Amount of $293,594 to Santa Fe River Fund WIP Construction in Public Works Per Ordinance No. 2013-9 the Voluntary River Conservation Fund (Zoë Isaacson, River and Watershed Manager zrisaacson@santafenm.gov)

**SUMMARY:**
The Voluntary River Conservation Fund (Ordinance 2013-9) enables residents to contribute to the enhancement of the Santa Fe River ecosystem by supporting initiatives that improve water flow and riparian habitats. Donations, made through the City's utility payments, are matched dollar-for-dollar by the City annually. Public Works is seeking approval for a Budget Amendment Resolution (BAR) to transfer these funds, to the River and Watershed Section for the implementation of eligible projects.

These projects may include, most typically, the construction of rain gardens along East and West Alameda to reduce pollutants in urban runoff and improve water quality in the Santa Fe River. Rain gardens also help mitigate the urban heat island effect, promote water infiltration, and provide valuable habitat. Other projects may include the installation of pollution control measures at existing stormwater facilities, riparian habitat restoration, and Santa Fe River stabilization.

All projects require the endorsement of the Santa Fe River Commission and approval by the Governing Body.

**FUNDING SOURCE: Voluntary River Conservation Fund**
**Project Ledger ID Number:** PWD2523149
**Fund Name/Number:** Santa Fe River Fund/231
**Munis Org Name/Number:** Santa Fe River Fund/2310078
**Munis Expenditure Object Name/Number:** WIP Construction (Improvements/SF River Fund)/572970

**ATTACHMENTS:**
Ordinance 2013-9 (Amended)
BAR
Tyler Munis GL Detail

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Public Works / Stormwater | 11/8/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| WIP Construction - Improvements/SF River Fund | 2310078 | 572970 | PWD2523149 | 293,534 | |
| | | | | | |
| | | | | | |
| | | | | | |
| Operating Transfer to Stormwater/SF River Fund | 5050382 | 750231 | | 293,534 | |
| | | | | | |
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| | | | | | |
| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| Operating Transfer to Stormwater/SF River Fund | 2310078 | 650505 | | (293,534) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ 293,534 | $ - |

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

Transfer of Santa Fe River Donations collected from Utility bill payments from funds held in escrow in Water Fund from FY 2020-2024, for SF River improvements per Ordinance 2013-9, which includes a dollar for dollar match from the the Water Fund.

*in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| 505 | (293,534) |
| 231 | 293,534 |
| | |
| | |
| TOTAL: | 0 |

Halona Crowe 11/13/2024
Prepared By *{print name}* Date

Public Utilties Director Signature Date

Regina Wheeler
Regina Wheeler (Jan 14, 2025 09:09 MST)
Public Works Department Director Signature Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

Andy Hopkins Jan 16, 2025
Budget Officer Date

Finance Director *{≤ $5,000}* Date

City Manager *{≤ $60,000}* Date

| ORG | OBJECT | DESCRIPTION | EFF DATE | PO/REF2 | REFERENCE | AMOUNT | COMMENTS |
|---|---|---|---|---|---|---|---|
| 505 | 214055 | Donations- Santa Fe River | 06/27/2024 | 40002605 | cy 4 bill | -165.00 | 02304040 |
| 505 | 214055 | Donations- Santa Fe River | 06/20/2024 | 40002603 | cy 3 bill | -177.00 | 02303751 |
| 505 | 214055 | Donations- Santa Fe River | 06/13/2024 | 40002600 | cy 2 bill | -89.00 | 02303150 |
| 505 | 214055 | Donations- Santa Fe River | 06/06/2024 | 40002597 | cy 1 bill | -161.00 | 02302616 |
| 505 | 214055 | Donations- Santa Fe River | 05/23/2024 | 40002588 | cy 4 bill | -165.00 | 02301661 |
| 505 | 214055 | Donations- Santa Fe River | 05/16/2024 | 40002579 | cy 3 bill | -177.00 | 02300840 |
| 505 | 214055 | Donations- Santa Fe River | 05/29/2024 | 40002500 | cy 2 bill | -89.00 | 02299848 |
| 505 | 214055 | Donations- Santa Fe River | 05/02/2024 | 40002496 | cy 1 bill | -161.00 | 02298856 |
| 505 | 214055 | Donations- Santa Fe River | 05/02/2024 | 40002495 | cy 1 final | -10.00 | 02298844 |
| 505 | 214055 | Donations- Santa Fe River | 04/25/2024 | 40002493 | cy 4 bill | -165.00 | 02298162 |
| 505 | 214055 | Donations- Santa Fe River | 04/18/2024 | 40002489 | cy 3 bill | -177.00 | 02297460 |
| 505 | 214055 | Donations- Santa Fe River | 04/11/2024 | 40002484 | cy 2 bill | -89.00 | 02296660 |
| 505 | 214055 | Donations- Santa Fe River | 04/04/2024 | 40002481 | cy 1 bill | -171.00 | 02295927 |
| 505 | 214055 | Donations- Santa Fe River | 03/28/2024 | 40002479 | cy 4 bill | -165.00 | 02295051 |
| 505 | 214055 | Donations- Santa Fe River | 03/21/2024 | 40002475 | cy 3 bill | -177.00 | 02294215 |
| 505 | 214055 | Donations- Santa Fe River | 03/14/2024 | 40002472 | cy 2 bill | -89.00 | 02293685 |
| 505 | 214055 | Donations- Santa Fe River | 03/07/2024 | 40002468 | cy 1 bill | -171.00 | 02293351 |
| 505 | 214055 | Donations- Santa Fe River | 02/22/2024 | 40002464 | cy 4 bill | -165.00 | 02292524 |
| 505 | 214055 | Donations- Santa Fe River | 02/15/2024 | 40002461 | cy 3 bill | -177.00 | 02292108 |
| 505 | 214055 | Donations- Santa Fe River | 02/08/2024 | 40002459 | cy 2 bill | -89.00 | 02291720 |
| 505 | 214055 | Donations- Santa Fe River | 02/01/2024 | 40002457 | cy 1 bill | -171.00 | 02291265 |
| 505 | 214055 | Donations- Santa Fe River | 01/25/2024 | 40002455 | cy 4 bill | -165.00 | 02290745 |
| 505 | 214055 | Donations- Santa Fe River | 01/18/2024 | 40002452 | cy 3 bill | -177.00 | 02290182 |
| 505 | 214055 | Donations- Santa Fe River | 01/11/2024 | 40002450 | cy 2 bill | -89.00 | 02289652 |
| 505 | 214055 | Donations- Santa Fe River | 01/04/2024 | 40002441 | cy 1 bill | -171.00 | 02288706 |
| 505 | 214055 | Donations- Santa Fe River | 12/28/2023 | 40002438 | cy 4 bill | -175.00 | 02288280 |
| 505 | 214055 | Donations- Santa Fe River | 12/21/2023 | 40002436 | cy 3 bill | -177.00 | 02287944 |
| 505 | 214055 | Donations- Santa Fe River | 12/14/2023 | 40002434 | cy 2 bill | -89.00 | 02287383 |
| 505 | 214055 | Donations- Santa Fe River | 12/07/2023 | 40002400 | cy 1 bill | -171.00 | 02286797 |
| 505 | 214055 | Donations- Santa Fe River | 11/23/2023 | 40002397 | cy 4 bill | -175.00 | 02285407 |
| 505 | 214055 | Donations- Santa Fe River | 11/16/2023 | 40002386 | cy 3 bill | -177.00 | 02285075 |
| 505 | 214055 | Donations- Santa Fe River | 11/09/2023 | 40002383 | cy 2 bill | -89.00 | 02283846 |
| 505 | 214055 | Donations- Santa Fe River | 11/02/2023 | 40002381 | cy 1 bill | -171.00 | 02283090 |
| 505 | 214055 | Donations- Santa Fe River | 10/26/2023 | 40002366 | cy 4 bill | -175.00 | 02282316 |
| 505 | 214055 | Donations- Santa Fe River | 10/19/2023 | 40002364 | cy 3 bill | -177.00 | 02281449 |
| 505 | 214055 | Donations- Santa Fe River | 10/12/2023 | 40002352 | cy 2 bill | -89.00 | 02280446 |
| 505 | 214055 | Donations- Santa Fe River | 10/05/2023 | 40002350 | cy 1 bill | -171.00 | 02279803 |
| 505 | 214055 | Donations- Santa Fe River | 09/28/2023 | 40002346 | cy 4 bill | -175.00 | 02279168 |
| 505 | 214055 | Donations- Santa Fe River | 09/21/2023 | 40002344 | cy 3 bill | -177.00 | 02278582 |
| 505 | 214055 | Donations- Santa Fe River | 09/14/2023 | 40002339 | cy 2 bill | -94.00 | 02277612 |
| 505 | 214055 | Donations- Santa Fe River | 09/07/2023 | 40002336 | cy 1 bill | -171.00 | 02276694 |
| 505 | 214055 | Donations- Santa Fe River | 08/24/2023 | 40002331 | cy 4 bill | -175.00 | 02275159 |
| 505 | 214055 | Donations- Santa Fe River | 08/17/2023 | 40002329 | cy 3 bill | -177.00 | 02273240 |
| 505 | 214055 | Donations- Santa Fe River | 08/03/2023 | 40002325 | cy 2 bill | -94.00 | 02272191 |
| 505 | 214055 | Donations- Santa Fe River | 08/03/2023 | 40002317 | cy 1 bill | -171.00 | 02270951 |
| 505 | 214055 | Donations- Santa Fe River | 07/27/2023 | 40002311 | cy 4 bill | -175.00 | 02270306 |
| 505 | 214055 | Donations- Santa Fe River | 07/20/2023 | 40002307 | cy 3 bill | -177.00 | 02269495 |
| 505 | 214055 | Donations- Santa Fe River | 07/13/2023 | 40002303 | cy 2 bill | -94.00 | 02268334 |
| 505 | 214055 | Donations- Santa Fe River | 07/06/2023 | 40002290 | cy 1 bill | -171.00 | 02267040 |
| 505 | 214055 | Donations- Santa Fe River | 06/22/2023 | 40002284 | cy 4 bill | -185.00 | 02265127 |
| 505 | 214055 | Donations- Santa Fe River | 06/15/2023 | 40002282 | cy 3 bill | -177.00 | 02264424 |
| 505 | 214055 | Donations- Santa Fe River | 06/08/2023 | 40002277 | cy 2 bill | -94.00 | 02263654 |

| ORG | OBJECT | DESCRIPTION | EFF DATE | PO/REF2 | REFERENCE | AMOUNT | COMMENTS |
|---|---|---|---|---|---|---|---|
| 505 | 214055 | Donations- Santa Fe River | 06/01/2023 | 40002271 | cy 1 bill | -171.00 | 02263034 |
| 505 | 214055 | Donations- Santa Fe River | 05/25/2023 | 40002267 | cy 4 bill | -185.00 | 02262519 |
| 505 | 214055 | Donations- Santa Fe River | 05/18/2023 | 40002261 | cy 3 bill | -177.00 | 02261981 |
| 505 | 214055 | Donations- Santa Fe River | 05/11/2023 | 40002257 | cy 2 bill | -94.00 | 02261300 |
| 505 | 214055 | Donations- Santa Fe River | 05/04/2023 | 40002254 | cy 1 bill | -171.00 | 02260485 |
| 505 | 214055 | Donations- Santa Fe River | 04/27/2023 | 40002251 | cy 4 bill | -185.00 | 02259894 |
| 505 | 214055 | Donations- Santa Fe River | 04/20/2023 | 40002247 | cy 3 bill | -177.00 | 02259465 |
| 505 | 214055 | Donations- Santa Fe River | 04/13/2023 | 40002244 | cy 2 bill | -94.00 | 02258734 |
| 505 | 214055 | Donations- Santa Fe River | 04/06/2023 | 40002241 | cy 1 bill | -172.00 | 02258061 |
| 505 | 214055 | Donations- Santa Fe River | 03/30/2023 | 40002239 | cy 4 bill | -185.00 | 02257304 |
| 505 | 214055 | Donations- Santa Fe River | 03/23/2023 | 40002237 | cy 3 bill | -177.00 | 02256469 |
| 505 | 214055 | Donations- Santa Fe River | 03/16/2023 | 40002232 | cy 2 bill | -94.00 | 02255683 |
| 505 | 214055 | Donations- Santa Fe River | 03/09/2023 | 40002229 | cy 1 bill | -172.00 | 02255001 |
| 505 | 214055 | Donations- Santa Fe River | 02/23/2023 | 40002221 | cy  4 bill | -185.00 | 02253553 |
| 505 | 214055 | Donations- Santa Fe River | 02/16/2023 | 40002219 | cy 3 bill | -177.00 | 02252950 |
| 505 | 214055 | Donations- Santa Fe River | 02/09/2023 | 40002215 | cy 2 bill | -94.00 | 02252317 |
| 505 | 214055 | Donations- Santa Fe River | 02/02/2023 | 40002212 | cy 1 bill | -172.00 | 02251375 |
| 505 | 214055 | Donations- Santa Fe River | 01/26/2023 | 40002199 | cy 4 bill | -185.00 | 02250655 |
| 505 | 214055 | Donations- Santa Fe River | 01/26/2023 | 40002198 | cy 4 final | 50.00 | 02250650 |
| 505 | 214055 | Donations- Santa Fe River | 01/19/2023 | 40002195 | cy 3 bill | -177.00 | 02249791 |
| 505 | 214055 | Donations- Santa Fe River | 01/12/2023 | 40002193 | cy 2 bill | -94.00 | 02249094 |
| 505 | 214055 | Donations- Santa Fe River | 01/05/2023 | 40002189 | cy 1 bill | -172.00 | 02248351 |
| 505 | 214055 | Donations- Santa Fe River | 12/22/2022 | 40002184 | cy 4 bill | -195.00 | 02247527 |
| 505 | 214055 | Donations- Santa Fe River | 12/15/2022 | 40002182 | cy 3 bill | -177.00 | 02247055 |
| 505 | 214055 | Donations- Santa Fe River | 12/08/2022 | 40002178 | cy 2 bill | -94.00 | 02246437 |
| 505 | 214055 | Donations- Santa Fe River | 12/01/2022 | 40002173 | cy 1 bill | -172.00 | 02245790 |
| 505 | 214055 | Donations- Santa Fe River | 11/24/2022 | 40002171 | cy 4 bill | -195.00 | 02245178 |
| 505 | 214055 | Donations- Santa Fe River | 11/17/2022 | 40002167 | cy 3 bill | -177.00 | 02244864 |
| 505 | 214055 | Donations- Santa Fe River | 11/10/2022 | 40002164 | cy 2 bill | -94.00 | 02244439 |
| 505 | 214055 | Donations- Santa Fe River | 10/27/2022 | 40002159 | cy 4 bill | -195.00 | 02243431 |
| 505 | 214055 | Donations- Santa Fe River | 10/13/2022 | 40002157 | cy 2 bill | -94.00 | 02243323 |
| 505 | 214055 | Donations- Santa Fe River | 10/20/2022 | 40002154 | cy 3 bill | -177.00 | 02242972 |
| 505 | 214055 | Donations- Santa Fe River | 10/06/2022 | 40002150 | cy 1 bill | -344.00 | 02242016 |
| 505 | 214055 | Donations- Santa Fe River | 09/29/2022 | 40002148 | cy 4 bill | -195.00 | 02241402 |
| 505 | 214055 | Donations- Santa Fe River | 09/22/2022 | 40002145 | cy 3 bill | -177.00 | 02240910 |
| 505 | 214055 | Donations- Santa Fe River | 09/15/2022 | 40002142 | cy 2 bill | -94.00 | 02240379 |
| 505 | 214055 | Donations- Santa Fe River | 09/01/2022 | 40002138 | cy 1 bill | -172.00 | 02239155 |
| 505 | 214055 | Donations- Santa Fe River | 08/25/2022 | 40002136 | cy 4 bill | -195.00 | 02238681 |
| 505 | 214055 | Donations- Santa Fe River | 08/18/2022 | 40002133 | cy 3 bill | -177.00 | 02238341 |
| 505 | 214055 | Donations- Santa Fe River | 08/11/2022 | 40002131 | cy 2 bill | -104.00 | 02237700 |
| 505 | 214055 | Donations- Santa Fe River | 08/04/2022 | 40002128 | cy 1 bill | -182.00 | 02237042 |
| 505 | 214055 | Donations- Santa Fe River | 07/07/2022 | 40002115 | cy 1 bill | -182.00 | 02235042 |
| 505 | 214055 | Donations- Santa Fe River | 07/28/2022 | 40002125 | cy 4 bill | -195.00 | 02236562 |
| 505 | 214055 | Donations- Santa Fe River | 07/21/2022 | 40002122 | cy 3 bill | -177.00 | 02236063 |
| 505 | 214055 | Donations- Santa Fe River | 07/14/2022 | 40002118 | cy 2 final | -10.00 | 02235484 |
| 505 | 214055 | Donations- Santa Fe River | 07/14/2022 | 40002119 | cy 2 bill | -94.00 | 02235501 |
| 505 | 214055 | Donations- Santa Fe River | 06/23/2022 | 40002112 | cy 4 bill | -195.00 | 02233995 |
| 505 | 214055 | Donations- Santa Fe River | 06/16/2022 | 40002107 | cy 3 bill | -177.00 | 02233563 |
| 505 | 214055 | Donations- Santa Fe River | 06/09/2022 | 40002103 | cy 2 bill | -104.00 | 02232857 |
| 505 | 214055 | Donations- Santa Fe River | 06/22/2022 | 40002098 | cy 1 bill | -182.00 | 02232298 |
| 505 | 214055 | Donations- Santa Fe River | 05/26/2022 | 40002093 | cy 4 bill | -195.00 | 02231958 |
| 505 | 214055 | Donations- Santa Fe River | 05/19/2022 | 40002090 | cy 3 bill | -177.00 | 02231412 |

| ORG | OBJECT | DESCRIPTION | EFF DATE | PO/REF2 | REFERENCE | AMOUNT | COMMENTS |
|---|---|---|---|---|---|---|---|
| 505 | 214055 | Donations- Santa Fe River | 05/12/2022 | 40002087 | cy 2 Bill | -104.00 | 02230876 |
| 505 | 214055 | Donations- Santa Fe River | 05/05/2022 | 40002082 | cy 1 bill | -182.00 | 02230497 |
| 505 | 214055 | Donations- Santa Fe River | 04/28/2022 | 40002079 | cy 4 bill | -200.00 | 02230021 |
| 505 | 214055 | Donations- Santa Fe River | 04/21/2022 | 40002074 | cy 3 bill | -177.00 | 02229489 |
| 505 | 214055 | Donations- Santa Fe River | 04/14/2022 | 40002068 | cy 2 bill | -104.00 | 02228714 |
| 505 | 214055 | Donations- Santa Fe River | 04/07/2022 | 40002064 | cy 1 bill | -182.00 | 02228214 |
| 505 | 214055 | Donations- Santa Fe River | 03/31/2022 | 40002058 | cy 4 bill | -200.00 | 02227551 |
| 505 | 214055 | Donations- Santa Fe River | 03/24/2022 | 40002054 | cy 3 bill | -177.00 | 02226854 |
| 505 | 214055 | Donations- Santa Fe River | 03/17/2022 | 40002051 | cy 2 bill | -104.00 | 02226213 |
| 505 | 214055 | Donations- Santa Fe River | 03/10/2022 | 40002046 | cy 1 bill | -182.00 | 02225535 |
| 505 | 214055 | Donations- Santa Fe River | 02/24/2022 | 40002039 | cy 4 bill | -200.00 | 02224396 |
| 505 | 214055 | Donations- Santa Fe River | 02/17/2022 | 40002035 | cy 3 Bill | -177.00 | 02223752 |
| 505 | 214055 | Donations- Santa Fe River | 02/10/2022 | 40002029 | cy 2 Bill | -106.00 | 02223239 |
| 505 | 214055 | Donations- Santa Fe River | 02/03/2022 | 40002025 | cy 1 bill | -182.00 | 02222635 |
| 505 | 214055 | Donations- Santa Fe River | 01/27/2022 | 40002019 | cy 4 bill | -200.00 | 02221884 |
| 505 | 214055 | Donations- Santa Fe River | 01/20/2022 | 40002014 | cy 3 bill | -177.00 | 02221369 |
| 505 | 214055 | Donations- Santa Fe River | 01/13/2022 | 40002009 | cy 3 bill | -106.00 | 02220833 |
| 505 | 214055 | Donations- Santa Fe River | 01/06/2022 | 40002004 | cy 2 bill | -182.00 | 02220271 |
| 505 | 214055 | Donations- Santa Fe River | 12/30/2021 | 40001998 | cy 4 bill | -200.00 | 02219760 |
| 505 | 214055 | Donations- Santa Fe River | 12/16/2021 | 40001978 | cy 2 bill | -106.00 | 02218861 |
| 505 | 214055 | Donations- Santa Fe River | 12/15/2021 | 40001960 | cy 2 final | 5.00 | 02218632 |
| 505 | 214055 | Donations- Santa Fe River | 12/23/2021 | 40001992 | cy 3 bill | -177.00 | 02219325 |
| 505 | 214055 | Donations- Santa Fe River | 12/09/2021 | 40001959 | cy 1 bill | -187.00 | 02218277 |
| 505 | 214055 | Donations- Santa Fe River | 11/25/2021 | 40001954 | cy 4 Bill | -200.00 | 02217083 |
| 505 | 214055 | Donations- Santa Fe River | 11/18/2021 | 40001950 | cy 3 Bill | -177.00 | 02216728 |
| 505 | 214055 | Donations- Santa Fe River | 11/11/2021 | 40001946 | cy 2 Bill | -106.00 | 02216268 |
| 505 | 214055 | Donations- Santa Fe River | 11/04/2021 | 40001942 | cy 1 bill | -188.00 | 02215740 |
| 505 | 214055 | Donations- Santa Fe River | 10/28/2021 | 40001939 | cy 4 bill | -200.00 | 02215235 |
| 505 | 214055 | Donations- Santa Fe River | 10/21/2021 | 40001933 | cy 3 bill | -177.00 | 02214734 |
| 505 | 214055 | Donations- Santa Fe River | 10/14/2021 | 40001928 | cy 2 bill | -106.00 | 02214175 |
| 505 | 214055 | Donations- Santa Fe River | 10/07/2021 | 40001925 | cy 1 bill | -198.00 | 02213582 |
| 505 | 214055 | Donations- Santa Fe River | 09/30/2021 | 40001920 | cy 4 bill | -200.00 | 02212929 |
| 505 | 214055 | Donations- Santa Fe River | 09/23/2021 | 40001915 | cy 3 bill | -177.00 | 02212414 |
| 505 | 214055 | Donations- Santa Fe River | 09/16/2021 | 40001911 | cy 2 bill | -106.00 | 02211812 |
| 505 | 214055 | Donations- Santa Fe River | 09/09/2021 | 40001908 | cy 1 bill | -178.00 | 02211293 |
| 505 | 214055 | Donations- Santa Fe River | 08/26/2021 | 40001904 | cy 4 bill | -200.00 | 02210423 |
| 505 | 214055 | Donations- Santa Fe River | 08/19/2021 | 40001900 | cy 3 bill | -177.00 | 02210044 |
| 505 | 214055 | Donations- Santa Fe River | 08/12/2021 | 40001897 | cy 2 bill | -106.00 | 02209487 |
| 505 | 214055 | Donations- Santa Fe River | 08/05/2021 | 40001894 | cy 1 bill | -178.00 | 02209192 |
| 505 | 214055 | Donations- Santa Fe River | 07/29/2021 | 40001889 | cy 4 bill | -200.00 | 02208742 |
| 505 | 214055 | Donations- Santa Fe River | 07/22/2021 | 40001886 | cy 3 bill | -177.00 | 02208270 |
| 505 | 214055 | Donations- Santa Fe River | 07/15/2021 | 40001883 | cy 2 bill | -106.00 | 02207839 |
| 505 | 214055 | Donations- Santa Fe River | 07/08/2021 | 40001874 | cy 1 bill | -178.00 | 02207308 |
| 505 | 214055 | Donations- Santa Fe River | 06/03/2021 | 40001855 | CYCLE 1 | -183.00 | 02204879 |
| 505 | 214055 | Donations- Santa Fe River | 06/03/2021 | 40001855 | UCISBill | -183.00 | 02204879 |
| 505 | 214055 | Donations- Santa Fe River | 06/10/2021 | 40001861 | cy 2 final | 5.00 | 02205380 |
| 505 | 214055 | Donations- Santa Fe River | 06/24/2021 | 40001870 | cy 4 bill | -200.00 | 02206465 |
| 505 | 214055 | Donations- Santa Fe River | 06/17/2021 | 40001865 | cy 3 bill | -177.00 | 02205871 |
| 505 | 214055 | Donations- Santa Fe River | 06/10/2021 | 40001862 | cy 2 bill | -101.00 | 02205389 |
| 505 | 214055 | Donations- Santa Fe River | 05/27/2021 | 40001853 | cy 4 bill | -200.00 | 02204506 |
| 505 | 214055 | Donations- Santa Fe River | 05/20/2021 | 40001850 | cy 3 bill | -177.00 | 02204079 |
| 505 | 214055 | Donations- Santa Fe River | 05/13/2021 | 40001847 | cy 2 bill | -101.00 | 02203549 |

| ORG | OBJECT | DESCRIPTION | EFF DATE | PO/REF2 | REFERENCE | AMOUNT | COMMENTS |
|---|---|---|---|---|---|---|---|
| 505 | 214055 | Donations- Santa Fe River | 05/06/2021 | 40001841 | cy 1 bill | -183.00 | 02202993 |
| 505 | 214055 | Donations- Santa Fe River | 04/29/2021 | 40001838 | cy 4 bill | -200.00 | 02202511 |
| 505 | 214055 | Donations- Santa Fe River | 04/22/2021 | 40001831 | cy 3 bill | -177.00 | 02202113 |
| 505 | 214055 | Donations- Santa Fe River | 04/15/2021 | 40001828 | cy 2 bill | -101.00 | 02201651 |
| 505 | 214055 | Donations- Santa Fe River | 04/08/2021 | 40001824 | cy 1 bill | -183.00 | 02201039 |
| 505 | 214055 | Donations- Santa Fe River | 03/30/2021 | 789142 | UTILGL | -200.00 | |
| 505 | 214055 | Donations- Santa Fe River | 03/25/2021 | 40001820 | cy 4 bill | -200.00 | 02200168 |
| 505 | 214055 | Donations- Santa Fe River | 03/04/2021 | 40001806 | cy 1 bill | -183.00 | 02198797 |
| 505 | 214055 | Donations- Santa Fe River | 03/18/2021 | 40001817 | cy 3 bill | -177.00 | 02199695 |
| 505 | 214055 | Donations- Santa Fe River | 03/11/2021 | 40001813 | cy 2 bill | -101.00 | 02199311 |
| 505 | 214055 | Donations- Santa Fe River | 02/04/2021 | 40001788 | cy 1 bill | -183.00 | 02196534 |
| 505 | 214055 | Donations- Santa Fe River | 02/25/2021 | 40001804 | cy 4 bill | -200.00 | 02198245 |
| 505 | 214055 | Donations- Santa Fe River | 02/18/2021 | 40001798 | cy 3 bill | -177.00 | 02197857 |
| 505 | 214055 | Donations- Santa Fe River | 02/11/2021 | 40001792 | cy 2 bill | -101.00 | 02197298 |
| 505 | 214055 | Donations- Santa Fe River | 02/19/2021 | 786051 | UTIL GL | -100.00 | |
| 505 | 214055 | Donations- Santa Fe River | 01/28/2021 | 40001783 | cy 4 bill | -200.00 | 02196044 |
| 505 | 214055 | Donations- Santa Fe River | 01/07/2021 | 40001768 | cy 1 bill | -193.00 | 02194823 |
| 505 | 214055 | Donations- Santa Fe River | 01/21/2021 | 40001778 | cy 3 bill | -177.00 | 02195660 |
| 505 | 214055 | Donations- Santa Fe River | 01/14/2021 | 40001774 | cy 2 bill | -101.00 | 02195318 |
| 505 | 214055 | Donations- Santa Fe River | 12/24/2020 | 40001759 | Cycle 3 | -177.00 | 02194024 |
| 505 | 214055 | Donations- Santa Fe River | 12/17/2020 | 40001753 | Cycle 2 | -99.00 | 02193570 |
| 505 | 214055 | Donations- Santa Fe River | 12/12/2020 | 40001748 | cy 1 bill | -193.00 | 02193028 |
| 505 | 214055 | Donations- Santa Fe River | 12/31/2020 | 40001764 | cy 4 bill | -200.00 | 02194389 |
| 505 | 214055 | Donations- Santa Fe River | 11/26/2020 | 40001743 | Cycle 4 | -200.00 | 02192139 |
| 505 | 214055 | Donations- Santa Fe River | 11/05/2020 | 40001731 | Cycle 1 | -193.00 | 02191054 |
| 505 | 214055 | Donations- Santa Fe River | 11/19/2020 | 40001740 | cy 3 bill | -177.00 | 02191879 |
| 505 | 214055 | Donations- Santa Fe River | 11/12/2020 | 40001736 | cy 2 bill | -99.00 | 02191431 |
| 505 | 214055 | Donations- Santa Fe River | 10/08/2020 | 40001718 | CYCLE 1 | -203.00 | 02189449 |
| 505 | 214055 | Donations- Santa Fe River | 10/29/2020 | 40001728 | Cycle 4 | -200.00 | 02190640 |
| 505 | 214055 | Donations- Santa Fe River | 10/22/2020 | 40001724 | cy 3 billi | -177.00 | 02190214 |
| 505 | 214055 | Donations- Santa Fe River | 10/22/2020 | 40001723 | cy 3 final | -10.00 | 02190211 |
| 505 | 214055 | Donations- Santa Fe River | 10/15/2020 | 40001721 | cy 2 bill | -99.00 | 02189766 |
| 505 | 214055 | Donations- Santa Fe River | 10/08/2020 | 40001717 | cy 1 final | -10.00 | 02189441 |
| 505 | 214055 | Donations- Santa Fe River | 09/24/2020 | 40001709 | Cycle 4 | -200.00 | 02188098 |
| 505 | 214055 | Donations- Santa Fe River | 09/24/2020 | 40001708 | off cycle | -10.00 | 02188095 |
| 505 | 214055 | Donations- Santa Fe River | 09/17/2020 | 40001697 | cy 3 bill | -187.00 | 02187700 |
| 505 | 214055 | Donations- Santa Fe River | 09/10/2020 | 40001693 | cy 2 bill | -99.00 | 02187210 |
| 505 | 214055 | Donations- Santa Fe River | 09/03/2020 | 40001691 | cy 1 bill | -213.00 | 02186817 |
| 505 | 214055 | Donations- Santa Fe River | 08/27/2020 | 40001688 | cy 4 bill | -210.00 | 02186372 |
| 505 | 214055 | Donations- Santa Fe River | 08/20/2020 | 40001684 | cy 3 bill | -187.00 | 02185496 |
| 505 | 214055 | Donations- Santa Fe River | 08/13/2020 | 40001681 | cy 2 bill | -99.00 | 02185075 |
| 505 | 214055 | Donations- Santa Fe River | 08/06/2020 | 40001673 | cy 1 bill | -213.00 | 02184386 |
| 505 | 214055 | Donations- Santa Fe River | 07/30/2020 | 40001666 | cy 4 bill | -210.00 | 02183492 |
| 505 | 214055 | Donations- Santa Fe River | 07/23/2020 | 40001661 | cy 3 bill | -187.00 | 02182723 |
| 505 | 214055 | Donations- Santa Fe River | 07/16/2020 | 40001658 | cy 2 bill | -99.00 | 02182400 |
| 505 | 214055 | Donations- Santa Fe River | 07/09/2020 | 40001654 | cy 1 bill | -213.00 | 02181922 |
| 505 | 214055 | Donations- Santa Fe River | 06/25/2020 | 40001650 | cy 4 bill | -210.00 | 02181036 |
| 505 | 214055 | Donations- Santa Fe River | 06/25/2020 | 40001649 | cy 4 final | -5.00 | 02181033 |
| 505 | 214055 | Donations- Santa Fe River | 06/18/2020 | 40001645 | cy 4 bill | -187.00 | 02180505 |
| 505 | 214055 | Donations- Santa Fe River | 06/11/2020 | 40001641 | cy 2 bill | -99.00 | 02179937 |
| 505 | 214055 | Donations- Santa Fe River | 06/04/2020 | 40001639 | cy 1 Bill | -213.00 | 02179240 |
| 505 | 214055 | Donations- Santa Fe River | 05/28/2020 | 40001625 | cy 4 Bill | -215.00 | 02178152 |

| ORG | OBJECT | DESCRIPTION | EFF DATE | PO/REF2 | REFERENCE | AMOUNT | COMMENTS |
|---|---|---|---|---|---|---|---|
| 505 | 214055 | Donations- Santa Fe River | 05/21/2020 | 40001621 | cy 3 Bill | -187.00 | 02177868 |
| 505 | 214055 | Donations- Santa Fe River | 05/14/2020 | 40001617 | cy 2 Bill | -99.00 | 02176444 |
| 505 | 214055 | Donations- Santa Fe River | 05/07/2020 | 40001614 | cy 1 Bill | -213.00 | 02176113 |
| 505 | 214055 | Donations- Santa Fe River | 04/30/2020 | 40001611 | cy 4 bill | -215.00 | 02175294 |
| 505 | 214055 | Donations- Santa Fe River | 04/23/2020 | 40001607 | cy 3 bill | -177.00 | 02174874 |
| 505 | 214055 | Donations- Santa Fe River | 04/16/2020 | 40001604 | cy 2 bill | -99.00 | 02172724 |
| 505 | 214055 | Donations- Santa Fe River | 04/09/2020 | 40001601 | cy 1 bill | -203.00 | 02171627 |
| 505 | 214055 | Donations- Santa Fe River | 03/26/2020 | 40001595 | cy 4 final | 5.00 | 02170751 |
| 505 | 214055 | Donations- Santa Fe River | 03/26/2020 | 40001596 | cy 4 bill | -235.00 | 02170754 |
| 505 | 214055 | Donations- Santa Fe River | 03/19/2020 | 40001592 | cy 3 bill | -192.00 | 02170343 |
| 505 | 214055 | Donations- Santa Fe River | 03/12/2020 | 40001586 | cy 2 bill | -99.00 | 02169580 |
| 505 | 214055 | Donations- Santa Fe River | 03/05/2020 | 40001578 | cy 1 bill | -203.00 | 02168723 |
| 505 | 214055 | Donations- Santa Fe River | 02/27/2020 | 40001576 | cy 4 bill | -260.00 | 02167543 |
| 505 | 214055 | Donations- Santa Fe River | 02/20/2020 | 40001571 | cy 3 billi | -192.00 | 02167154 |
| 505 | 214055 | Donations- Santa Fe River | 02/13/2020 | 40001568 | cy 2 bill | -100.00 | 02166730 |
| 505 | 214055 | Donations- Santa Fe River | 02/06/2020 | 40001564 | cy 1 bill | -203.00 | 02166456 |
| 505 | 214055 | Donations- Santa Fe River | 01/30/2020 | 40001562 | cy 4 bill | -265.00 | 02165986 |
| 505 | 214055 | Donations- Santa Fe River | 01/23/2020 | 40001557 | cy 3 bill | -192.00 | 02165607 |
| 505 | 214055 | Donations- Santa Fe River | 01/16/2020 | 40001555 | cy 2 bill | -100.00 | 02165230 |
| 505 | 214055 | Donations- Santa Fe River | 01/09/2020 | 40001551 | cy 1 bill | -204.00 | 02164794 |
| 505 | 214055 | Donations- Santa Fe River | 12/19/2019 | 40001539 | Cy 3 bill | -192.00 | 02163899 |
| 505 | 214055 | Donations- Santa Fe River | 12/26/2019 | 40001541 | Cy 4 bill | -265.00 | 02164143 |
| 505 | 214055 | Donations- Santa Fe River | 12/12/2019 | 40001536 | cy 2 bill | -100.00 | 02163450 |
| 505 | 214055 | Donations- Santa Fe River | 12/05/2019 | 40001533 | cy 1 bill | -204.00 | 02163031 |
| 505 | 214055 | Donations- Santa Fe River | 12/04/2019 | 734527 | UTILGL | -50.00 | |
| 505 | 214055 | Donations- Santa Fe River | 11/28/2019 | 40001528 | cy 4 bill | -265.00 | 02162473 |
| 505 | 214055 | Donations- Santa Fe River | 11/21/2019 | 40001526 | cy 3 bill | -192.00 | 02162215 |
| 505 | 214055 | Donations- Santa Fe River | 11/14/2019 | 40001522 | cycle bill | -100.00 | 02161567 |
| 505 | 214055 | Donations- Santa Fe River | 11/07/2019 | 40001519 | cycle bill | -214.00 | 02161140 |
| 505 | 214055 | Donations- Santa Fe River | 10/10/2019 | 40001505 | cycle bill | -100.00 | 02159105 |
| 505 | 214055 | Donations- Santa Fe River | 10/24/2019 | 40001512 | cycle bill | -265.00 | 02159896 |
| 505 | 214055 | Donations- Santa Fe River | 10/17/2019 | 40001509 | cycle bill | -192.00 | 02159447 |
| 505 | 214055 | Donations- Santa Fe River | 10/03/2019 | 40001496 | cycle bill | -214.00 | 02158566 |
| 505 | 214055 | Donations- Santa Fe River | 09/26/2019 | 40001492 | Cy 4 Bill | -265.00 | 02157832 |
| 505 | 214055 | Donations- Santa Fe River | 09/19/2019 | 40001490 | Cy 3 Bill | -192.00 | 02157114 |
| 505 | 214055 | Donations- Santa Fe River | 09/12/2019 | 40001487 | Cy 2 Bill | -100.00 | 02156693 |
| 505 | 214055 | Donations- Santa Fe River | 09/05/2019 | 40001484 | Cy 1 Bill | -214.00 | 02156259 |
| 505 | 214055 | Donations- Santa Fe River | 08/29/2019 | 40001479 | Cycle Bill | -265.00 | 02155858 |
| 505 | 214055 | Donations- Santa Fe River | 08/22/2019 | 40001475 | Cycle Bill | -192.00 | 02155008 |
| 505 | 214055 | Donations- Santa Fe River | 08/15/2019 | 40001472 | Cycle Bill | -110.00 | 02154661 |
| 505 | 214055 | Donations- Santa Fe River | 08/08/2019 | 40001470 | Cycle Bill | -214.00 | 02154335 |
| 505 | 214055 | Donations- Santa Fe River | 07/25/2019 | 40001463 | Cycle Bill | -265.00 | 02153602 |
| 505 | 214055 | Donations- Santa Fe River | 07/11/2019 | 40001457 | Cycle Bill | -110.00 | 02152903 |
| 505 | 214055 | Donations- Santa Fe River | 07/18/2019 | 40001460 | Cycle Bill | -192.00 | 02153263 |
| 505 | 214055 | Donations- Santa Fe River | 07/04/2019 | 40001453 | Cycle Bill | -215.00 | 02152556 |
| 505 | 214055 | Donations- Santa Fe River | 07/01/2019 | | FY20BEGBAL | -106,255.00 | FY20 Begin Bal |
| | | | | | | -146,767.00 | Total Customer D |
| | | | | | | -146,767.00 | Water Fund Matc |
| | | | | | | -293,534.00 | |

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CITY OF SANTA FE

**Date:** December 3, 2024

**To:** Governing Body

**From:** Samuel Ulibarri, Parks and Open Space Division Water Resources Superintendent
Scott Overlie, Parks and Open Space Division Project Manager

**Via:** Regina Wheeler, Public Works Department Director RW (Dec 21, 2024 11:16 MST)
Melissa McDonald, Parks and Open Space Division Director Melissa McDonald

**Subject:** Marty Sanchez Golf Course and Municipal Recreation Sports Complex Irrigation and Ornamental Ponds Relining Construction.

**Vendor Name:** Mountain West Golfscapes, Inc.

**Munis Vendor Number:** 9551

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**ACTION:**
Request for Approval of a Construction Contract with Mountain West Golfscapes, Inc. in the Total Amount of $2,213,247.69 Excluding NMGRT to Repair the Irrigation Supply and Ornamental Ponds at the Marty Sanchez Golf Course and Municipal Recreation Sports Complex for Compliance with a Corrective Action Plan. (Scott A. Overlie, Parks Project Administrator; saoverlie@santafenm.gov)

**CONTRACT NUMBER:**
The FY 2025 Munis contract number is 3250312.

**BACKGROUND AND SUMMARY:**
On November 4, 2022, the Parks and Open Space Division received an inspection determination from the New Mexico Environment Department Groundwater Bureau, where it was verbally communicated to the Division that the five ponds—four at Marty Sanchez Golf Course, one at the Municipal Recreation Sports Complex—needed to be inspected by an engineer to determine the integrity of their bentonite liners.

The ponds at the Marty Sanchez Golf Course and Municipal Recreation Sports Complex, which store reclaimed effluent water, are regulated by the New Mexico Environment Department (NMED) under a discharge permit. To maintain compliance, the ponds were inspected by a licensed civil engineer on September 28, 2023. The inspection revealed that the visible portions of the liners lacked integrity, necessitating corrective measures. In response, a Corrective Action Plan was submitted to NMED detailing the necessary steps to address these deficiencies. The plan includes re-lining the irrigation supply ponds at both the golf course and sports complex with high-density polyethylene (HDPE) liners. Additionally, the ornamental pond near the golf course clubhouse will also receive an HDPE liner, while two other ornamental ponds will be retired and converted into native pollinator habitat areas to enhance ecological value.

This project, funded through a City one-time appropriation to the MRC, is anticipated to take approximately 12 months to complete. While the golf course will remain open throughout the construction period, there may be minor disruptions to play due to the use of heavy equipment, particularly for work on the ornamental ponds. The overall project scope is subject to adjustment based on feedback from the New Mexico Environment Department (NMED). These initiatives are crucial for maintaining regulatory compliance, safeguarding environmental resources, and ensuring the long-term functionality and sustainability of these critical facilities.

**TOTAL COST INCLUDING NMGRT:** $2,394,457.35

**ATTACHMENTS:**
Contract
Proposal(s)
Cooperative Agreement
Certificate of Insurance
Letter of Determination
Horizons Letter of Declination

**Prior Approvals and Supporting Information:**

**PROCUREMENT METHOD:**
The procurement method used was NMSA 1978, Coop: Omnia PRO-JOCA-4666-21
**Chief Procurement Officer (CPO) / Designee:** _____ **Date:** Dec 30, 2024
**CPO Comment/Exceptions:** NMSA 1978, Section 13-1-135

**FUNDING SOURCE:**
Fund Name/Number: MUNRECCMP/530
Munis Org Name/Number: MRC CAP/5300279
Munis Object Name/Number: WIP CONST/572970

Budget Officer / Designee: _____ Date: Dec 27, 2024

Budget Officer Comment/Exceptions: _____

**ASSOCIATED APPROVALS:**
Does this purchase require any of the following associated approvals: ☐ Yes X No
(ITT, Vehicles/Fleet, Facilities, Asset, Grant Review**)**

IT Components included? ☐ Yes X No
Approval _____ Title: _____ Date: _____
Comment/Exceptions**:** _____

Vehicles included? ☐ Yes X No
Approval _____ Title: _____ Date: _____
Comment/Exceptions: _____

Construction, Facilities, Furniture, Equipment included? ☐ Yes X No
Approval _____ Title: _____ Date: _____
Comment/Exceptions: _____

Capital Asset * or Project**? X Yes ☐ No
Project Ledger: MRC2553002
(*will this procurement result in a tangible item that costs more than $5,000?)
(**Capital Projects are new and improvement projects that are going to cost $10,0000 or more)
Approval Josie Bolden Title: Controller Date: Dec 31, 2024
Comment/Exceptions: _____

Is this a Grant Funded Purchase? ☐ Yes X No GRT 1X allocation end of FY24
Approval _____ Title: _____ Date: _____
Comment/Exceptions: _____

Item #: _____
Munis Contract #: 3250312
Coop: Omnia PRO-JOCA-4666-21

CITY OF SANTA FE

CONSTRUCTION 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 **Mountain West Golfscapes Inc.**, 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 City, through its Governing Body, is authorized to enter into a construction Contract for the project; and

**WHEREAS,** the City has procured this Contract according to the established State and Local Purchasing procedures for contracts of the type and amount; and

The City and the Contractor hereby agree as follows:

**1. Scope of Work**

A. The Contractor shall perform the following work:

Marty Sanchez Golf Course and MRC Irrigation Supply Ponds Re-lining.

Exhibit A- attached herein, Phase 1, Golf course pond- Irrigation Supply Pond GC-Remove sludge, shape liner subgrade, install liner and venting, install rip rap shelf, clean up and demobilize.

Exhibit B- attached herein, Phase 2, Sports Complex- Irrigation Supply Pond Sports Complex- Remove sludge, shape liner subgrade, install liner and venting, install rip rap shelf, clean up and demobilize.

Exhibit C- attached herein, Phase 3, Golf course pond- Ornamental ponds, Ponds on #10, #4 and #16:

- Pond on #10-grub, remove sludge, shape liner subgrade, install liner and venting, install rip rap shelf, clean up and demobilize.
- Ponds on #4 and #16-grub, remove sludge, no liner or rep rap, haul soil from a borrow site designated by the Parks and Open Spaces Director and on the property to fill in and compact the ponds, fine grade and shape the filled in ponds to conform to the design intent of the golf course and match the features and topography. Re-vegetative seeding by hydroseeding method of the filled ponds and the borrow site with seed mix approved by the owner. Clean up and demobilize.

The Contractor shall be responsible for verifications of all conditions, measurements, and dimensions for bidding.

The Contractor shall be responsible for all permits, fees, and State inspections associated with the construction.

B. Project: Marty Sanchez Golf Course Irrigation Supply Pond Re-lining

C. City Department: Public Works

## 2. Compensation

A. The City shall pay to the Contractor in full payment for services satisfactorily performed, such compensation not to exceed Two Million two hundred forty thousand four hundred twenty seven dollars and ninety three cents ($2,240,427.93), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Contract shall be paid by the City to the Contractor, as follows:

The Unit Bid Contract Total is determined as follows:

| | |
|---|---|
| Base Bid | $2,213,247.69 |
| Gross Receipts Tax (8.1875%) | $181,209.66 |
| Base Bid plus NMGRT | $2,394,457.35 |

**The total amount payable to the Contractor under this Contract, including Alternates (if needed) gross receipts tax and expenses, shall not exceed Two Million three hundred ninety four thousand four hundred fifty seven dollars and thirty five cents ($2,394,457.35). This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Contract 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 Contract 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 Contract being amended in writing prior to those services in excess of the total compensation amount being provided.**

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

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the City finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take

to provide remedial action. Upon certification by the City that the services have been received and accepted, payment shall be tendered to the Contractor within twenty-one days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked.

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

E. **Notice of Extended Payment Provision for Grant Funded Contracts**. This contract allows the City to make payment within 45 days after submission of an undisputed request for payment for contracts funded by grant money consistent with NMSA 1978, sec. 57-28-5(B).

**3. Term**

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate **three (3) years from date of final signature**. The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of ten (10) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

**4. Termination**

A. Grounds. The City may terminate this Contract 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 Contract based upon the City's uncured, material breach of this Contract.

B. Notice; City Opportunity to Cure.

1) Except as otherwise provided in Paragraphs 7.A and 17, 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 Contract 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 5, "Appropriations," of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

**5. 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 thirty (30) days of receipt of the proposed amendment.

**6. Status of Contractor**

The Contractor and its agents and employees are independent contractors performing construction 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.

**7. Construction Contract Performance and Payment Bond**

A. When a construction contract is awarded in excess of twenty-five thousand dollars ($25,000), the following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of the contract. If the Contractor fails to deliver the required performance and payment bonds, the Contractor's bid shall be rejected, its bid security shall be enforced to the extent of actual damages. Award of the contract shall be made pursuant to the Procurement Code in the following manner:

(1) a performance bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; and

(2) a payment bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract.

B. A subcontractor shall provide a performance and payment bond on a public works building project if the subcontractor's contract for work to be performed on a project is one hundred twenty-five thousand dollars ($125,000) or more.

**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.

**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.

**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 12 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 12 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 12 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 Contract 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 thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

**15. Change Orders**

A. Changes. The Contractor may only make changes or revisions within the Scope of Work as defined by Article 1 and/or Exhibit 1 after receipt of written approval by the City Manager or his/her designee. Such change may only be made to Tasks or Sub-Task as defined in the Scope of Work. Under no circumstance shall such change affect the:

1) Deliverable requirements, as outlined in the Scope of Work;
2) Due date of any Deliverable, as outlined in the Scope of Work;
3) Compensation of any Deliverable, as outlined in the Scope of Work;
4) Contract compensation, as outlined in Article 2; or
5) Contract termination, as outlined in Article 4.

B. Change Request Process. In the event that circumstances warrant a change to accomplish the Scope of Work as described above, a Change Request shall be submitted that meets the following criteria:

1) The Project Manager shall draft a written Change Request for review and approval by the City Manager to include:
   (a) the name of the person requesting the change;
   (b) a summary of the required change;
   (c) the start date for the change;
   (d) the reason and necessity for change;
   (e) the elements to be altered; and
   (f) the impact of the change.

2. The City Manager shall provide a written decision on the Change Request to the Contractor within a maximum of ten (10) Business Days of receipt of the Change Request. All decisions made by the City Manager are final. Change Requests, once approved, become a part of the Contract, and become binding as a part of the original Contract.

**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.

Cooperative 13-1-135 This Contract is issued against the University of New Mexico Master Agreement PROJOCA, established and maintained by OMNIA Partners, and through this language hereby incorporates this Contract by reference and is included in the order of precedence.

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

**17. Penalties for violation of law**

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

**18. Equal Opportunity Compliance**

The 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. 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.

**22. 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

**23. 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, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. In the event that 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.

**24. 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.

**25. 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.

**26. 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.

**27. 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: | Melissa A. McDonald, Parks and Open Space Division Director<br>PO Box 909<br>Santa Fe, NM 87504-0909<br>mamcdonald@santafenm.gov<br>505-303-9502 |
| To the Contractor: | Mountain West Golfscapes, Inc.<br>PO Box 1630<br>Peralta, NM 87042<br>john@mwgs.us<br>505-869-9019 |

**28. 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 into a binding contract.

**29. Progress Payments**

Based upon Application for Payment submitted to the City by the Contractor and Certificates for Payment issued by the City, the City shall make progress payments on account of the Contract sum to the Contractor as provided in the Contract documents for the period ending the last day of the month as follows:

Not later than twenty-one (21) days following the end of the period covered by the Application for Payment, one hundred percent (100%) of the portion of the Contract Sum properly allocable to labor, materials, and equipment incorporated in the work and one hundred percent (100%) of the portion of the Contract sum properly allocable to materials and equipment suitably stored at the site or some other location agreed upon in writing for the period covered by the Application for Payment, less the aggregate of previous payments made by the City; and upon substantial completion of the entire work, a sum sufficient to increase the total payments to one hundred percent (100%) of the Contract sum, less such amounts as the City shall determine for all incomplete work and unsettled claims as provided in the Contract documents.

**[Reserved]**

**30. Final Payment**

Final payment, constituting the entire unpaid balance of the Contract sum, unless it is a disputed payment, shall be paid by the City to the Contractor within twenty-one (21) calendar days, after all deficiencies to the Contract document that were noted during the Substantial Completion Inspection and listed on the attachment to the Certificate of Substantial Completion have been corrected, and provided the Contract has been fully performed

and a final Certificate for Payment has been issued by the City. In addition, the Contractor shall provide to the City a certified statement of Release of Lien (AIA Document G706A or approved form), Consent of Surety, Warranty from Prime Contractor, Warranties from Suppliers and Manufacturers, training sessions, equipment/operating manuals, and as-built drawings.

**31. Schedule**

The Contractor shall, within five (5) days after the effective date of Notice to Proceed, prepare and submit a progress schedule covering project operations for the 30-day Contract period. This progress schedule shall be of the type generally referred to as a Critical Path Method (CPM), Critical Path Schedule (CPS), and Critical Path Analysis (CPA), and other similar designations. The CPM shall be used to control the timing and sequences of the project. All work shall be done in accordance with the CPM Planning and Scheduling. A written statement of explanation shall be submitted with the progress schedule. All costs incurred by the contractor to implement the CPM shall be borne by the Contractor and are part of their Contract.

**32. General and Special Provisions**

A. Terms used in this Contract which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

B. An enumeration of the Contractor's General Comprehensive Liability Insurance requirements appears in the General Conditions of the Contract for construction. Insurance requirements are also described in the Instructions to the Bidder section of the Project Manual. Contractor shall maintain adequate insurance in at least the maximum amounts, which the City could be liable under the New Mexico Tort Claims Act and shall provide proof of such insurance coverage to the City. It is the sole responsibility of the Contractor to comply with the law.

C. This Contract shall not become effective until: (1) approved by the Governing Body; and (2) signed by all parties required to sign this Contract.

D. The Contractor shall maintain detailed time records which indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration and the State Auditor. 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 illegal payments.

E. The Contractor warrants that the Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under this Contract.

F. The Contractor hereby warrants that the Contractor complies with the Americans with Disabilities Act, 29 CFR 1630.

G. Gender, Singular/Plural. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, unless the context otherwise requires.

H. Captions and Section Headings. The captions and section headings contained in this Contract are for convenience of reference only, and in no way limit, define, or enlarge the terms, scope, and conditions of this Contract.

I. Certificates and Documents Incorporated. All certificates and documentation required by the provisions of the Contract shall be attached to this Contract at the time of execution and are hereby incorporated by reference as though set forth in full in this Contract to the extent they are consistent with its conditions and terms.

J. Separability. If any clause or provision of this Contract is illegal, invalid or unenforceable under present or future laws effective during the term of this Contract, then and in that event, it is the intention of the parties hereto that the remainder of this Contract shall not be affected thereby.

K. Words and Phrases. Words, phrases, and abbreviations, which have well-known technical or trade meanings used in the Contract documents shall be used according to such recognized meaning. In the event of a conflict, the more stringent meaning shall govern.

L. Relationship of Contract Documents. The Contract Documents are complementary, and any requirement of one Contract Document shall be as binding as if required by all.

M. Pursuant to NMSA 1978, section 13-1-191, reference is hereby made to the Criminal Laws of New Mexico (including NMSA 1978, sections 30-14-1, 30-24-2, and 30-41-1 through 30-41-3) which prohibit bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code (NMSA 1978, sections 13-1-28 through 13-1-199) imposes civil and criminal penalties for its violation.

N. Pursuant to NMSA 1978, section 13-4-11. Reference is hereby made to the Minimum Wage on Public Works; weekly payments; posting wage scale; withholding funds.

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:

_____
ALAN WEBBER, MAYOR

DATE: _____

CONTRACTOR:
**Mountain West Golfscapes Inc**

JOHN MONDRAGON
JOHN MONDRAGON (Dec 5, 2024 12:50 MST)
JOHN MONDRAGON, PRESIDENT

DATE: Dec 5, 2024

NMBTIN#: 850479875

ATTEST:

_____
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Dec 5, 2024 14:14 MST)
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
EMILY OSTER, FINANCE DIRECTOR

# EXHIBIT A

## Detailed Scope of Work

| | |
|---|---|
| **Date:** | 11/4/2024 |
| **Work Order #:** | 134461.00 |
| **Title:** | Marty Sanchez Golf Course Phase 1 - Golf Course Pond |
| **Contractor:** | Mountain West Golfscapes Inc |
| **Contractor Number:** | PRO-JOCA-4666-21 |
| **Job Order Value:** | $608,697.84 |

**Location:** City of Santa Fe

**Detailed Scope:**

Irrigation Supply Pond GC-Remove sludge, shape liner subgrade, install liner and venting, install rip rap shelf, clean up and demobilize.



# Contractor Price Proposal Details - CSI

**Date:** 11/4/2024

**Work Order #:** 134461.00

**Title:** Marty Sanchez Golf Course Phase 1 - Golf Course Pond

**Contractor:** Mountain West Golfscapes Inc

**Contractor Number:** PRO-JOCA-4666-21

**Job Order Value:** $608,697.84

**Proposal Name:** Phase 1 - Golf Course Pond

**Proposal Value:** $608,697.84

| | CSI Number | Mod | UOM | Description | | | | | LineTotal |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 0100000000001 | | CY | Waste Hauler | | | | | $50,400.00 |
| | | | NPP Tasks | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 7,500.000 | X | $4.20 | X 1.6000 | $50,400.00 |
| 2 | 3200000000004 | | E/A | 60-mil HDPE Liner - Irrigation Pond | | | | | $57,984.00 |
| | | | NPP Tasks | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 1.000 | X | $36,240.00 | X 1.6000 | $57,984.00 |
| 3 | 3200000000005 | | E/A | Irrigation pond 10 oz Geotextile Venting | | | | | $30,008.00 |
| | | | NPP Tasks | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 1.000 | X | $18,755.00 | X 1.6000 | $30,008.00 |
| | | | | | | | | **Subtotal for :** | **$138,392.00** |
| **01 - General Requirements** | | | | | | | | | |
| 4 | 01 22 16 00-0004 | | EA | New Mexico Gross Receipts Tax – Varies by County | | | | | $39,156.00 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 39,156.000 | X | $1.00 | X 1.0000 | $39,156.00 |
| | | | | Contractor Notes: *Tax Rate @ 6.875%* | | | | | |
| 5 | 01 22 20 00-0015 | | HR | LaborerFor tasks not included in the Construction Task Catalog® and as directed by owner only. | | | | | $112,585.05 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 2,100.000 | X | $32.39 | X 1.6552 | $112,585.05 |
| | | | | Contractor Notes: *Labor to install HDPE liner and Venting* | | | | | |



| | CSI Number | Mod | UOM | Description | LineTotal |
|---|---|---|---|---|---|
| **01 - General Requirements** | | | | | |
| 6 | 01 71 13 00-0003 | | EA | Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc. | $11,856.26 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 6.000 X $1,193.84 X 1.6552 $11,856.26 | |
| 7 | 01 74 19 00-0039 | | CYM | Hauling On Paved Roads, Miles Over Initial 15 Miles | $16,191.99 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 22,750.000 X $0.43 X 1.6552 $16,191.99 | |
| | | | | Contractor Notes: *Haul of Rip Rap* | |
| | | | | **Subtotal for 01 - General Requirements:** | **$179,789.30** |
| **03 - Concrete** | | | | | |
| 8 | 03 11 13 00-0073 | | LF | 18" Diameter Round Fiber Tube Formwork | $379.37 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 12.000 X $19.10 X 1.6552 $379.37 | |
| 9 | 03 21 11 00-0050 | | LF | #4, Grade 60, Columns, Steel Reinforcement Bar | $89.38 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 60.000 X $0.90 X 1.6552 $89.38 | |
| 10 | 03 31 13 00-0058 | | CY | 18" Square Or Round, By Concrete Pump, Place 3,000 PSI Concrete ColumnsExcludes pumping equipment. | $1,210.28 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 4.000 X $182.80 X 1.6552 $1,210.28 | |
| 11 | 03 31 13 00-0058 | 0042 | MOD | For Up To 20, Add | $79.25 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 4.000 X $11.97 X 1.6552 $79.25 | |
| 12 | 03 31 13 00-0087 | | CY | Delivery Fee For Small Concrete Purchases (Short Load) Per CY For Each CY Less Than 9 CYThe task quantity is 9 minus the number of CY's delivered. For example, the delivery fee for 2CY's is: (9-2) = 7. | $261.11 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 5.000 X $31.55 X 1.6552 $261.11 | |
| | | | | **Subtotal for 03 - Concrete:** | **$2,019.39** |
| **31 - Earthwork** | | | | | |
| 13 | 31 05 16 00-0021 | | CY | 3" To 7" Surge Stone Graded Aggregate Fill | $33,051.03 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 400.000 X $49.92 X 1.6552 $33,051.03 | |

[redacted]

| | CSI Number | Mod | UOM | Description | LineTotal |
|---|---|---|---|---|---|
| **31 - Earthwork** | | | | | |
| 14 | 31 05 16 00-0021 | 0054 | MOD | For >96, Deduct | ($5,329.74) |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 400.000 X ($8.05) X 1.6552 ($5,329.74) | |
| 15 | 31 23 16 13-0003 | | CY | Over 12" Wide, Excavation for Trenching by Machine in Soil | $1,954.46 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 240.000 X $4.92 X 1.6552 $1,954.46 | |
| 16 | 31 23 16 13-0003 | 0059 | MOD | For >50 To 250, Add | $488.62 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 240.000 X $1.23 X 1.6552 $488.62 | |
| 17 | 31 23 16 13-0010 | | CY | Backfilling or Placing Subbase for Trenches with Imported or Stockpiled Materials by Machine | $897.78 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 240.000 X $2.26 X 1.6552 $897.78 | |
| 18 | 31 23 16 13-0010 | 0064 | MOD | For >50 To 250, Add | $226.43 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 240.000 X $0.57 X 1.6552 $226.43 | |
| 19 | 31 23 16 13-0013 | | CY | Compaction of Fill or Subbase for Trenches by Vibratory Plate, Air Tamper, Etcetera | $1,175.85 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 240.000 X $2.96 X 1.6552 $1,175.85 | |
| 20 | 31 23 16 13-0013 | 0069 | MOD | For >50 To 250, Add | $293.96 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 240.000 X $0.74 X 1.6552 $293.96 | |
| 21 | 31 23 16 33-0003 | | CY | Bulk Excavation by Hydraulic Excavator, Front End Loader, Backhoe in Soil | $52,436.74 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 8,000.000 X $3.96 X 1.6552 $52,436.74 | |
| 22 | 31 23 16 33-0003 | 0002 | MOD | For Excavation In Heavy/Wet Material (Class C), Add | $19,614.12 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 7,500.000 X $1.58 X 1.6552 $19,614.12 | |
| 23 | 31 23 16 33-0020 | | CY | Loading Excess Material For Removal From Bulk Excavation | $54,422.98 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 8,000.000 X $4.11 X 1.6552 $54,422.98 | |
| 24 | 31 23 16 33-0020 | 0004 | MOD | For >1,000, Deduct | ($7,696.68) |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 7,500.000 X ($0.62) X 1.6552 ($7,696.68) | |
| 25 | 31 23 16 36-0026 | | SY | Finish Grading For Building Foundations And Other Structures by Hand | $83,578.50 |



| | CSI Number | Mod | UOM | Description | | | | | LineTotal |
|---|---|---|---|---|---|---|---|---|---|
| **31 - Earthwork** | | | | | | | | | |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 11,025.000 | X | $4.58 | X 1.6552 | $83,578.50 |
| 26 | 31 37 13 00-0008 | | CY | 3/8 To 1/4 CY Pieces Random, Dumped From Truck, Machine Spread And Placed Slope Protection (Keyed) Rip Rap | | | | | $53,383.10 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 355.000 | X | $90.85 | X 1.6552 | $53,383.10 |
| | | | | | | | | **Subtotal for 31 - Earthwork:** | **$288,497.15** |
| | | | | | | | | **Grand Total:** | **$608,697.84** |

This work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percent of NPP on this Proposal: 22.74**

# EXHIBIT B

## Detailed Scope of Work

| | |
|---|---|
| **Date:** | 11/5/2024 |
| **Work Order #:** | 135845.00 |
| **Title:** | Marty Sanchez Phase 2 - Sports Complex Pond |
| **Contractor:** | Mountain West Golfscapes Inc |
| **Contractor Number:** | PRO-JOCA-4666-21 |
| **Job Order Value:** | $585,359.14 |

**Location:** City of Santa Fe

**Detailed Scope:**

Irrigation Supply Pond Sports Complex-Remove sludge, shape liner subgrade, install liner and venting, install rip rap shelf, clean up and demobilize.

[redacted]

# Contractor Price Proposal Details - CSI

**Date:** 11/5/2024

**Work Order #:** 135845.00

**Title:** Marty Sanchez Phase 2 - Sports Complex Pond

**Contractor:** Mountain West Golfscapes Inc

**Contractor Number:** PRO-JOCA-4666-21

**Job Order Value:** $585,359.14

**Proposal Name:** Phase 2 - Sports Complex Pond

**Proposal Value:** $585,359.14

| | CSI Number | Mod | UOM | Description | | | | | LineTotal |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 0100000000001 | | CY | Waste Hauler | | | | | $41,664.00 |
| | | | NPP Tasks | | Qty | Unit Price | Factor | Total | |
| | | | | Installation | 6,200.000 | X $4.20 | X 1.6000 | $41,664.00 | |
| 2 | 3200000000006 | | E/A | Soccer Pond 60 HDPE Supply Only | | | | | $51,171.20 |
| | | | NPP Tasks | | Qty | Unit Price | Factor | Total | |
| | | | | Installation | 1.000 | X $31,982.00 | X 1.6000 | $51,171.20 | |
| 3 | 3200000000007 | | E/A | Soccer pond 10oz Geotextile Venting | | | | | $25,953.60 |
| | | | NPP Tasks | | Qty | Unit Price | Factor | Total | |
| | | | | Installation | 1.000 | X $16,221.00 | X 1.6000 | $25,953.60 | |
| | | | | | | | | **Subtotal for :** | **$118,788.80** |
| **01 - General Requirements** | | | | | | | | | |
| 4 | 01 22 16 00-0004 | | EA | New Mexico Gross Receipts Tax – Varies by County | | | | | $37,654.68 |
| | | | | | Qty | Unit Price | Factor | Total | |
| | | | | Installation | 37,654.680 | X $1.00 | X 1.0000 | $37,654.68 | |
| | | | | Contractor Notes: *Tax Rate @ 6.8750%* | | | | | |
| 5 | 01 22 20 00-0015 | | HR | LaborerFor tasks not included in the Construction Task Catalog® and as directed by owner only. | | | | | $107,223.86 |
| | | | | | Qty | Unit Price | Factor | Total | |
| | | | | Installation | 2,000.000 | X $32.39 | X 1.6552 | $107,223.86 | |
| | | | | Contractor Notes: *Labor to install HDPE liner and Venting* | | | | | |

[redacted]

| | CSI Number | Mod | UOM | Description | LineTotal |
|---|---|---|---|---|---|
| **01 - General Requirements** | | | | | |
| 6 | 01 71 13 00-0003 | | EA | Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc. | $11,856.26 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 6.000 X $1,193.84 X 1.6552 $11,856.26 | |
| 7 | 01 74 19 00-0038 | | CYM | Hauling On Paved Roads, First 15 Miles | $430.35 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 400.000 X $0.65 X 1.6552 $430.35 | |
| | | | | Contractor Notes: *Haul of removed trees* | |
| 8 | 01 74 19 00-0039 | | CYM | Hauling On Paved Roads, Miles Over Initial 15 Miles | $18,505.14 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 26,000.000 X $0.43 X 1.6552 $18,505.14 | |
| | | | | Contractor Notes: *Haul of Rip Rap* | |
| | | | | **Subtotal for 01 - General Requirements:** | **$175,670.29** |
| **03 - Concrete** | | | | | |
| 9 | 03 11 13 00-0073 | | LF | 18" Diameter Round Fiber Tube Formwork | $379.37 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 12.000 X $19.10 X 1.6552 $379.37 | |
| 10 | 03 21 11 00-0050 | | LF | #4, Grade 60, Columns, Steel Reinforcement Bar | $89.38 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 60.000 X $0.90 X 1.6552 $89.38 | |
| 11 | 03 31 13 00-0058 | | CY | 18" Square Or Round, By Concrete Pump, Place 3,000 PSI Concrete ColumnsExcludes pumping equipment. | $1,210.28 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 4.000 X $182.80 X 1.6552 $1,210.28 | |
| 12 | 03 31 13 00-0058 | 0042 | MOD | For Up To 20, Add | $79.25 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 4.000 X $11.97 X 1.6552 $79.25 | |
| 13 | 03 31 13 00-0087 | | CY | Delivery Fee For Small Concrete Purchases (Short Load) Per CY For Each CY Less Than 9 CYThe task quantity is 9 minus the number of CY's delivered. For example, the delivery fee for 2CY's is: (9-2) = 7. | $261.11 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 5.000 X $31.55 X 1.6552 $261.11 | |
| | | | | **Subtotal for 03 - Concrete:** | **$2,019.39** |

[redacted]

| | CSI Number | Mod | UOM | Description | | | | | LineTotal |
|---|---|---|---|---|---|---|---|---|---|
| **31 - Earthwork** | | | | | | | | | |
| 14 | 31 05 16 00-0021 | | CY | 3" To 7" Surge Stone Graded Aggregate Fill | | | | | $33,051.03 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 400.000 | X | $49.92 | X 1.6552 | $33,051.03 |
| 15 | 31 05 16 00-0021 | 0054 | MOD | For >96, Deduct | | | | | ($5,329.74) |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 400.000 | X | ($8.05) | X 1.6552 | ($5,329.74) |
| 16 | 31 13 13 00-0004 | | EA | >12" To 24" D.B.H. (Diameter At Breast Height) Tree RemovalIncludes cutting up tree, chipping and loading. | | | | | $22,313.42 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 20.000 | X | $674.04 | X 1.6552 | $22,313.42 |
| 17 | 31 13 13 00-0012 | | EA | >24" To 36" Diameter Stump RemovalIncludes excavation necessary to remove stump and loading. | | | | | $9,442.59 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 20.000 | X | $285.24 | X 1.6552 | $9,442.58 |
| 18 | 31 23 16 13-0003 | | CY | Over 12" Wide, Excavation for Trenching by Machine in Soil | | | | | $1,628.72 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 200.000 | X | $4.92 | X 1.6552 | $1,628.72 |
| 19 | 31 23 16 13-0003 | 0059 | MOD | For >50 To 250, Add | | | | | $407.18 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 200.000 | X | $1.23 | X 1.6552 | $407.18 |
| 20 | 31 23 16 13-0010 | | CY | Backfilling or Placing Subbase for Trenches with Imported or Stockpiled Materials by Machine | | | | | $748.15 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 200.000 | X | $2.26 | X 1.6552 | $748.15 |
| 21 | 31 23 16 13-0010 | 0064 | MOD | For >50 To 250, Add | | | | | $188.69 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 200.000 | X | $0.57 | X 1.6552 | $188.69 |
| 22 | 31 23 16 13-0013 | | CY | Compaction of Fill or Subbase for Trenches by Vibratory Plate, Air Tamper, Etcetera | | | | | $979.88 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 200.000 | X | $2.96 | X 1.6552 | $979.88 |
| 23 | 31 23 16 13-0013 | 0069 | MOD | For >50 To 250, Add | | | | | $244.97 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 200.000 | X | $0.74 | X 1.6552 | $244.97 |
| 24 | 31 23 16 33-0003 | | CY | Bulk Excavation by Hydraulic Excavator, Front End Loader, Backhoe in Soil | | | | | $40,638.47 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 6,200.000 | X | $3.96 | X 1.6552 | $40,638.47 |

[redacted]

| | CSI Number | Mod | UOM | Description | | | | | LineTotal |
|---|---|---|---|---|---|---|---|---|---|
| **31 - Earthwork** | | | | | | | | | |
| 25 | 31 23 16 33-0003 | 0002 | MOD | For Excavation In Heavy/Wet Material (Class C), Add | | | | | $16,214.34 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 6,200.000 | X | $1.58 | X 1.6552 | $16,214.34 |
| 26 | 31 23 16 33-0020 | | CY | Loading Excess Material For Removal From Bulk Excavation | | | | | $40,307.02 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 5,925.000 | X | $4.11 | X 1.6552 | $40,307.02 |
| 27 | 31 23 16 33-0020 | 0004 | MOD | For >1,000, Deduct | | | | | ($6,080.38) |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 5,925.000 | X | ($0.62) | X 1.6552 | ($6,080.38) |
| 28 | 31 23 16 36-0026 | | SY | Finish Grading For Building Foundations And Other Structures by Hand | | | | | $72,472.60 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 9,560.000 | X | $4.58 | X 1.6552 | $72,472.60 |
| 29 | 31 37 13 00-0008 | | CY | 3/8 To 1/4 CY Pieces Random, Dumped From Truck, Machine Spread And Placed Slope Protection (Keyed) Rip Rap | | | | | $61,653.72 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 410.000 | X | $90.85 | X 1.6552 | $61,653.72 |
| | | | | | | | | **Subtotal for 31 - Earthwork:** | **$288,880.66** |
| | | | | | | | | **Grand Total:** | **$585,359.14** |

This work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percent of NPP on this Proposal: 20.29**

# EXHIBIT C

## Detailed Scope of Work

| | |
|---|---|
| **Date:** | 11/5/2024 |
| **Work Order #:** | 135897.00 |
| **Title:** | Marty Sanchez Phase 3 - #4 #10 and #16 Ponds |
| **Contractor:** | Mountain West Golfscapes Inc |
| **Contractor Number:** | PRO-JOCA-4666-21 |
| **Job Order Value:** | $766,765.52 |

**Location:** City of Santa Fe

**Detailed Scope:**

Ponds on #10, #4 and #16
Pond on #10-Grub, Remove sludge, shape liner subgrade, install liner and venting, install rip rap shelf, clean up and demobilize.
Ponds on #4 and #16-grub, remove sludge, no liner or rep rap. Clean up and demobilize.

[redacted]

# Contractor Price Proposal Details - CSI

**Date:** 11/5/2024

**Work Order #:** 135897.00

**Title:** Marty Sanchez Phase 3 - #4 #10 and #16 Ponds

**Contractor:** Mountain West Golfscapes Inc

**Contractor Number:** PRO-JOCA-4666-21

**Job Order Value:** $766,765.52

**Proposal Name:** Marty Sanchez Phase 3 - #4 #10 and #16 Ponds

**Proposal Value:** $766,765.52

| | CSI Number | Mod | UOM | Description | LineTotal |
|---|---|---|---|---|---|
| 1 | 0100000000001 | | CY | Waste Hauler | $124,992.00 |
| | | | NPP Tasks | Qty / Unit Price / Factor / Total | |
| | | | | Installation: 18,600.000 X $4.20 X 1.6000 = $124,992.00 | |
| | | | | Contractor Notes: *Haul of sludge by Special Waste Hauler* | |
| 2 | 3200000000002 | | E/A | 60-mil HDPE Liner - #10 | $35,720.00 |
| | | | NPP Tasks | Qty / Unit Price / Factor / Total | |
| | | | | Installation: 1.000 X $22,325.00 X 1.6000 = $35,720.00 | |
| | | | | **Subtotal for :** | **$160,712.00** |
| **01 - General Requirements** | | | | | |
| 3 | 01 22 16 00-0002 | | EA | Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal. | $200,000.00 |
| | | | | Qty / Unit Price / Factor / Total | |
| | | | | Installation: 200,000.000 X $1.00 X 1.0000 = $200,000.00 | |
| | | | | Contractor Notes: *Allowance for repair of damaged concrete and repair of irrigation and turf related to trucking routes* | |
| 4 | 01 22 16 00-0004 | | EA | New Mexico Gross Receipts Tax – Varies by County | $49,324.10 |
| | | | | Qty / Unit Price / Factor / Total | |
| | | | | Installation: 49,324.100 X $1.00 X 1.0000 = $49,324.10 | |
| | | | | Contractor Notes: *Tax Rate @ 6.875%* | |

[redacted]

| | CSI Number | Mod | UOM | Description | LineTotal |
|---|---|---|---|---|---|
| **01 - General Requirements** | | | | | |
| 5 | 01 22 20 00-0015 | | HR | LaborerFor tasks not included in the Construction Task Catalog® and as directed by owner only. | $62,725.96 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 1,170.000 X $32.39 X 1.6552 $62,725.96 | |
| | | | | Contractor Notes: *Labor to install HDPE liner and Venting* | |
| 6 | 01 71 13 00-0003 | | EA | Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc. | $11,856.26 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 6.000 X $1,193.84 X 1.6552 $11,856.26 | |
| 7 | 01 74 19 00-0039 | | CYM | Hauling On Paved Roads, Miles Over Initial 15 Miles | $4,555.11 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 6,400.000 X $0.43 X 1.6552 $4,555.11 | |
| | | | | Contractor Notes: *Haul of Rip Rap* | |
| | | | | **Subtotal for 01 - General Requirements:** | **$328,461.43** |
| **31 - Earthwork** | | | | | |
| 8 | 31 05 16 00-0021 | | CY | 3" To 7" Surge Stone Graded Aggregate Fill | $8,262.76 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 100.000 X $49.92 X 1.6552 $8,262.76 | |
| 9 | 31 05 16 00-0021 | 0054 | MOD | For >96, Deduct | ($1,332.44) |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 100.000 X ($8.05) X 1.6552 ($1,332.44) | |
| 10 | 31 11 00 00-0008 | | ACR | Clearing By Machine - Light Brush Without Grub | $556.71 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 2.000 X $168.17 X 1.6552 $556.71 | |
| 11 | 31 11 00 00-0015 | | CY | Machine Loading Of Cleared And Grubbed Material | $5,536.64 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 500.000 X $6.69 X 1.6552 $5,536.64 | |
| 12 | 31 23 16 13-0003 | | CY | Over 12" Wide, Excavation for Trenching by Machine in Soil | $1,140.10 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 140.000 X $4.92 X 1.6552 $1,140.10 | |
| 13 | 31 23 16 13-0003 | 0059 | MOD | For >50 To 250, Add | $285.03 |
| | | | | Qty Unit Price Factor Total | |
| | | | | Installation 140.000 X $1.23 X 1.6552 $285.03 | |

[redacted]

| | CSI Number | Mod | UOM | Description | LineTotal |
|---|---|---|---|---|---|
| **31 - Earthwork** | | | | | |
| 14 | 31 23 16 13-0010 | | CY | Backfilling or Placing Subbase for Trenches with Imported or Stockpiled Materials by Machine | $523.71 |
| | | | | Installation — Qty: 140.000 X Unit Price: $2.26 X Factor: 1.6552 = Total: $523.71 | |
| 15 | 31 23 16 13-0010 | 0064 | MOD | For >50 To 250, Add | $132.09 |
| | | | | Installation — Qty: 140.000 X Unit Price: $0.57 X Factor: 1.6552 = Total: $132.08 | |
| 16 | 31 23 16 13-0013 | | CY | Compaction of Fill or Subbase for Trenches by Vibratory Plate, Air Tamper, Etcetera | $685.91 |
| | | | | Installation — Qty: 140.000 X Unit Price: $2.96 X Factor: 1.6552 = Total: $685.91 | |
| 17 | 31 23 16 13-0013 | 0069 | MOD | For >50 To 250, Add | $171.48 |
| | | | | Installation — Qty: 140.000 X Unit Price: $0.74 X Factor: 1.6552 = Total: $171.48 | |
| 18 | 31 23 16 33-0003 | | CY | Bulk Excavation by Hydraulic Excavator, Front End Loader, Backhoe in Soil | $60,957.71 |
| | | | | Installation — Qty: 9,300.000 X Unit Price: $3.96 X Factor: 1.6552 = Total: $60,957.71 | |
| 19 | 31 23 16 33-0003 | 0002 | MOD | For Excavation In Heavy/Wet Material (Class C), Add | $24,321.51 |
| | | | | Installation — Qty: 9,300.000 X Unit Price: $1.58 X Factor: 1.6552 = Total: $24,321.51 | |
| 20 | 31 23 16 33-0020 | | CY | Loading Excess Material For Removal From Bulk Excavation | $63,266.71 |
| | | | | Installation — Qty: 9,300.000 X Unit Price: $4.11 X Factor: 1.6552 = Total: $63,266.71 | |
| 21 | 31 23 16 33-0020 | 0004 | MOD | For >1,000, Deduct | ($9,543.88) |
| | | | | Installation — Qty: 9,300.000 X Unit Price: ($0.62) X Factor: 1.6552 = Total: ($9,543.88) | |
| 22 | 31 23 16 36-0026 | | SY | Finish Grading For Building Foundations And Other Structures by Hand | $86,042.26 |
| | | | | Installation — Qty: 11,350.000 X Unit Price: $4.58 X Factor: 1.6552 = Total: $86,042.26 | |
| 23 | 31 37 13 00-0008 | | CY | 3/8 To 1/4 CY Pieces Random, Dumped From Truck, Machine Spread And Placed Slope Protection (Keyed) Rip Rap | $18,044.99 |
| | | | | Installation — Qty: 120.000 X Unit Price: $90.85 X Factor: 1.6552 = Total: $18,044.99 | |
| | | | | **Subtotal for 31 - Earthwork:** | **$259,051.29** |



| | CSI Number | Mod | UOM | Description | | | | | LineTotal |
|---|---|---|---|---|---|---|---|---|---|
| **32 - Exterior Improvements** | | | | | | | | | |
| 24 | 32 00 00 00-0003 | | E/A | #10- 10 Geotextile Venting | | | | | $18,540.80 |
| | | | NPP Tasks | | Qty | Unit Price | Factor | Total | |
| | | | | Installation | 1.000 | X $11,588.00 | X 1.6000 | $18,540.80 | |
| | | | | | | | **Subtotal for 32 - Exterior Improvements:** | | **$18,540.80** |
| | | | | | | | | **Grand Total:** | **$766,765.52** |

This work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percent of NPP on this Proposal: 23.38**

## Detailed Scope of Work

| | |
|---|---|
| **Date:** | 11/5/2024 |
| **Work Order #:** | 135897.01 |
| **Title:** | Marty Sanchez Phase 3 - Add Alt - 1 Fill in Ponds 4 & 16 |
| **Contractor:** | Mountain West Golfscapes Inc |
| **Contractor Number:** | PRO-JOCA-4666-21 |
| **Job Order Value:** | $433,634.85 |

**Location:** City of Santa Fe

**Detailed Scope:**

**Hauling soil from a borrow site designated by the owner and on the property to fill in and compact the ponds on #4 and #16.**
**We will finish shape the filled in ponds to conform to the design intent of the golf course and match the features and topography.**
**Re-vegetative seeding by hydroseeding method of the filled ponds and the borrow site with seed mix approved by the owner.**

**Requirements:**

Should you have any questions, please do not hesitate to contact me at 505-231-9219.

[redacted]

# Contractor Price Proposal Details - CSI

**Date:** 11/5/2024

**Work Order #:** 135897.01

**Title:** Marty Sanchez  Phase 3 - Add Alt - 1 Fill in Ponds 4 & 16

**Contractor:** Mountain West Golfscapes Inc

**Contractor Number:** PRO-JOCA-4666-21

**Job Order Value:** $433,634.85

**Proposal Name:** Marty Sanchez  Phase 3 - Add Alt - 1 Fill in Ponds 4 & 16

**Proposal Value:** $433,634.85

| | CSI Number | Mod | UOM | Description | LineTotal |
|---|---|---|---|---|---|
| **01 - General Requirements** | | | | | |
| 1 | 01 22 16 00-0004 | | EA | New Mexico Gross Receipts Tax – Varies by County | $27,894.64 |
| | | | | Qty / Unit Price / Factor / Total | |
| | | | | Installation: 27,894.640 X $1.00 X 1.0000 = $27,894.64 | |
| | | | | Contractor Notes: *Tax Rate @ 6.875%* | |
| 2 | 01 71 13 00-0003 | | EA | Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc. | $5,928.13 |
| | | | | Qty / Unit Price / Factor / Total | |
| | | | | Installation: 3.000 X $1,193.84 X 1.6552 = $5,928.13 | |
| | | | | **Subtotal for 01 - General Requirements:** | **$33,822.77** |
| **31 - Earthwork** | | | | | |
| 3 | 31 23 16 33-0003 | | CY | Bulk Excavation by Hydraulic Excavator, Front End Loader, Backhoe in Soil | $108,150.77 |
| | | | | Qty / Unit Price / Factor / Total | |
| | | | | Installation: 16,500.000 X $3.96 X 1.6552 = $108,150.77 | |
| 4 | 31 23 16 33-0003 | 0003 | MOD | For >1,000, Deduct | ($16,113.37) |
| | | | | Qty / Unit Price / Factor / Total | |
| | | | | Installation: 16,500.000 X ($0.59) X 1.6552 = ($16,113.37) | |

[redacted]

| | CSI Number | Mod | UOM | Description | | | | | LineTotal |
|---|---|---|---|---|---|---|---|---|---|
| **31 - Earthwork** | | | | | | | | | |
| 5 | 31 23 16 33-0014 | | CY | Relocating On Site Excavated Material From Bulk Excavation >1,000' | | | | | $263,822.33 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 16,500.000 | X | $9.66 | X 1.6552 | $263,822.33 |
| 6 | 31 23 16 33-0014 | 0003 | MOD | For >1,000, Deduct | | | | | ($39,600.66) |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 16,500.000 | X | ($1.45) | X 1.6552 | ($39,600.66) |
| 7 | 31 23 16 33-0016 | | SY | Finish Grading for Bulk Excavation by Machine | | | | | $5,025.19 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 7,590.000 | X | $0.40 | X 1.6552 | $5,025.19 |
| 8 | 31 23 16 33-0018 | | SY | Compaction of Fill or Subbase for Bulk Excavation by MachinePer Lift | | | | | $4,899.56 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 7,590.000 | X | $0.39 | X 1.6552 | $4,899.56 |
| 9 | 31 23 16 36-0031 | | CY | Spread Excess Or Imported Material On Site By Machine | | | | | $51,344.30 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 16,500.000 | X | $1.88 | X 1.6552 | $51,344.30 |
| 10 | 31 24 13 00-0018 | | SY | Finish Grade Roadway, Parking Areas, Landscaping And Embankments By Machine | | | | | $7,286.52 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 7,590.000 | X | $0.58 | X 1.6552 | $7,286.52 |
| | | | | | | | | **Subtotal for 31 - Earthwork:** | **$384,814.64** |
| **32 - Exterior Improvements** | | | | | | | | | |
| 11 | 32 92 19 13-0009 | | MSF | Native Prarie, Hydro Or Air Seeding0.551 LB/MSF spread rate. Seed shall be Ohio Prairie Nursery No. MSG01, Mesic Short Grass Seed Mix: 25% Nodding Wild Rye, 25% Little Bluestem, 25% Side-oats Grama, 25% Prairie. | | | | | $16,210.37 |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 160.000 | X | $61.21 | X 1.6552 | $16,210.37 |
| 12 | 32 92 19 13-0009 | 0269 | MOD | For >45, Deduct | | | | | ($1,212.93) |
| | | | | | Qty | | Unit Price | Factor | Total |
| | | | | Installation | 160.000 | X | ($4.58) | X 1.6552 | ($1,212.93) |
| | | | | | | | | **Subtotal for 32 - Exterior Improvements:** | **$14,997.44** |
| | | | | | | | | **Grand Total:** | **$433,634.85** |

This work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percent of NPP on this Proposal: 0.00**

**RFP-2379-23 ~ UNM Job Order Contracting ~**

# AGREEMENT

UNM JOC Contract Number: PRO-JOCA-4666-21

EFFECTIVE DATE: 2/15/2023 - 2/15/2026 RFP Number: 2379-23

Pursuant to UNM RFP number 2379-23, and response to UNM RFP number 2379-23, THIS AGREEMENT, made and entered into this 6th day of February 2023, in the State of New Mexico, by and between the Regents of the University of New Mexico, hereafter called UNM and Mountain West Golfscapes, inc. hereafter called Contractor, does hereby agree to furnish to the University Job Order Contracting Services as follows:

Services. To be in complete compliance with the Terms & Conditions, Specifications and response to UNM RFP-2379-23. The University of New Mexico wishes to engage Contractor to perform as needed UNM Job Order Contracting Services pursuant to Contractor response to RFP-2379-23 for Main, Northern, and Southern Branch campuses, the UNM Science and Technology Park, South Campus, UNM Comprehensive Cancer Center and UNM Health Sciences Center. UNM Cooperative Purchasing Job Order Contracting Services will only be provided in regions 1 through 5 under a multi-term contract pursuant to statutory limitations per NMSA-13-1-154.1. While the ability of Participating Public Agencies to utilize and piggyback this Master Agreement will survive, upon UNM reaching aggregate limits per NMSA 13-1-154.1, the ability to continue services for UNM will automatically expire if not terminated as provided herein. Participating Public Agencies shall have separate aggregate limits that will not be impacted by UNM reaching their aggregate limits. Contractor Services as applicable to the categories will be considered as the Job Order Contracting procurement method.

Termination for Convenience. UNM may terminate work for UNM under this Agreement, in whole or in part, without showing cause upon prior written notice to the Contractor specifying the extent and the effective date of the termination. The provisions of the UNM Purchasing Policies and Procedures hereunder, including the determination of rights and obligations of the parties, shall govern termination.

Inconsistencies. RFP number 2379-23 and the Contractor's response are incorporated into this Agreement by reference. In the event of any consistency or compatibility provisions, this agreement shall take precedence by UNM's RFP 2379-23 and addendums thereto, UNM terms and conditions and UNM Job Order Contracting Contractors response to RFP 2379-23.

Process for JOC:

Each job order, including supplemental job orders will follow the same five steps:

1. The UNM project manager will develop a brief scope of work for each job order, select a JOC contractor from the list of JOC awardees and schedule an initial site visit with the selected contractor.
2. The UNM project manager and the JOC contractor will conduct a Joint Scope meeting on site for each project and jointly review the brief scope of work.
3. After the joint scope meeting the JOC Contractor will utilize eGordian and the Construction Task Catalog to price each project. All JOC proposals will include a detailed listing of each line item, the unit price for each item, the install quantity, the demo quantity and the appropriate adjustment factor for each line item.
4. Upon completion of the proposal the JOC contractor will export the proposal to the UNM project manager for review via eGordian.
5. The UNM project manager will review each proposal for scope of work accuracy and contract compliance. If the proposal is found to be accurate and within the owners budget the owner will issue a purchase order to the JOC contractor.

No Call - No Show. UNM will request JOC proposals which may or may not result in work. Failure to respond to three (3) consecutive requests for proposals will be deemed non-responsive and may result in Contractor's removal from the UNM JOC list. Contractors providing a reasonable response to a solicitation with regards to Contractor's inability to provide a proposal at this time may not be considered "non-responsive."

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

**BY SIGNING BELOW, THE VENDOR CERTIFIES THAT HE/SHE IS AUTHORIZED TO OBLIGATE HER/HIS FIRM TO THE TERMS AND CONDITIONS OF THIS CONTRACT.**

| The REGENTS OF THE UNIVERSITY OF NEW MEXICO: | Contractor: |
|---|---|
| By: Bruce Cherrin (Feb 6, 2023 14:27 MST) | By: JOHN MONDRAGON (Feb 6, 2023 14:16 MST) |
| Print Name: Bruce Cherrin | Print Name: JOHN MONDRAGON |
| Title: Chief Procurement Officer | Title: President |
| Date: Feb 6, 2023 | Date: Feb 6, 2023 |

# Exhibit A

Diversity Vendor

Certification

Participation

# DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Omnia Partners to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

1. Minority Women Business Enterprise
   Respondent certifies that this firm is an MWBE ☐Yes ☐No
   List certifying agency: _____

2. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)
   Respondent certifies that this firm is a SBE or DBE ☐Yes ☐No
   List certifying agency: _____

3. Disabled Veterans Business Enterprise (DVBE)
   Respondent certifies that this firm is an DVBE ☐Yes ☐No
   List certifying agency: _____

4. Historically Underutilized Businesses (HUB)
   Respondent certifies that this firm is an HUB ☐Yes ☐No
   List certifying agency: _____

5. Historically Underutilized Business Zone Enterprise (HUBZone)
   Respondent certifies that this firm is an HUBZone ☐Yes ☐No
   List certifying agency: _____

6. Other
   Respondent certifies that this firm is a recognized diversity certificate holder ☐Yes ☐No
   List certifying agency: _____

# Exhibit B

Federal Funds

Certifications

## Attachment E
## Federal Funds Certifications

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# FEDERAL CERTIFICATIONS
ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

**TO WHOM IT MAY CONCERN:**

**Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned.**

**DEFINITIONS**

**Contract** means a legal instrument by which a non–Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non–Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward

**Contractor** means an entity that receives a contract as defined in Contract.

**Cooperative agreement** means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non–Federal entity that, consistent with 31 U.S.C. 6302–6305:

(a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non–Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal government or pass-through entity's direct benefit or use;

(b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non–Federal entity in carrying out the activity contemplated by the Federal award.

(c) The term does not include:

(1) A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or

(2) An agreement that provides only:

(i) Direct United States Government cash assistance to an individual;

(ii) A subsidy;

(iii) A loan;

(iv) A loan guarantee; or

(v) Insurance.

**Federal awarding agency** means the Federal agency that provides a Federal award directly to a non–Federal entity

**Federal award** has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

(a)(1) The Federal financial assistance that a non–Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability; or

(2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non–Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability.

(b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of § 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).

(d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

**Non–Federal entity** means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**Nonprofit organization** means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

(a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;

(b) Is not organized primarily for profit; and

(c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

**Obligations** means, when used in connection with a non–Federal entity's utilization of funds under a Federal award, orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non–Federal entity during the same or a future period.

**Pass-through entity** means a non–Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

**Recipient** means a non–Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.

**Simplified acquisition threshold** means the dollar amount below which a non–Federal entity may purchase property or services using small purchase methods. Non–Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is $250,000, but this threshold is periodically adjusted for inflation. (Also see definition of § 200.67 Micro-purchase.)

**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient** means a non–Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Termination** means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

The following provisions may be required and apply when Participating Agency expends federal funds for any purchase resulting from this procurement process. Per FAR 52.204-24 and FAR 52.204-25, solicitations and resultant contracts shall contain the following provisions.

**52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Oct 2020)**

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v)(2)(i) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at 52.204-26, or in paragraph (v)(2)(ii) of the provision at 52.212-3.

(a) *Definitions.* As used in this provision—

*Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component* have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (https://www.sam.gov) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(d) *Representation.* The Offeror represents that—

(1) It □ will, □ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It □ does, □ does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

(e) *Disclosures.*

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer.

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

Does offeror agree? YES _____Initials of Authorized Representative of offeror

**52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020).**

(a) *Definitions.* As used in this clause—

*Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (*e.g.*, connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (*e.g.*, fiber optic, coaxial cable, Ethernet).

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means–

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

*Critical technology* means–

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Interconnection arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (*e.g.*, connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Roaming* means cellular communications services (*e.g.*, voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition*.

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at https://dibnet.dod.mil. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at https://dibnet.dod.mil.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

Does offeror agree? YES _____Initials of Authorized Representative of offeror

The following certifications and provisions may be required and apply when Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases,

awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

**APPENDIX II TO 2 CFR PART 200**

**(A) Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

**(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of $10,000)**

Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of $10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES _____ Initials of Authorized Representative of offeror

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non - Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.**

Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

Does offeror agree? YES _____Initials of Authorized Representative of offeror

**(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.**

Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does offeror agree? YES _____Initials of Authorized Representative of offeror

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA)**

Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does offeror agree? YES _____Initials of Authorized Representative of offeror

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the Executive Office of the President Office of Management and Budget (OMB) guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

**(l) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (l) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

## RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

## CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

## CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

## CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents.

Does offeror agree? YES _____Initials of Authorized Representative of offeror

## CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does offeror agree? YES _____Initials of Authorized Representative of offeror

**Offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Offeror's Name:

_____

Address, City, State, and Zip Code:

_____

Phone Number: _____ Fax Number:

_____

Printed Name and Title of Authorized Representative:

_____

Email Address:

_____

Signature of Authorized Representative: _____Date: _____

## FEMA SPECIAL CONDITIONS

Awarded Supplier(s) may need to respond to events and losses where products and services are needed for the immediate and initial response to emergency situations such as, but not limited to, water damage, fire damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, and/or wind damage during a disaster or emergency situation. By submitting a proposal, the Supplier is accepted these FEMA Special Conditions required by the Federal Emergency Management Agency (FEMA).

"Contract" in the below pages under FEMA SPECIAL CONDITIONS is also referred to and defined as the "Master Agreement".

"Contractor" in the below pages under FEMA SPECIAL CONDITIONS is also referred to and defined as "Supplier" or "Awarded Supplier".

**Conflicts of Interest**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a FEMA award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or a tangible personal benefit from a firm considered for award. 2 C.F.R. § 200.318(c)(1); See also Standard Form 424D, ¶ 7; Standard Form 424B, ¶ 3. i. FEMA considers a "financial interest" to be the potential for gain or loss to the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties as a result of the particular procurement. The prohibited financial interest may arise from ownership of certain financial instruments or investments such as stock, bonds, or real estate, or from a salary, indebtedness, job offer, or similar interest that might be affected by the particular procurement. ii. FEMA considers an "apparent" conflict of interest to exist where an actual conflict does not exist, but where a reasonable person with knowledge of the relevant facts would question the impartiality of the employee, officer, or agent participating in the procurement. c. Gifts. The officers, employees, and agents of the Participating Public Agency nor the Participating Public Agency ("NFE") must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, NFE's may set standards for situations in which the financial interest is de minimus, not substantial, or the gift is an unsolicited item of nominal value. 2 C.F.R. § 200.318(c)(1). d. Violations. The NFE's written standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the NFE. 2 C.F.R. § 200.318(c)(1). For example, the penalty for a NFE's employee may be dismissal, and the penalty for a contractor might be the termination of the contract.

**Contractor Integrity**

A contractor must have a satisfactory record of integrity and business ethics. Contractors that are debarred or suspended, as described in and subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension), must be rejected and cannot receive contract awards at any level.

**Public Policy**

A contractor must comply with the public policies of the Federal Government and state, local government, or tribal government. This includes, among other things, past and current compliance with the:
a. Equal opportunity and nondiscrimination laws
b. Five affirmative steps described at 2 C.F.R. § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance; and FEMA Procurement Guidance June 21, 2016 Page IV- 7
c. Applicable prevailing wage laws, regulations, and executive orders

**Affirmative Steps**

For any subcontracting opportunities, Contractor must take the following Affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

**Prevailing Wage Requirements**

When applicable, the awarded Contractor (s) and any and all subcontractor(s) agree to comply with all laws regarding prevailing wage rates including the Davis-Bacon Act, applicable to this solicitation and/or Participating Public Agencies. The Participating Public Agency shall notify the Contractor of the applicable pricing/prevailing wage rates and must apply any local wage rates requested. The Contractor and any subcontractor(s) shall comply with the prevailing wage rates set by the Participating Public Agency.

**Federal Requirements**

If products and services are issued in response to an emergency or disaster recovery the items below, located in this FEMA Special Conditions section of the Federal Funds Certifications, are activated and required when federal funding may be utilized.

**2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses**

**1. CONTRACT REMEDIES**

Contracts for more than the federal simplified acquisition threshold (SAT), the dollar amount below which an NFE may purchase property or services using small purchase methods, currently set at $250,000 for procurements made on or after June 20, 2018,4 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and must provide for sanctions and penalties as appropriate.

**1.1** Applicability

This contract provision is required for contracts over the SAT, currently set at $250,000 for procurements made on or after June 20, 2018. Although not required for contracts at or below the SAT, FEMA suggests including a remedies provision.

**1.2** Additional Considerations

For FEMA's Assistance to Firefighters Grant (AFG) Program, recipients must include a penalty clause in all contracts for any AFG-funded vehicle, regardless of dollar amount. In that situation, the contract must include a clause addressing that non-delivery by the contract's specified date or other vendor nonperformance will require a penalty of no less than $100 per day until such time that the vehicle, compliant with the terms of the contract, has been accepted by the recipient. This penalty clause should, however, account for force majeure or acts of God. AFG recipients should refer to the applicable year's Notice of Funding Opportunity (NOFO) for additional information, which can be accessed at FEMA.gov.

**2. TERMINATION FOR CAUSE AND CONVENIENCE**

**a.** Standard. All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity, including the manner by which it will be effected and the basis for settlement. See 2 C.F.R. Part 200, Appendix II(B).

**b.** Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

## 3. EQUAL EMPLOYMENT OPPORTUNITY

When applicable:

**a.** Standard. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60- 1.4(b), in accordance with Executive Order 11246, *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 11246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II(C).

**b.** Key Definitions.

i. Federally Assisted Construction Contract. The regulation at 41 C.F.R. § 60-1.3 defines a "federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

ii. Construction Work. The regulation at 41 C.F.R. § 60-1.3 defines "construction work" as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

**c.** Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

**d.** Required Language. The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause.

During the performance of this contract, the contractor agrees as follows:

**(1)** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

**(2)** The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

**(3)** The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

**(4)** The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

**(5)** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

**(6)** The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

**(7)** In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

**(8)** The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened

with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided,* That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

## 4. DAVIS-BACON ACT

**a.** Standard. All prime construction contracts in excess of $2,000 awarded by non- Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). See 2 C.F.R. Part 200, Appendix II(D). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

**b.** Applicability. The Davis-Bacon Act applies to the Emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program.

**c.** Requirements. If applicable, the non-federal entity must do the following:

i. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or

reported violations to the Federal awarding agency.

ii. Additionally, pursuant 2 C.F.R. Part 200, Appendix II(D), contracts subject to the Davis-Bacon Act, must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti- Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.

iii. Include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

Suggested Language. The following provides a sample contract clause:

Compliance with the Davis-Bacon Act.

a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.

b. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

c. Additionally, contractors are required to pay wages not less than once a week.

## 5. COPELAND ANTI-KICKBACK ACT

**a.** Standard. Recipient and subrecipient contracts must include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

**b.** Applicability. This requirement applies to all contracts for construction or repair work above $2,000 in situations where the Davis-Bacon Act also applies. It DOES NOT apply to the FEMA Public Assistance Program.

**c.** Requirements. If applicable, the non-federal entity must include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). Each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA. Additionally, in accordance with the regulation,

each contractor and subcontractor must furnish each week a statement with respect to the wages paid each of its employees engaged in work covered by the Copeland Anti-Kickback Act and the Davis Bacon Act during the preceding weekly payroll period. The report shall be delivered by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of a Federal or State agency in charge at the site of the building or work.

Sample Language. The following provides a sample contract clause:

Compliance with the Copeland "Anti-Kickback" Act.

a. Contractor. The contractor shall comply with 18 U.S.C. §874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

b. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. §5.12."

## 6. CONTRACT WORK HOURS AND SAFETY STANDARDSACT

a. Standard. Where applicable (see 40 U.S.C. §§ 3701-3708), all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II(E). Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Further, no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.

b. Applicability. This requirement applies to all FEMA contracts awarded by the non- federal entity in excess of $100,000 under grant and cooperative agreement programs that involve the employment of mechanics or laborers. It is applicable to construction work. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

c. Suggested Language. The regulation at 29 C.F.R. § 5.5(b) provides contract clause language concerning compliance with the Contract Work Hours and Safety Standards Act. FEMA suggests including the following contract clause:

Compliance with the Contract Work Hours and Safety Standards Act.

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of

the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of
$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The Federal agency or loan/grant recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

**7. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

**a.** Standard. If the FEMA award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the non- Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II(F).

**b.** Applicability. This requirement applies to "*funding agreements*," but it DOES NOT apply to the Public Assistance, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of "funding agreement."

**c.** Funding Agreements Definition. The regulation at 37 C.F.R. § 401.2(a) defines "funding agreement" as any contract, grant, or cooperative agreement entered into between any

Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

## 8. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

**a.** Standard. If applicable, contracts must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II(G).

**b.** Applicability. This requirement applies to contracts awarded by a non-federal entity of amounts in excess of $150,000 under a federal grant.

**c.** Suggested Language. The following provides a sample contract clause.

Clean Air Act

1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

2. The contractor agrees to report each violation to the Participating Public Agency and understands and agrees that the Participating Public Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

3. The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

2. The contractor agrees to report each violation to the Participating Public Agency and understands and agrees that the Participating Public Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

3. The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

## 9. DEBARMENT AND SUSPENSION

a. Standard. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension).

b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

c. Requirements.

i. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II(H); and 2 C.F.R. § 200.213. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov. See 2 C.F.R. § 180.530.

ii. In general, an "excluded" party cannot receive a Federal grant award or a contract within the meaning of a "covered transaction," to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a "covered transaction," which is any non-procurement transaction (unless excepted) at either a "primary" or "secondary" tier. Although "covered transactions" do not include contracts awarded by the Federal Government for purposes of the non-procurement common rule and DHS's implementing regulations, it does include some contracts awarded by recipients and subrecipients.

iii. Specifically, a covered transaction includes the following contracts for goods or services:

1. The contract is awarded by a recipient or subrecipient in the amount of at least $25,000.

2. The contract requires the approval of FEMA, regardless of amount.

3. The contract is for federally-required audit services.

4. A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of $25,000.

d. Suggested Language. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified.

Suspension and Debarment

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R.

pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by the Participating Public Agency. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Participating Public Agency, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**10. BYRD ANTI-LOBBYING AMENDMENT**

**a.** Standard. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. FEMA's regulation at 44 C.F.R. Part 18 implements the requirements of 31 U.S.C. § 1352 and provides, in Appendix A to Part 18, a copy of the certification that is required to be completed by each entity as described in 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Federal awarding agency.

**b.** Applicability. This requirement applies to all FEMA grant and cooperative agreement programs. Contractors that apply or bid for a contract of $100,000 or more under a federal grant must file the required certification. See 2 C.F.R. Part 200, Appendix II(I); 31 U.S.C. § 1352; and 44 C.F.R. Part 18.

**c.** Suggested Language.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

**d.** Required Certification. If applicable, contractors must sign and submit to the non-federal entity the following certification.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor,_____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

_____

Signature of Contractor's Authorized Official

_____

Name and Title of Contractor's Authorized Official

_____

Date

## 11. PROCUREMENT OF RECOVERED MATERIALS

a. Standard. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. See 2 C.F.R. Part 200, Appendix II(J); and 2 C.F.R. §200.322.

b. Applicability. This requirement applies to all contracts awarded by a non- federal entity under FEMA grant and cooperative agreement programs.

c. Requirements. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

d. Suggested Language.

i. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

1. Competitively within a timeframe providing for compliance with the contract performance schedule;
2. Meeting contract performance requirements; or
3. At a reasonable price.

ii. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program.

iii. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

## 12. DOMESTIC PREFERENCES FOR PROCUREMENTS

As appropriate, and to the extent consistent with law, CONTRACTOR should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States. This includes, but is not limited to, iron, aluminum, steel, cement, and other manufactured products.

Applicability For purchases in support of FEMA declarations and awards issued on or after November 12, 2020, all FEMA recipients and subrecipients are required to include in all contracts and purchase orders for work or products a contract provision encouraging domestic preference for procurements.

Domestic Preference for Procurements As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: Produced in the United States means, for iron and steel products, that all

manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber."

13. **ACCESS TO RECORDS**

a. Standard. All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. Recipients must give DHS/FEMA access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance. See DHS Standard Terms and Conditions: Version 8.1 (2018). Additionally, Section 1225 of the Disaster Recovery Reform Act of 2018 prohibits FEMA from providing reimbursement to any state, local, tribal, or territorial government, or private non-profit for activities made pursuant to a contract that purports to prohibit audits or internal reviews by the FEMA administrator or Comptroller General.

Access to Records. The following access to records requirements apply to this contract:

i. The Contractor agrees to provide Participating Public Agency, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

ii. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

iii. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

iv. In compliance with the Disaster Recovery Act of 2018, the Participating Public Agency and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

**14. CHANGES**

a. Standard. To be eligible for FEMA assistance under the non-Federal entity's FEMA grant or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope.

b. Applicability. FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

## 15. DHS SEAL, LOGO, AND FLAGS

a. Standard. Recipients must obtain permission prior to using the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials. See DHS Standard Terms and Conditions: Version 8.1 (2018).

b. Applicability. FEMA recommends that all non-Federal entities place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

c. "The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

## 16. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

a. Standard. The recipient and its contractors are required to comply with all Federal laws, regulations, and executive orders.

b. Applicability. FEMA recommends that all non-Federal entities place into their contracts an acknowledgement that FEMA financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable Federal law, regulations, executive orders, and FEMA policies, procedures, and directives.

c. "This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives."

## 17. NO OBLIGATION BY FEDERAL GOVERNMENT

a. Standard. FEMA is not a party to any transaction between the recipient and its contractor. FEMA is not subject to any obligations or liable to any party for any matter relating to the contract.

b. Applicability. FEMA recommends that the non-Federal entity include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

c. "The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract."

## 18. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

a. Standard. Recipients must comply with the requirements of The False Claims Act (31 U.S.C. §§ 3729-3733) which prohibits the submission of false or fraudulent claims for payment to the federal government. See DHS Standard Terms and Conditions: Version 8.1 (2018); and 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made. The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

b. Applicability. FEMA recommends that the non-Federal entity include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

c. "The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract."

EXAMPLE

**Offeror agrees to comply with all terms and conditions outlined in the FEMA Special Conditions section of this solicitation.**

Offeror's Name: _____

Address, City, State, and Zip Code:

_____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative:

_____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____

Exhibit C
FEMA Special Conditions

# FEMA SPECIAL CONDITIONS

Awarded Supplier(s) may need to respond to events and losses where products and services are needed for the immediate and initial response to emergency situations such as, but not limited to, water damage, fire damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, and/or wind damage during a disaster or emergency situation. By submitting a proposal, the Supplier is accepted these FEMA Special Conditions required by the Federal Emergency Management Agency (FEMA).

"Contract" in the below pages under FEMA SPECIAL CONDITIONS is also referred to and defined as the "Master Agreement".

"Contractor" in the below pages under FEMA SPECIAL CONDITIONS is also referred to and defined as "Supplier" or "Awarded Supplier".

**Conflicts of Interest**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a FEMA award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or a tangible personal benefit from a firm considered for award. 2 C.F.R. § 200.318(c)(1); See also Standard Form 424D, ¶ 7; Standard Form 424B, ¶ 3. i. FEMA considers a "financial interest" to be the potential for gain or loss to the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties as a result of the particular procurement. The prohibited financial interest may arise from ownership of certain financial instruments or investments such as stock, bonds, or real estate, or from a salary, indebtedness, job offer, or similar interest that might be affected by the particular procurement. ii. FEMA considers an "apparent" conflict of interest to exist where an actual conflict does not exist, but where a reasonable person with knowledge of the relevant facts would question the impartiality of the employee, officer, or agent participating in the procurement. c. Gifts. The officers, employees, and agents of the Participating Public Agency nor the Participating Public Agency ("NFE") must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, NFE's may set standards for situations in which the financial interest is de minimus, not substantial, or the gift is an unsolicited item of nominal value. 2 C.F.R. § 200.318(c)(1). d. Violations. The NFE's written standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the NFE. 2 C.F.R. § 200.318(c)(1). For example, the penalty for a NFE's employee may be dismissal, and the penalty for a contractor might be the termination of the contract.

**Contractor Integrity**

A contractor must have a satisfactory record of integrity and business ethics. Contractors that are debarred or suspended as described in Chapter III, ¶ 6.d must be rejected and cannot receive contract awards at any level.

**Public Policy**

A contractor must comply with the public policies of the Federal Government and state, local government, or tribal government. This includes, among other things, past and current compliance with the:

a. Equal opportunity and nondiscrimination laws

b. Five affirmative steps described at 2 C.F.R. § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance; and FEMA Procurement Guidance June 21, 2016 Page IV- 7

c. Applicable prevailing wage laws, regulations, and executive orders

**Affirmative Steps**

For any subcontracting opportunities, Contractor must take the following Affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

**Prevailing Wage Requirements**

When applicable, the awarded Contractor (s) and any and all subcontractor(s) agree to comply with all laws regarding prevailing wage rates including the Davis-Bacon Act, applicable to this solicitation and/or Participating Public Agencies. The Participating Public Agency shall notify the Contractor of the applicable pricing/prevailing wage rates and must apply any local wage rates requested. The Contractor and any subcontractor(s) shall comply with the prevailing wage rates set by the Participating Public Agency.

**Federal Requirements**

If products and services are issued in response to an emergency or disaster recovery the items below, located in this FEMA Special Conditions section of the Federal Funds Certifications, are activated and required when federal funding may be utilized.

**2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses**

1. Termination for Convenience:

The right to terminate this Contract for the convenience of the Participating Public Agency is retained by the Participating Public Agency. In the event of a termination for convenience by the Participating Public Agency, the Participating Public Agency shall, at least ten (10) calendar days in advance, deliver written notice of the termination for convenience to Contractor. Upon Contractor's receipt of such written notice, Contractor immediately shall cease the performance of the Work and shall take reasonable and appropriate action to secure and protect the Work then in place. Contractor shall then be paid by the Participating Public Agency, in accordance with the terms and provisions of the Contract Documents, an amount not to exceed the actual labor costs incurred, the actual cost of all materials installed and the actual cost of all materials stored at the project site or away from the project site, as approved in writing by the Participating Public Agency but not yet paid for and which cannot be returned, and actual, reasonable and documented demobilization costs, if any, paid by Contractor and approved by the Participating Public Agency in connection with the Scope of Work in place which is completed as of the date of termination by the Participating Public Agency and that is in conformance with the Contract Documents, less all amounts previously paid for the Work. No amount ever shall be owed or paid to

Contractor for lost or anticipated profits on any part of the Scope of Work not performed or for consequential damages of any kind.

2. Equal Employment Opportunity:

The Participating Public Agency highly encourages Contractors to implement Affirmative Action practices in their employment programs. This means Contractor should not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, political belief or affiliation, age, disability or genetic information.

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
(4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided,* however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. "During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules,

regulations, and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided bylaw.

(7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

4. Davis Bacon Act and Copeland Anti-KickbackAct.

   a. Applicability of Davis-Bacon Act. The Davis-Bacon Act only applies to the emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. **It does not apply to other FEMA grant and cooperative agreement programs, including the Public Assistance Program**.

   b. All prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction)). See 2 C.F.R. Part 200, Appendix II, ¶ D.

   c. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once aweek.

   d. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

   e. In contracts subject to the Davis-Bacon Act, the contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors

and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti- Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.

f. The regulation at 29 C.F.R. § 5.5(a) does provide the required contract clause that applies to compliance with both the Davis-Bacon and Copeland Acts. However, as discussed in the previous subsection, the Davis-Bacon Act does not apply to Public Assistance recipients and subrecipients. **In situations where the Davis-Bacon Act does not apply, neither does the Copeland "Anti-Kickback Act."** However, for purposes of grant programs where both clauses do apply, FEMA requires the following contract clause:

"Compliance with the Copeland "Anti-Kickback" Act.

(1) Contractor. The contractor shall comply with 18 U.S.C. § 874, 40U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

(2) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses

(3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12."

5. Contract Work Hours and SafetyStandards Act.

a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.

b. Where applicable (see 40 U.S.C. § 3701), all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II, ¶ E.

c. Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek.

d. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission ofintelligence.

e. The regulation at 29 C.F.R. § 5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

"Compliance with the Contract Work Hours and Safety Standards Act.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section."

6. Rights to Inventions Made Under a Contract or Agreement.

a. Stafford Act Disaster Grants. This requirement **does not apply to the Public Assistance**, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs

Assistance Grant Program, as

FEMA awards under these programs do not meet the definition of "funding agreement."

b. If the FEMA award meets the definition of "funding agreement" under 37 C.F.R.§ 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II, ¶ F.
c. The regulation at 37 C.F.R. § 401.2(a) currently defines "funding agreement" as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

7. Clean Air Act and the Federal Water Pollution Control Act. Contracts of amounts in excess of $150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C.§§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶ G.

a. The following provides a sample contract clause concerning compliance for contracts of amounts in excess of $150,000:
"Clean Air Act

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C.§ 7401 et seq.
(2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
(3) The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA."

8. Debarment and Suspension.

a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.

b. Non-federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non procurement Debarment and Suspension).

c. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, ¶ H; and *Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules): Supplement to the Public Assistance Procurement Disaster Assistance Team (PDAT) Field Manual* Chapter IV, ¶ 6.d, and Appendix C, ¶ 2 [hereinafter *PDAT Supplement*]. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov. See 2 C.F.R. § 180.530; *PDAT Supplement,* Chapter IV, ¶ 6.d and Appendix C, ¶ 2.

d. In general, an "excluded" party cannot receive a Federal grant award or a contract within the meaning of a "covered transaction," to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a "covered transaction," which is any non-procurement transaction (unless excepted) at either a "primary" or "secondary" tier. Although "covered transactions" do not include contracts awarded by the Federal Government for purposes of the non-procurement common rule and DHS's implementing regulations, it does include some contracts awarded by recipients and subrecipient.

e. Specifically, a covered transaction includes the following contracts for goods or services:

(1) The contract is awarded by a recipient or subrecipient in the amount of at least $25,000.

(2) The contract requires the approval of FEMA, regardless of amount.

(3) The contract is for federally required audit services.

(4) A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of $25,000.

d. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified:

"Suspension and Debarment

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R.§ 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

9. Byrd Anti-Lobbying Amendment.

a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.

b. Contractors that apply or bid for an award of $100,000 or more must file the required certification. See 2 C.F.R. Part 200, Appendix II, ¶ I; 44 C.F.R. Part 18; *PDAT Supplement*, Chapter IV, 6.c; Appendix C, ¶ 4.

c. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. See *PDAT Supplement*, Chapter IV, ¶ 6.c and Appendix C, ¶ 4.

d. The following provides a Byrd Anti-Lobbying contract clause:

"Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract,

grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient."

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding $100,000)
The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certifyand disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**The Contractor,_____, certifies or affirms the truthfulness and accuracyof each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq*., apply to this certification and disclosure, ifany.**

_____

**Signature of Contractor's Authorized Official**

_____

**Name and Title of Contractor's Authorized Official**

_____

**Date"**

10. Procurement of Recovered Materials.

    a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
    b. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶ J; 2 C.F.R. § 200.322; *PDAT Supplement*, Chapter V, ¶ 7.
    c. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
    d. The following provides the clause that a state agency or agency of a political subdivision of a state and its contractors can include in contracts meeting the above contract thresholds:

    "(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

        (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
        (ii) Meeting contract performance requirements; or
        (iii) At a reasonable price.

    (2) Information about this requirement, along with the list of EPA- designate items, is available at EPA's Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive- procurement-guideline-cpg-program."

11. Additional FEMA Requirements.

    a. The Uniform Rules authorize FEMA to require additional provisions for non-Federal entity contracts. FEMA, pursuant to this authority, requires or recommends the following:
    b. Changes.

    To be eligible for FEMA assistance under the non-Federal entity's FEMA grant or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or

cooperative agreement, and reasonable for the completion of project scope. FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

c. Access to Records.
All non-Federal entities must place into their contracts a provision that all contractors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing Department and FEMA access to records, accounts, documents, information, facilities, and staff. See DHS Standard Terms and Conditions, v 3.0, ¶ XXVI (2013).

d. The following provides a contract clause regarding access to records:

"Access to Records. The following access to records requirements apply to this contract:

(1) The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under thecontract."

12. DHS Seal, Logo, and Flags.
    a. All non-Federal entities must place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. See DHS Standard Terms and Conditions, v 3.0, ¶ XXV (2013).
    b. The following provides a contract clause regarding DHS Seal, Logo, and Flags: "The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval."

13. Compliance with Federal Law, Regulations, and Executive Orders.
    a. All non-Federal entities must place into their contracts an acknowledgement that FEMA financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable federal law, regulations, executive orders, and FEMA policies, procedures, and directives.
    b. The following provides a contract clause regarding Compliance with Federal Law, Regulations, and Executive Orders: "This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and

directives."

14. No Obligation by Federal Government.
    a. The non-Federal entity must include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
    b. The following provides a contract clause regarding no obligation by the Federal Government: "The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract."

15. Program Fraud and False or Fraudulent Statements or Related Acts.
    a. The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.
    b. The following provides a contract clause regarding Fraud and False or Fraudulent or Related Acts: "The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract."

Additional contract clauses per 2 C.F.R. § 200.325

For applicable construction/reconstruction/renovation and related services: A payment and performance bond are both required for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.

**Offeror agrees to comply with all terms and conditions outlined in the FEMA Special Conditions section of this solicitation.**

Offeror's Name:

_____

Address, City, State, and Zip Code:

_____

Phone Number:_____ _Fax Number:_____

Printed Name and Title of Authorized

Representative:_____

Email Address:

_____

Signature of Authorized Representative: _____

Date: _____

The OMNIA Partners marketing team will work in conjunction with Gordian and the Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through channels that may include:

A. Marketing collateral (print, electronic, email, presentations)

B. Website

C. Trade shows/conferences/meetings

D. Advertising

E. Social Media

The OMNIA Partners sales teams will work in conjunction with Gordian and the Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through initiatives that may include:

A. Individual sales calls

B. Joint sales calls

C. Communications/customer service

D. Training sessions for Public Agency teams

E. Training sessions for Supplier teams

The OMNIA Partners contracting teams will work in conjunction with Gordian and the Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing

B. Training sessions for Public Agency teams

C. Training sessions for Supplier teams

D. Regular business reviews to monitor program success

E. General contract administration

**1.3 Estimated Volume**

The dollar volume purchased under the Master Agreement is estimated to be approximately $200M annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and OMNIA Partners.

**1.4 Award Basis**

The basis of any contract award resulting from this Solicitation made by Principal Procurement Agency will, at OMNIA Partners' option, be the basis of award on a local,

regional, and/or national level through OMNIA Partners. If multiple Suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same Suppliers will be required to extend the Master Agreement to Participating Public Agencies through OMNIA Partners and Gordian. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency (e.g. governing law) are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and OMNIA Partners shall agree without being in conflict with the Master Agreement. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (i.e. invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, governing law, etc.) ("Supplemental Agreement"). It shall be the responsibility of the Supplier to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the Participating Agency. It shall further be the responsibility of the Supplier to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of the Master Agreement and adjust wage rates accordingly. In instances where supplemental terms and conditions create additional risk and cost for Supplier, Supplier and Participating Public Agency may negotiate additional pricing above and beyond the stated contract not-to-exceed pricing so long as the added price is commensurate with the additional cost incurred by the Supplier. Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to OMNIA Partners).

All signed Supplemental Agreements and purchase orders issued and accepted by the Supplier may survive expiration or termination of the Master Agreement. Participating Agencies' purchase orders may exceed the term of the Master Agreement if the purchase order is issued prior to the expiration of the Master Agreement.

**1.5 Objectives of Piggyback Program**

This Solicitation is intended to achieve the following objectives regarding availability through OMNIA Partners' program:

A. Provide a comprehensive competitively solicited and awarded piggyback agreement offering the Services and/or Products covered by this solicitation to Participating Public Agencies;

B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies;

C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;

D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

## 2.0 REPRESENTATIONS AND COVENANTS

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and OMNIA Partners designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

### 2.1 Corporate Commitment

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate cooperative account manager within the Solicitation response that will be responsible for the overall management of the Master Agreement.

### 2.2 Pricing Commitment

Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies and further commits that if a Participating Public Agency is eligible for lower pricing through a different contract (to include a national, state, regional or local or cooperative contract held by the Supplier), the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

### 2.3 Sales Commitment

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners whether state or nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to Gordian. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

## 3.0 SUPPLIER RESPONSE

Supplier should supply the following information, to the best of their ability, in order for the Principal Procurement Agency to determine Supplier's abilities to extend the resulting Master Agreement to Participating Public Agencies through OMNIA Partners.

**3.1 Company**

A. Brief history and description of Supplier to include experience providing similar products and services.

B. Total number and location of employees, and if applicable sales persons, sales persons) employed by Supplier.

C. Number and location of support centers (if applicable) and location of corporate office.

D. Annual sales for the three previous fiscal years.

   a. Submit FEIN and Dunn & Bradstreet report.

E. Describe any green or environmental initiatives or policies.

F. Describe any diversity programs or partners supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program. If there are any diversity programs, provide a list of diversity alliances and a copy of their certifications.

G. Indicate if supplier holds any of the below certifications in any classified areas and include proof of such certification in the response:

   a. Minority Women Business Enterprise

      ☐ Yes ☐ No

      If yes, list certifying agency: _____

   b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)

      ☐ Yes ☐ No

      If yes, list certifying agency: _____

   c. Historically Underutilized Business (HUB)

      ☐ Yes ☐ No

      If yes, list certifying agency: _____

   d. Historically Underutilized Business Zone Enterprise (HUBZone)

      ☐ Yes ☐ No

      If yes, list certifying agency: _____

   e. Other recognized diversity certificate holder

      ☐ Yes ☐ No

      If yes, list certifying agency: _____

H. List any relationships with subcontractors or affiliates intended to be used when providing services and identify if subcontractors meet minority-owned standards. If any, list which certifications subcontractors hold and certifying agency.

I. Describe how supplier differentiates itself from its competitors.

J. Describe any present or past litigation, bankruptcy or reorganization involving supplier.

K. Felony Conviction Notice: Indicate if the supplier

   a. is a publicly held corporation and this reporting requirement is not applicable;

   b. is not owned or operated by anyone who has been convicted of a felony; or

   c. is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

L. Describe any debarment or suspension actions taken against supplier

**3.2 Distribution, Logistics**

A. Each offeror awarded an item under this solicitation may offer their complete product and service offering/a balance of line. Describe the full line of products and services offered by supplier.

B. While the intention is for products and services to be provided locally to agencies within the Principal Procurement Agency's region and/or state, include both any region or additional states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.

C. Identify all other companies that will be involved in providing the products/service to the end user.

D. Provide the number, size and location of Supplier's offices or facilities.

**3.3 Marketing and Sales**

A. Provide a detailed plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams, to include, but not limited to:

   i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days

   ii. Training and education of Supplier's employees (and if applicable sales force)with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days

B. Provide a detailed plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, that could include, but is not limited to:

   i. Creation and distribution of a co-branded press release to trade publications

   ii. Announcement, Master Agreement details and contact information published on the Supplier's website within first 90 days

   iii. Design, publication and distribution of co-branded marketing materials within first 90 days

iv. Commitment to attendance and participation with OMNIA Partners at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement

v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by OMNIA Partners for partner suppliers. Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners.

vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement

vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)

viii. Dedicated OMNIA Partners internet web-based homepage on Supplier's website with:

- OMNIA Partners standard logo;
- Copy of original Request for Proposal;
- Copy of Master Agreement and amendments between Principal Procurement Agency and Supplier;
- Summary of Products and pricing;
- Marketing Materials
- Electronic link to OMNIA Partners' website including the online registration page;
- A dedicated toll-free number and email address for OMNIA Partners

C. Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.

D. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well.

E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:

i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency

ii. Best government pricing

iii. No cost to participate

iv. Non-exclusive

F. Confirm Supplier will train its sales force on the Master Agreement. At a minimum, sales training should include:

i. Key features of Master Agreement

ii. Working knowledge of the solicitation process

iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners

iv. Knowledge of benefits of the use of cooperative contracts

G. Provide the name, title, email and phone number for the person(s), who will be responsible for:

i. Executive Support
ii. Marketing
iii. Sales
iv. Sales Support
v. Financial Reporting
vi. Accounts Payable
vii. Contracts

H. Describe in detail how Supplier's organization (and if applicable, sales force) is structured, including contact information for the highest-level executive in charge of the sales team.

I. Explain in detail how the sales teams will work with Gordian and the OMNIA Partners team to implement, grow and service the program.

I. Explain in detail how Supplier will manage the overall program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.

J. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 5 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

K. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.

L. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.

i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).

ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.

iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).

iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

v. Detail Supplier's strategies under these options when responding to a solicitation.

**(The rest of this page is intentionally left blank)**

**EXHIBIT B**

**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE**

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## MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (this "**Agreement**") is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate ("**Principal Procurement Agencies**") with National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector and/or Communities Program Management, LLC, a California limited liability company d/b/a U.S. Communities (collectively, "**OMNIA Partners**"), in its capacity as the cooperative administrator, to be appended and made a part hereof and such other public agencies ("**Participating Public Agencies**") who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the "**OMNIA Partners Parties**") by either registering on the OMNIA Partners website (www.omniapartners.com/publicsector or any successor website), or by executing a copy of this Agreement.

### RECITALS

**WHEREAS**, after a competitive solicitation and selection process by Principal Procurement Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into "**Master Agreements**" (herein so called) to provide a variety of goods, products and services ("**Products**") to the applicable Principal Procurement Agency and the Participating Public Agencies;

**WHEREAS**, Master Agreements are made available by Principal Procurement Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

**WHEREAS**, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.

2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency's procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and

that Principal Procurement Agencies' participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(j), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable "safe harbor" regulations, including but not limited to any and all obligations to fully and accurately report discounts and incentives.

3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider; provided that the foregoing shall not prohibit Participating Public Agency from furnishing health care services so long as the furnishing of healthcare services is not in furtherance of a primary purpose of the Participating Public Agency.

4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.

5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

6. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization ("**GPO**") agreements directly or indirectly by enrolling the Participating Public Agency in another GPO's purchasing program, provided that the purchase of Products through the OMNIA Partners Parties or any other GPO shall be at the Participating Public Agency's sole discretion.

7. The Participating Public Agencies (each a "**Procuring Party**") that procure Products through any Master Agreement or GPO Product supply agreement (each a "**GPO Contract**") will make timely payments to the distributor, manufacturer or other vendor (collectively, "**Supplier**") for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.

8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

9. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a

Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE OMNIA PARTNERS PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIA PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

11. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) registration on the OMNIA Partners website or the execution of this Agreement by a Participating Public Agency, as applicable.

| **Participating Public Agency:** | **OMNIA Partners, as the cooperative administrator on behalf of Principal Procurement Agencies:**<br>**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY COMMUNITIES PROGRAM MANAGEMENT, LLC** |
|---|---|
| Authorized Signature | Signature<br>Sarah E. Vavra |
| Name | Name<br>Sr. Vice President, Public Sector Contracting |
| Title and Agency Name | Title |
| Date | Date |

# EXHIBIT C
# PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

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## PRINCIPAL PROCUREMENT AGENCY CERTIFICATE

In its capacity as a Principal Procurement Agency (as defined below) for National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector ("**OMNIA Partners**"), [NAME OF PPA] agrees to pursue Master Agreements for Products as specified in the attached Exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as _____ of and on behalf of [NAME OF PPA] ("**Principal Procurement Agency**"), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through OMNIA Partners.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, [PRINCIPAL PROCUREMENT AGENCY]

_____
Signature

_____
Name

_____
Title

_____
Date

## EXHIBIT D

## ADVERTISING COMPLIANCE REQUIREMENT

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Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with OMNIA Partners and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing invitation to bid for purposes of complying with the procedural requirements of said statutes:

| | | | | |
|---|---|---|---|---|
| State of Alabama | State of Hawaii | Commonwealth of Massachusetts | State of New Mexico | State of South Dakota |
| State of Alaska | State of Idaho | State of Michigan | State of New York | State of Tennessee |
| State of Arizona | State of Illinois | State of Minnesota | State of North Carolina | State of Texas |
| State of Arkansas | State of Indiana | State of Mississippi | State of North Dakota | State of Utah |
| State of California | State of Iowa | State of Missouri | State of Ohio | State of Vermont |
| State of Colorado | State of Kansas | State of Montana | State of Oklahoma | Commonwealth of Virginia |
| State of Connecticut | Commonwealth of Kentucky | State of Nebraska | State of Oregon | State of Washington |
| State of Delaware | State of Louisiana | State of Nevada | Commonwealth of Pennsylvania | State of West Virginia |
| State of Florida | State of Maine | State of New Hampshire | State of Rhode Island | State of Wisconsin |
| State of Georgia | State of Maryland | State of New Jersey | State of South Carolina | State of Wyoming |
| District of Columbia | | | | |

Lists of political subdivisions and local governments in the above referenced states / districts may be found at http://www.usa.gov/Agencies/State_and_Territories.shtml and https://www.usa.gov/local-governments.

# JOC Award Agreementg Mountain West

Final Audit Report 2023-02-06

| | |
|---|---|
| Created: | 2023-02-06 |
| By: | Andre Nunez (nunezandre@unm.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAATGtW5itzDcomwPYcma8Yd33q6jA-mT1D |

## "JOC Award Agreementg Mountain West" History

Document created by Andre Nunez (nunezandre@unm.edu)
2023-02-06 - 9:04:15 PM GMT- IP address: 64.106.111.102

Document emailed to JOHN MONDRAGON (john@mwgs.us) for signature
2023-02-06 - 9:06:40 PM GMT

Email viewed by JOHN MONDRAGON (john@mwgs.us)
2023-02-06 - 9:14:06 PM GMT- IP address: 104.28.123.135

Document e-signed by JOHN MONDRAGON (john@mwgs.us)
Signature Date: 2023-02-06 - 9:16:50 PM GMT - Time Source: server- IP address: 12.234.239.186

Document emailed to Bruce Cherrin (cherrin@unm.edu) for signature
2023-02-06 - 9:16:51 PM GMT

Email viewed by Bruce Cherrin (cherrin@unm.edu)
2023-02-06 - 9:27:12 PM GMT- IP address: 129.24.217.190

Document e-signed by Bruce Cherrin (cherrin@unm.edu)
Signature Date: 2023-02-06 - 9:27:20 PM GMT - Time Source: server- IP address: 129.24.217.190

Agreement completed.
2023-02-06 - 9:27:20 PM GMT

ACORD

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/29/2024

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

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

| | |
|---|---|
| PRODUCER License # 0757776<br>HUB International Insurance Services (SOW)<br>6565 Americas Parkway Suite 720<br>Albuquerque, NM 87110 | CONTACT NAME: Ariella Joswick<br>PHONE (A/C, No, Ext):<br>FAX (A/C, No):<br>E-MAIL ADDRESS: ariella.joswick@hubinternational.com |
| INSURED<br>Mountain West Golfscapes, Inc.<br>P O Box 1630<br>Peralta, NM 87042 | INSURER A : ACUITY, A Mutual Insurance Company — NAIC # 14184<br>INSURER B : New Mexico Premier Insurance Company — 13675<br>INSURER C : The Continental Insurance Company — 35289<br>INSURER D :<br>INSURER E :<br>INSURER F : |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY | | | ZV6342 | 5/15/2024 | 5/15/2025 | EACH OCCURRENCE | $ 1,000,000 |
| | CLAIMS-MADE X OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 100,000 |
| | | | | | | | MED EXP (Any one person) | $ 15,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $ 2,000,000 |
| | POLICY X PRO-JECT LOC | | | | | | PRODUCTS - COMP/OP AGG | $ 2,000,000 |
| | OTHER: | | | | | | | $ |
| A | AUTOMOBILE LIABILITY | | | ZV6342 | 5/15/2024 | 5/15/2025 | COMBINED SINGLE LIMIT (Ea accident) | $ 1,000,000 |
| | X ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | OWNED AUTOS ONLY / SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | $ |
| | HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| A | UMBRELLA LIAB X OCCUR | | | ZV6342 | 5/15/2024 | 5/15/2025 | EACH OCCURRENCE | $ 2,000,000 |
| | X EXCESS LIAB CLAIMS-MADE | | | | | | AGGREGATE | $ 2,000,000 |
| | DED RETENTION $ | | | | | | | $ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N | N / A | | 31480.121 | 5/15/2024 | 5/15/2025 | X PER STATUTE / OTH-ER | |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. EACH ACCIDENT | $ 500,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | $ 500,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ 500,000 |
| C | Commercial Inland Ma | | | 5091555147 | 5/15/2023 | 5/15/2024 | 2,500/ded | 661,000 |

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

**CERTIFICATE HOLDER**

City of Santa Fe
200 Lincoln Ave
Santa Fe, NM 87501

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE



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CITY OF SANTA FE
FINANCE

More Procurement, less drama ~ John Blair

**From:** ULIBARRI , SAMUEL S. <ssulibarri@santafenm.gov>
**Sent:** Thursday, October 31, 2024 10:02 AM
**To:** Purchasing DET <purchasing_det@santafenm.gov>
**Subject:** Request for Determination - Golf Course Pond Re-lining

Good morning,
I am requesting a determination for the following scope of work:

*Excavate and haul away soil/sludge from pond interior, remove trees/shrubs/stumps from pond interior, install 60mil liner with venting, construct riprap shelving to secure liner around pond, cleanup of jobsite, and demobilization.*

Thank you.

**Samuel S. Ulibarri**
**City of Santa Fe**
**Parks Division**
**Water Resources Superintendent**
**(505)231-9219**

**WS2 NM19561**
**JS-6 378022**

CITY OF SANTA FE
PARKS & OPEN SPACE

## ULIBARRI , SAMUEL S.

**From:** DUTTON-LEYDA, TRAVIS K.
**Sent:** Thursday, October 31, 2024 10:26 AM
**To:** ULIBARRI , SAMUEL S.
**Cc:** Purchasing DET
**Subject:** RE: Request for Determination - Golf Course Pond Re-lining

Greetings,

The scope of work as written would be Construction. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico (vendor # 8673) (mloehman@horizonsofnewmexico.org) if this service appears on their approved list.
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.

  -IT components (anything IT) - ereview@santafenm.gov

  -Vehicles – dmjaramillo@santafenm.gov

  -Grants - mtbonifer@santafenm.gov; cmthompson@santafenm.gov; evlujan@santafenm.gov

  - Construction, Facilities, Furniture, Fixtures, Equipment, etc. - jsburnett@santafenm.gov

  -Emergency Related Purchases - bgwilliams@santafenm.gov

  -Asset over $5k - lmstorey@santafenm.gov

- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented procedures/laws/rules are followed.
- > $20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is =/> $60k, per NMSA 1978, Section 13-1-102, the procurement method must be ITB (if you choose not to use a cooperative or an existing contract). If you feel you need to process an RFP, you must get an Authorization and Plan approved before you process.
- < $20k per year, one quote is acceptable.
- From $20k to $60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.

- Please keep this as part of the procurement file for future reference.
- Figure out your funding source and **inform Purchasing**. To ensure that the proper documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.
- Please review the pages linked below to determine whether any of the existing contracts/price agreements or cooperative agreements are applicable to this request. You might be able to use an existing price agreement to save time and money.
    - https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/ (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
    - https://naspovaluepoint.org/categories/
    - https://www.omniapartners.com/publicsector/contracts
    - https://www.buyboard.com/home.aspx
    - https://www.h-gac.com/Home
    - https://www.gsaelibrary.gsa.gov/
    - https://www.sourcewell-mn.gov/contract-search

- Submit or send your request to the appropriate MS Teams channel or email address:
    - RFPs requests to https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - ITBs requests to https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - Determination requests to purchasing_det@santafenm.gov
    - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Vendor Registration and Current Procurement Opportunities:
https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx

Internal Link: https://intranet.santafenm.gov/finance_1

CITY OF SANTA FE
FINANCE

More Procurement, less drama ~ John Blair

**From:** ULIBARRI , SAMUEL S. <ssulibarri@santafenm.gov>
**Sent:** Thursday, October 31, 2024 10:02 AM
**To:** Purchasing DET <purchasing_det@santafenm.gov>
**Subject:** Request for Determination - Golf Course Pond Re-lining

Good morning,
I am requesting a determination for the following scope of work:

*Excavate and haul away soil/sludge from pond interior, remove trees/shrubs/stumps from pond interior, install 60mil liner with venting, construct riprap shelving to secure liner around pond, cleanup of jobsite, and demobilization.*

Thank you.

**Samuel S. Ulibarri**
**City of Santa Fe**
**Parks Division**
**Water Resources Superintendent**
**(505)231-9219**

**WS2 NM19561**
**JS-6 378022**

CITY OF SANTA FE
PARKS & OPEN SPACE

**ULIBARRI , SAMUEL S.**

**From:** Joseph Perez <jperez@horizonsofnewmexico.org>
**Sent:** Thursday, October 31, 2024 1:24 PM
**To:** ULIBARRI , SAMUEL S.
**Subject:** Re: Opportunity for Project - Golf Course Pond Project
**Attachments:** image001.png

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

We will respectfully decline this opportunity

Kind regards

On Thu, Oct 31, 2024, 12:59 PM ULIBARRI , SAMUEL S. <ssulibarri@santafenm.gov> wrote:

> Good afternoon,
>
> Please find below, the scope of work for a project opportunity:
>
> *Excavate and haul away soil/sludge from pond interior, remove trees/shrubs/stumps from pond interior, install 60mil liner with venting, construct riprap shelving to secure liner around pond, cleanup of jobsite, and demobilization.*
>
> Thank you.
>
> **Samuel S. Ulibarri**
>
> **City of Santa Fe**
>
> **Parks Division**
>
> **Water Resources Superintendent**
>
> **(505)231-9219**
>
> **WS2 NM19561**
>
> **JS-6 378022**

CITY OF SANTA FE

**Date:** January 10, 2025

**To:** Governing Body

**Via:** Jesse Roach, Interim Public Utilities Department Director
Regina Wheeler, Public Works Department Director Regina Wheeler
Regina Wheeler (Jan 13, 2025 14:40 MST)

**From:** Taylor Jurgens, Engineer, Water Division TRJ

**Subject:** Asset Management Software Contract and Budget Amendment Resolution (BAR)

**Vendor Name:** Vertosoft, LLC

**Vendor Number:** 10788

---

**ACTION:**
Request for Approval of Goods and Services Contract with Vertosoft, LLC for the Purchase of Asset Management Software and Implementation Services in the Total Amount Not to Exceed $1,913,591.72, including NM GRT, for a Five-Year Term. (Taylor Jurgens, Engineer: trjurgens@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) Increasing FY25 Public Utilities Admin Software by $257,922 and Decreasing Available Water Fund Budgets in the Total Amount of $146,694 and Wastewater Enterprise Cash Balance by $111,228.
2. Request for Approval of a Budget Amendment Resolution (BAR) Increasing FY25 Public Utilities Admin Software Purchases by $237,707 and Decreasing Public Works Fund Budgets in the Total Amount of $237,707.

**BACKGROUND AND SUMMARY:**
The City of Santa Fe Public Utilities Department and Public Works Department intend to procure OpenGov/Cartegraph Enterprise Asset Management Software via an existing GSA agreement with Vertosoft, LLC. The software will be a valuable tool for City staff to improve management of existing assets and aid in planning for future projects.

The software will be used for maintenance management activities, work order management, life cycle cost analysis, risk and criticality assessment, capital improvement planning, and asset data reporting among other functions. The software will integrate with the City's existing GIS system and includes mapping capabilities for assets and facilities. This is a cloud-based solution and includes a mobile application for use in the field. The mobile application can be used to view GIS maps, review asset information, collect field data, and complete work orders.

The system includes capabilities for Sanitary Sewer, Wastewater Treatment, Water Distribution, Water Treatment, Stormwater, Transportation, Parks and Recreation, and Walkability.

Starting over a year ago, the Public Utilities Department completed a thorough software evaluation process in which it reviewed several different software vendors to identify which vendor provided the

solution that was best suited for the City's needs. The evaluation process included developing a software requirements list, reviewing detailed software demonstrations from the vendors, and performing reference checks. After the evaluation was complete, OpenGov/Cartegraph was the selected vendor.

The contract will be for a five-year term. The total contract amount is not to exceed $1,913,591.72, including NM GRT. The expected cost in the first year is $495,627.50, including NM GRT. Approximately $168,500 of this will be one-time implementation costs, with the remainder being the annual software subscription cost. Year two and beyond will just include the annual subscription cost with an annual escalation rate. The requested BARs are just for the first-year costs. Costs for subsequent years will be budgeted annually.

**PROCUREMENT METHOD:**
The procurement method is the General Services Administration (GSA) Contract #GS-35F-688GA which expires on September 18, 2027.

**Chief Procurement Officer Approval:** _____ **Date:** Jan 13, 2025
**Comment/Exceptions:** _____

**Supporting Information:**

**CONTRACT NUMBER:**
The FY25 Munis contract number is 325XXX

**$$$$$ SOURCE/REVENUE: ☒Expense ☒Revenue**
The funding source is: Public Works, Water, and Wastewater
**Fund Name/Number**: Utilities Administration Fund / 511
**Munis Org Name/Number:** PUD Admin / 5115501
**Munis Object Name/Number:** Software > $5k / 570850

Grant Award Number: N/A

**Grant Manager / Accounting Officer Approval:** _____ **Date:** _____
**Comment/Exceptions:** _____

**Project Ledger #:** _____

**Budget Officer Approval:** Andy Hopkins **Date:** Jan 13, 2025
**Comment/Exceptions:** _____

**CAPITAL ASSET (will this procurement result in a tangible item that costs more than $5,000?):**

**☒Yes | ☐ No**

**# (if known):** _____

**Repair or Replacement of Existing Equipment:**

**☐Yes | ☒ No**

**If yes -> ☐Repair | ☐ Replacement**

**Please explain:** _____

**Capital Project:**
**(New and improvement projects that are going to cost $10,000 or more)**
**☐ Yes | ☒ No**

**Project Ledger #:** _____

**Anticipated length of project:** _____

**Asset Manager Approval:** _____ **Date:** _____
**Comment/Exceptions:** _____

**Department Approvals:**
IT Components: ☒ **Yes** | ☐ **No**
Vehicles: ☐ **Yes** | ☒ **No**
Facilities, Furniture, Fixtures, Equipment: ☐ **Yes** | ☒ **No**

**Approval:** Eric Candelaria (Jan 14, 2025 16:57 MST) **Title:** IT Director **Date:** Jan 14, 2025
**Approval:** _____ **Title:** _____ **Date:** _____
**Comment & Exceptions:** _____

Department Contract Administrator Contact Info:
Gina Wolff, vawolff@santafenm.gov

**ATTACHMENTS:**
General Services Contract
Statement of Work
Vendor's Quote
GSA Agreement
Certificate of Liability Insurance
CPO Determination
Horizons declination
2 BARs
ITT Approval Form

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Public Utilities Department / Water Division | 1/8/2025 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| Water, Engineering Professional Contracts | 5050383 | 510300 | | | (60,000) |
| Water Operations, Admin | 5050381 | 510340 | | | (26,767) |
| Software Purchases > $5k | 5115501 | 570850 | | 257,922 | |
| Operating Transfer from Water to Public Utilities Admin | 5050383 | 750511 | | 60,000 | |
| Operating Transfer from Water to Public Utilities Admin | 5050381 | 750511 | | 26,767 | |
| Operating Transfer from Wastewater to Public Utiltites Admin | 5000361 | 750511 | | 111,228 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| Operating Transfer from Water | 5115501 | 650505 | | (86,767) | |
| Operating Transfer from Wastewater Management | 5115501 | 650500 | | (111,228) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ 257,922.00 | $ (86,767) |

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

Please see attached Memo.

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| 500 | (111,228) |
| 505 | (59,927) |
| | |
| | |
| **TOTAL:** | **(171,155)** |

Jonna Leigh Stack — 1/9/2025
Prepared By *{print name}* — Date

Division Director Signature *{optional}* — Date

Jan 13, 2025
Interim Department Director Signature, Jesse Roach — Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

Andy Hopkins — Jan 13, 2025
Budget Officer — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Public Utilities / Public Utilities Admin | 12/9/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| Software - Open Gov (Public Works) | 5115501 | 570850 | | 237,707 | |
| Software - Stormwater | 2310411 | 570850 | | | (63,927) |
| Operating Transfer to Public Utilities Admin | 2310411 | 750511 | | 63,927 | |
| Software - QOL PTW | 2554150 | 570850 | | | (101,622) |
| Operating Transfer to Public Utilities Admin | 2554150 | 750511 | | 101,622 | |
| Software - Streets Admin | 1000471 | 570850 | | | (37,123) |
| Software Subscriptions - Streets Admin | 1000471 | 530710 | | | (35,035) |
| Operating Transfer to Public Utilities Admin | 1000471 | 750511 | | 72,158 | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| Operating Transfer from Stormwater | 5115501 | 650231 | | (63,927) | |
| Operating Transfer from QOL PTW | 5115501 | 650255 | | (101,622) | |
| Operating Transfer from Streets Admin | 5115501 | 650100 | | (72,158) | |
| | | | | | |
| | | | | | |
| | | | | $ 237,707 | $ (237,707) |

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

FY 25 Public Works and Public Utilities Operating Transfers to fund software purchase for asset management.

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| | |
| | |
| | |
| | |
| **TOTAL:** | **0** |

Halona Crowe — 12/9/2024
Prepared By *{print name}* — Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

Andy Hopkins — Jan 13, 2025
Budget Officer — Date

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

Division Director Signature — Date

Finance Director *{≤ $5,000}* — Date

Regina Wheeler — Jan 13, 2025
Regina Wheeler (Jan 13, 2025 14:40 MST)
Department Director Signature — Date

City Manager *{≤ $60,000}* — Date

Item #: _____
Munis Contract #: _____
GSA #: _GS-35F-688GA__

**CITY OF SANTA FE**
**GENERAL SERVICES CONTRACT**

Software

THIS CONTRACT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City," and Vertosoft, LLC herein after referred to as the "Contractor."

**IT IS MUTUALLY AGREED BETWEEN THE PARTIES:**

1. **Definitions**

A. "Products and Services Schedule" refers to the complete list of products and services offered under this Contract and the price for each. Product and service descriptions may be amended with the prior approval of the Contract Administrator. New products and services shall not be added to the Products and Services Schedule.

B. "Business Hours" means 8:00 a.m. to 5:00 p.m. Mountain Time.

2. **Scope of Work**

A. The Contractor shall perform the scope of work outlined in Exhibit A.

3. **Compensation.**

Compensation Schedule. The City shall pay to the Contractor based upon fixed prices for each Deliverable, per the schedule outlined in Exhibit B, less retainage, if any, as identified in paragraph C of this Clause.

A. The total amount payable to the Contractor under this Agreement shall not exceed one million seven hundred sixty-eight thousand seven hundred seventy-three dollars and forty cents ($1,768,773.40), plus applicable New Mexico gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling one hundred forty-four thousand eight hundred eighteen dollars and thirty-two cents ($144,818.32) shall be paid by the City to the Contractor.

B. Payment. The total compensation under this Agreement shall not exceed one million nine hundred thirteen thousand five hundred ninety-one dollars and seventy-two cents ($1,913,591.72), including applicable New Mexico gross receipts tax. 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.

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.

C. Retainage. Not Applicable – The Parties agree there is no retainage.

D. Performance Bond. Not Applicable. The Parties agree there is no Performance Bond.

5. **Term**

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate **five (5) years from date of final signature.**

6. **Default and Force Majeure**

The City reserves the right to cancel all, or any part of any orders placed under this contract without cost to the City, if the Contractor fails to meet the provisions of this contract 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. 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 sub-contractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the sub-contractor 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 paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this contract.

7. **Termination**

A. Grounds. The City may terminate this Contract 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 Contract based upon the City's uncured, material breach of this Contract.

B. Notice: City Opportunity to Cure.

1) The City shall give the 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 Contract 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 17, "Appropriations", of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

8. **Amendment**

A. This Contract 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 thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Paragraph 7 herein, or to agree to the reduced funding.

9. **Status of Contractor**

The Contractor, and Contractor's agents and employees, are independent Contractors for the City and are not employees of the City. The Contractor, and Contractor's agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City because of this Contract. The Contractor acknowledges that all sums received hereunder are personally reportable by the Contractor for income tax purposes, including without limitation, self-employment tax and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has written authority to do so, and then only within the strict limits of that authority.

10. **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.

11. **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.

12. **Non-Collusion**

In signing this Contract, 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.

13. **Inspection of Plant**

The City may inspect, at any reasonable time during Contractor's regular business hours and upon prior written notice, the Contractor's plant or place of business, or any subcontractor's plant or place of business, which is related to the performance of this contract.

14. **Commercial Warranty**

The Contractor agrees that the tangible personal property or services furnished under this Contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such tangible personal property or services, and that the rights and remedies provided herein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of this order. The contractor agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

15. **Condition of Proposed Items**

Where tangible personal property is a part of this Contract, all proposed items are to be NEW and of most current production, unless otherwise specified.

16. **Records and Audit**

During the term of this Contract and for three years thereafter, the Contractor shall maintain detailed records pertaining to the services rendered and products delivered. These records shall be subject to inspection by the City, the State Auditor and other appropriate state and federal authorities. 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.

17. **Appropriations**

The terms of this Contract, and any orders placed under it, 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 legislature, this Contract, and any orders placed under it, shall terminate 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 thirty (30) days of receipt of the proposed amendment.

18. **Release**

The Contractor, upon final payment of the amount due under this Contract, releases the City, its officers, and employees, from all liabilities, claims and obligations whatsoever arising from or under this Contract. 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.

19. **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 prior written approval by the City.

20. **Conflict of Interest**

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. The Contractor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosures Act.

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 Paragraph 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 Paragraph 20 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 Paragraph 20 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.

21. **Approval of Contractor Representative(s)**

The City reserves the right to require a change in Contractor representative(s) if the assigned representative(s) are not, in the opinion of the City, adequately serving the needs of the City.

22. **Scope of Contract; 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.

This Contract is issued against the state or agency Master Agreement, established, and maintained by the General Services Administration (issuing entity), GSA Contract No. GS-35F-688GA, and through this language hereby incorporates this agreement by reference and is included in the order of precedence.

23. **Notice**

The Procurement Code, 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 bribes, gratuities, and kickbacks.

24. **Equal Opportunity Compliance**

The Contractor agrees to abide by all federal and state laws, and local Ordinances, pertaining to equal employment opportunity. In accordance with all such laws, rules, and regulations, the Contractor agrees to assure 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.

25. **Indemnification**

The Contractor shall hold the City and its employees harmless and shall indemnify the City and its employees against any and all claims, suits, actions, liabilities and costs of any kind, including attorney's fees for personal injury or damage to property arising from the acts or omissions of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall not be liable for any injury or damage as a result of any negligent act or omission committed by the City, its officers or employees.

26. **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.

27. **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.

28. **Limitation of Liability**

The Contractor's liability to the City, for any cause whatsoever shall be limited to the purchase price paid to the Contractor for the products and services that are the subject of the City's, claim. The foregoing limitation

does not apply to paragraph 25 of this Contract or to damages resulting from personal injury caused by the Contractor's negligence.

29. **Incorporation by Reference and Precedence**

If this Contract has been procured pursuant to a request for proposals, this Contract is derived from (1) the request for proposal, (including any written clarifications to the request for proposals and any City response to questions); (2) the Contractor's best and final offer; and (3) the Contractor's response to the request for proposals.

In the event of a dispute under this Contract, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) amendments to the Contract in reverse chronological order; (2) the Contract, including the scope of work and all terms and conditions thereof; (3) the request for proposals, including attachments thereto and written responses to questions and written clarifications; (4) the Contractor's best and final offer if such has been made and accepted by the City; and (5) the Contractor's response to the request for proposals.

30. **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.

31. **Inspection**

If this contract is for the purchase of tangible personal property (goods), final inspection and acceptance shall be made at Destination. Tangible personal property rejected at Destination for non-conformance to specifications shall be removed at Contractor's risk and expense promptly after notice of rejection and shall not be allowable as billable items for payment.

32. **Inspection of Services**

If this contract is for the purchase of services, the following terms shall apply.

A. Services, as used in this Article, include services performed, workmanship, and material furnished or utilized in the performance of services.

B. The Contractor shall provide and maintain an inspection system acceptable to the City covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the City and for as long thereafter as the Contract requires. The City has the right to inspect and test all services contemplated under this Contract to the extent practicable at all times and places during the term of the Contract. The City shall perform inspections and tests in a manner that will not unduly delay or interfere with Contractor's performance.

C. If the City performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

D. If any part of the services do not conform with the requirements of this Contract, the City may require the Contractor to re-perform the services in conformity with the requirements of this Contract at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the City may:

(1) require the Contractor to take necessary action(s) to ensure that future performance conforms to the requirements of this Contract; and

(2) reduce the contract price to reflect the reduced value of the services performed.

E. If the Contractor fails to promptly re-perform the services or to take the necessary action(s) to ensure future performance in conformity with the requirements of this Contract, the City may:

(1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the City that is directly related to the performance of such service; or

(2) terminate the contract for default.

33. **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.

34. **Impracticality of Performance**

A party shall be excused from performance under this Contract for any period that the party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

35. **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.

36. **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.

37. **Patent, Copyright and Trade Secret Indemnification**

A. The Contractor shall defend, at its own expense, the City against any claim that any product or service provided under this Contract infringes any patent, copyright to trademark in the United States or Puerto Rico, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against the City based upon Contractor's trade secret infringement relating to any product or services provided under this Contract, the Contractor agrees to reimburse the City for all costs, attorneys' fees and amount of the judgment. To qualify for such defense and or payment, the City shall:

1) give the Contractor prompt written notice within 48 hours of any claim;
2) allow the Contractor to control the defense of settlement of the claim; and
3) cooperate with the Contractor in a reasonable way to facilitate the defense or settlement of the claim.

B. If any product or service becomes, or in the Contractor's opinion is likely to become the subject of a claim of infringement, the Contractor shall at its option and expense:

1) provide the City the right to continue using the product or service and fully indemnify the City against all claims that may arise out of the City's use of the product or service;
2) replace or modify the product or service so that it becomes non-infringing; or,
3) accept the return of the product or service and refund an amount equal to the value of the returned product or service, less the unpaid portion of the purchase price and any other amounts, which are due to the Contractor. The Contractor's obligation will be void as to any product or service modified by the City to the extent such modification is the cause of the claim.

38. **Survival**

The Contract paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability" shall survive the expiration of this Contract. Software licenses, leases, maintenance and any other unexpired Agreements that were entered into under the terms and conditions of this Contract shall survive this Contract.

39. **Disclosure Regarding Responsibility**

A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars ($60,000.00) with any City for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.

B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

C. The Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.

D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Contract. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Contract. Failure of the Contractor to furnish a disclosure or provide additional information as requested will be grounds for immediate termination of this Contract pursuant to the conditions set forth in Paragraph 7 of this Contract.

E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Contract. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the City. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the City may terminate the involved contract for cause. Still further the City may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the City.

40. **Suspension, Delay or Interruption of Work**

The City may, without cause, order the Contractor, in writing, to suspend, delay or interrupt the work in whole or in part for such period of time as the City may determine. The contract sum and contract time shall be adjusted for increases in cost and/or time associated with Contractor's compliance therewith. Upon receipt of such notice, Contractor shall leave the jobsite and any equipment in a safe condition prior to departing. Contractor must assert rights to additional compensation within thirty (30) days after suspension of work is lifted and return to work is authorized. Any compensation requested for which entitlement is granted and the contract sum adjusted, shall have profit included (for work completed) and for cost only (not profit) for Contractor costs incurred directly tied to the suspension itself and not otherwise covered by Contract remedy. Any change in Total Compensation must be reflected in an Amendment executed pursuant to Section 8 of this Contract.

41. **Notification**

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.

To the City: Taylor Jurgens
City of Santa Fe Water Division

801 W San Mateo Rd
Santa Fe, NM 87505
trjurgens@santafenm.gov, 505-955-4265

To the Contractor: Carly Moore
Vertosoft, LLC
1602 Village Market Blvd SE, Suite 320
Leesburg, VA 20175
carly.moore@vertosoft.com, 540-998-8361

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.

42. **Succession**

This Contract shall extend to and be binding upon the successors and assigns of the parties.

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:

_____
MAYOR ALAN WEBBER

DATE:_____

CONTRACTOR: Vertosoft, LLC

H. Jay Colavita
_____
JAY COLAVITA, PRESIDENT & FOUNDER

DATE: Jan 7, 2025

NMBTIN#: _____

City of SF Business License #: _____

ATTEST:

_____
CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Jan 7, 2025 16:17 MST)
_____
SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
_____
FINANCE DIRECTOR

# Statement of Work

City of Santa Fe, NM

Creation Date:10/29/2024
SoW Expiration Date: 12/31/2024
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# OpenGov Statement of Work

This Statement of Work ("SOW") identifies services that OpenGov will perform for City of Santa Fe, NM ("Customer") pursuant to the order for OpenGov Professional Services. This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party. The OpenGov deliverables section of this document can be found in Exhibit 1: Implementation Activities. Any additional services or support not detailed in Exhibit 1 will be considered out of scope.

1. Project Scope

   Under this project, OpenGov will deliver cloud based solutions (detailed list in "Exhibit 1"). OpenGov's estimated charges and schedule are based on performance of the activities listed in the "OpenGov Responsibilities" section below. Deviations that arise during the project will be managed through the procedure described in Section 14.

2. Adjustments to the Project Scope, Estimated Schedule, Charges and other Terms

   Adjustments to the deliverables in Exhibit 1 may include charges on a time-and-materials or fixed-fee basis using OpenGov's standard rates.

3. Project Delivery

   3.1. OpenGov will perform the work under this SOW remotely unless explicitly identified below.

   3.1.1. OpenGov will provide four (4) onsite trips for project-related activity which OpenGov determines would be best performed at the Customer's facility. One OpenGov resource will attend each onsite trip. Customer's facility must contain a conference room to accommodate the number of attendees, non-public wifi connection, and AV equipment for projecting OpenGov software on a screen visible to all participants.

   3.1.2. The Customer is responsible for paying travel expenses as incurred on a quarterly basis. It is estimated that the travel expenses will not exceed $10,400. Written approval is required for any expenses above the estimate.

   3.2. OpenGov will use personnel and resources located across the United States, and may also include OpenGov-trained implementation partners to support the delivery of services.

4. Project Understanding

4.1. Deviations that arise during the proposed project will be managed through the Change Order Process (as defined in Section 14), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and/or other terms.
4.2. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software. Implementation of any custom modification or integration developed by OpenGov; Customer internal staff; or any third-party is not included in the scope of this project unless specifically listed in Exhibit 1.
4.3. Customer is responsible for providing appropriate time and resources to the project to meet deliverables as outlined in the project plan.
4.4. Data conversion services from other software system(s) or sources are not included in the scope of this project unless specifically listed in Exhibit 1.

5. OpenGov Project Management Responsibilities

5.1. OpenGov will provide project management for the OpenGov deliverables in this SOW. This provides direction to OpenGov project personnel and a shared framework for project planning, communications, reporting, procedural and contractual activity.

5.2. OpenGov will review the Project Plan with Customer's Project Manager and key stakeholders to ensure alignment on agreed upon timelines.

5.3. OpenGov will maintain project communications through Customer's Project Manager.

5.4. OpenGov will establish documentation and procedural standards for deliverable materials.

5.5. OpenGov will assist Customer's Project Manager to prepare and maintain the Project Plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones identified in Exhibit 1.

6. Project Tracking and Reporting

6.1. OpenGov will review project tasks, schedules, and resources and make changes or additions, as appropriate. OpenGov will measure and evaluate progress against the Project Plan with Customer's Project Manager.

6.2. OpenGov will work with Customer's Project Manager to address and resolve deviations from the Project Plan.

6.3. OpenGov will conduct regularly scheduled project status meetings.

6.4. OpenGov will administer the Change Order Process with the Customer's Project Manager.

6.5. Deliverable Materials:

6.5.1. Weekly status reports
6.5.2. Project Plan
6.5.3. Project Charter, defining project plan and Go-live date
6.5.4. Risk, Action, Issues and Decisions Register (RAID)

6.6. Deliverable Sign-Off: OpenGov requests Sign-Offs at various deliverables during the implementation of the project. Once the Customer has signed-off on a deliverable, any additional changes requested by Customer on that deliverable will require a paid change order for additional hours for OpenGov to complete the requested changes.

## 7. Communication and Escalation Procedure

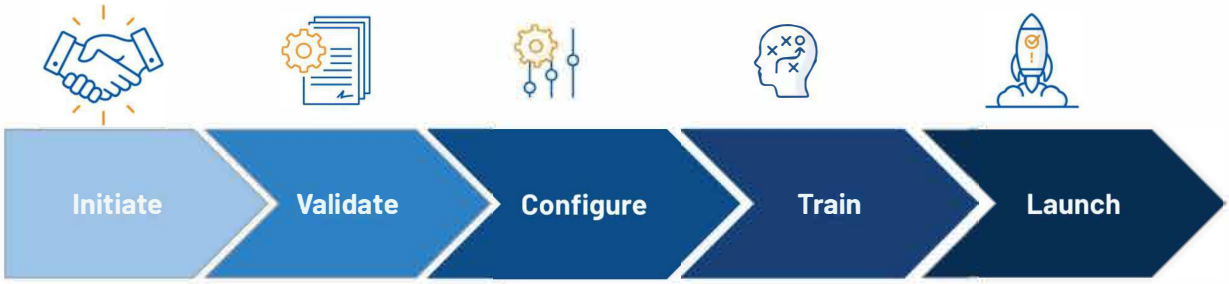
7.1. Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment, both parties agree to the following:

7.1.1. Regular communication aligned to the agreed upon Project Plan and timing.
7.1.2. OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.

7.2. Escalation Process

7.2.1. Identification of an issue impeding deployment progress or, outcome, that is not acceptable.
7.2.2. Customer or OpenGov Project Manager summarizes the problem statement and impasse.
7.2.3. Customer and OpenGov Project Managers jointly outline solution acceptance and OpenGov Project Manager will schedule an Executive Review Meeting, if necessary.
7.2.4. Resolution will be documented and signed off.

## 8. Opengov Implementation Methodology



Every OpenGov implementation will contain a structured methodology to properly plan and collaborate. The methodology consists of the following phases:

- Initiate
- Validate
- Configure
- Train
- Launch

8.1. Initiate

8.1.1. OpenGov will provide customer entity configuration.
8.1.2. OpenGov will provide system administrators creation and project plan creation.
8.1.3. This activity is complete when Customer has access to their site.
8.1.4 Project plan will be finalized
8.1.5. Customer will sign-off on product access to complete the Initiate Phase of the project.

8.2. Validate

8.2.1. OpenGov will create a Solution Blueprint.
8.2.2. OpenGov will confirm the Data Validation strategy.
8.2.3. This activity is complete when the Solution Blueprint is presented to Customer.
8.2.4. Customer will Sign-off on Initial Draft Solution Blueprint to complete the Validate Phase of the project.

8.3. Configure

8.3.1. OpenGov will configure the deliverables outlined in Exhibit 1.
8.3.2. This activity is complete when all deliverables in Exhibit 1 are configured.
8.3.3. OpenGov will allow Customer to request modifications to the configuration if Customer identifies necessary changes during solution testing and training tasks in line with the implementation activities noted in Exhibit 1.
8.3.4. Customer will provide Sign-off that all configuration deliverables have been completed and accepted. OpenGov will provide status and intermediate completion milestones as the project progresses to fully configured.

8.4. Train

8.4.1. Training will be provided in instructor-led virtual sessions unless otherwise specified in Exhibit 1.
8.4.2. OpenGov will provide Administrator training.
8.4.3. Customer will Sign-off that training has been completed.

8.5. Launch

8.5.1. OpenGov will provide HyperAdopt support post Go-Live to ensure successful adoption.

8.5.2. Customer will Sign-off on the HyperAdopt phase of the project which will transition the project from active deployment to Customer Success.

## 9 . Customer Responsibilities

9.1. The completion of the proposed scope of work depends on the full commitment and participation of Customer's management and personnel. The Customer's Project Manager should have access to the appropriate Customer Subject Matter Expert personnel needed for the successful implementation of the project. The responsibilities listed in this section are in addition to the responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by Customer. Delays in performance of these responsibilities may result in a change order and/or delay of the completion of the project.

9.2. Provide the required data to OpenGov within ten (10) business days of the requests being made from the OpenGov Project Manager. The Customer will be responsible for any potential charges from third parties to access and provide the data.

9.3. Maintain the same format and access to data on an ongoing basis. Any changes to the underlying data or data source may require a change order or charge in the future.

## 10. Customer's Project Manager

10.1. Create, with OpenGov's assistance, the Project Charter for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates.

10.2. Manage Customer personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing).

10.3. Identify and assign Subject Matter Experts (SME).

10.4. Serve as the communication liaison between OpenGov and Customer representatives participating in the project.

10.5. Participate in project status meetings.

10.6. Help obtain and provide information, data, and decisions within ten (10) business days of OpenGov's request unless Customer and OpenGov agree in writing to a different response time.

10.7. Resolve deviations from the estimated schedule.

10.8. Administer the Change Order Process with the Project Manager, if applicable.

11. Acceptance Procedure

11.1. The completed items in Exhibit 1 will be submitted to the Customer's Project Manager.

11.2. Customer's Project Manager will have decision authority to approve/reject all Project Criteria, Phase Acceptance and Engagement Acceptance.

11.3. Within ten (10) business days of receipt, the Customer's Project Manager will either accept the Deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from the Customer's Project Manager within ten (10) business days, then the Deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.

11.4. All acceptance milestones and associated review periods will be tracked on the Project Plan.

11.5 Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the Project.

11.6. For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the Project.

11.7. Excluding delays caused by a force majeure event, if OpenGov in good faith reasonably determines that Customer's personnel or contractors are not completing Customer's responsibilities described in the applicable SOW timely or accurately and cannot agree to a mutually developed schedule to do so, OpenGov may place the Professional Services on hold after providing a minimum of ten (10) days written notice to Customer. If OpenGov places a Customer on hold, OpenGov will ensure that Customer is made aware of its obligations necessary for OpenGov to continue performing the Professional Services in the on hold notice. Upon placing a customer on hold, OpenGov may, without penalty, suspend Professional Services to the Customer and reallocate resources until the Customer has fulfilled its obligations. OpenGov shall bear no liability or otherwise be responsible for delays in the provision of the Professional Services occasioned by Customer's failure to complete Customer's responsibilities.

12. Estimated Schedule

12.1. OpenGov will schedule resources after the signature of the order form is received. Unless specifically noted, the OpenGov assigned Project Manager will work with Customer Project Manager to develop the Project Charter for all requested deliverables under this SOW. OpenGov and Customer reserve the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by each party. Notwithstanding the foregoing, changes are subject to the execution of a Change Order per section 14 of this SOW.

12.2. The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures on Order Forms.

## 13. Illustrative Project Timelines

13.1. The typical project timelines are for illustrative purposes only and may not reflect Customer's use cases. The order of delivery of the suite(s) will be determined during the project planning activities in the Initiate Phase (8.1).

| Phase 1 | Deliverable | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 |
|---|---|---|---|---|---|---|---|---|---|
| Initiate | Project Preparation and Kick Off | | | | | | | | |
| Validate | Requirements Gathering, Project Workbook | | | | | | | | |
| Configure | Test conversion, Test integration, Start Up Data upload, GIS integrations | | | | | | | | |
| Train | Train the Trainer, Advanced trainings, Weekly Q&A | | | | | | | | |
| Launch | Go Live Readiness, Production Cut over, Go Live Support, Project Closure | | | | | | | | |
| Customer is responsible for attending the kick off of each phase, providing any necessary data for each phase, participating in working sessions during active phases, and signing off on deliverables at the end of each phase. | | | | | | | | | |

| Phase 2 | Deliverable | Month 9 | Month 10 | Month 11 | Month 12 | Month 13 | Month 14 | Month 15 | Month 16 |
|---|---|---|---|---|---|---|---|---|---|
| Initiate | Project Preparation and Kick Off | | | | | | | | |
| Validate | Requirements Gathering, Project Workbook | | | | | | | | |
| Configure | Test conversion, Test integration, Start Up Data upload, GIS integrations | | | | | | | | |
| Train | Train the Trainer, Advanced trainings, Weekly Q&A | | | | | | | | |
| Launch | Go Live Readiness, Production Cut over, Go Live Support, Project Closure | | | | | | | | |
| Customer is responsible for attending the kick off of each phase, providing any necessary data for each phase, participating in working sessions during active phases, and signing off on deliverables at the end of each phase. | | | | | | | | | |

## 14. Change Order Process

14.1. This SOW and related efforts are based on the information provided and gathered by OpenGov. Customer acknowledges that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing, by both Customer and OpenGov, and documented as such via a Change Order. No verbal agreement will be binding on OpenGov or Customer.

14.2. A Change Order is defined as work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date. Changes might include but are not limited to:

- 14.2.1. Timeline for completion
- 14.2.2. Sign off process
- 14.2.3. Cost of change and/or invoice timing
- 14.2.4. Amending the SOW to correct an error
- 14.2.5 Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov
- 14.2.6. Change in type of OpenGov resources to support the SOW

14.3.The approval process for a Change Order is as follows:

- 14.3.1.Identification and documentation of a need for modification to the scope of the project as defined in the Statement of Work and any subsequent change orders.

14.3.2. A Change Order is created and Customer and OpenGov review. The Customer will then provide Sign-off.
14.3.3. Change Order is incorporated into the Statement of Work and implemented.

# Exhibit 1: Implementation Activities

## Enterprise Asset Management Phase 1

Use Cases Build for Enterprise Asset Management:

- Water Distribution
- Water Treatment
- Wastewater Treatment
- Wastewater Collection / Sanitary Sewer

## Initiate

OpenGov will:

- Setup a hosted, sandbox and production OpenGov Asset Management environment.
- Provide an overview, up to two (2) hours, of OpenGov and ArcGIS Online user-based logins and User/Role functionality.
- Provide a template file to be utilized by Customer staff to populate Roles and Users to be utilized for OpenGov Asset Management.
- Utilize the template to create users and roles in OpenGov Asset Management. (Note: Subsequent User and/or Role changes will be Customer administrator's responsibility.)
- Provide documentation and guidance, up to four (4) hours, for Customer technical GIS staff to configure Esri Basemap Services for OpenGov Asset Management integration. Guidance will be geared towards OpenGov Asset Management/Esri integration functionality and requirements.
- Setup the OpenGov Asset Management Platform, including the Request, Work, Resource, and Asset Management areas of the software. *Asset Management solutions will be setup for all solutions referenced in the Assets (Configure) section of the scope unless otherwise noted.*
- Implement identity provider initiated SSO for Microsoft ADFS, Microsoft Azure AD, or Okta.

OpenGov Assumptions:

- OpenGov assumes that the customer is responsible for performing quality control measures on its data in EAM.

Completion Criteria:

- Customer confirms access to site.
- Customer receives import templates to complete.
- Customer receives GIS documentation and guidance.

# Validate

OpenGov will:

- Provide a three-day (3-day) onsite requirement gathering workshop to increase our understanding of Customer business and functional goals. Through workshops and interviews, OpenGov will identify best fit scenarios for OpenGov Asset Management and provide a brief including any challenges as well as recommendations for OpenGov Asset Management best practices relevant to Customer implementation.

Completion Criteria:

- Customer receives the brief following the onsite Requirements Gathering workshop.

# Configure

## Configurations

OpenGov will:

- Provide configuration services, including:
    - Up to ten (10) custom fields and up to two (2) custom layouts per asset type listed in the Assets section below
    - Up to thirty (30) custom fields and up to ten (10) custom layouts to be utilized in any of the shared areas of the system, such as Tasks
    - Up to twenty (20) automations
    - Up to twenty (20) preventative maintenance plans

## Data Services

OpenGov will:

- Provide one sandbox and one production data load service through standard import/export functionality. OpenGov will provide template documents for data population. Once populated by Customer staff, OpenGov will load the data into Customer sandbox or production OpenGov Asset Management environment. Data loads may include data such as:
    - Parent level asset records
    - Asset location (spatial x/y) attributes
    - Parent level resource (Labor, Equipment Material, Vendor) records
    - Resource Rate (Labor, Equipment, Material) records
    - Standard system libraries

- Provide service for Customer historical data listed below:
    - Maintenance Connection data related to: assets, work history, total cost history.
    - For the custom data conversion service(s) listed above, OpenGov will provide:
        - A review of the historical data along with recommendations for OpenGov Asset Management best fit.

        - A field map workshop, which will identify where and how historical data will appear within OpenGov Asset Management
        - A test conversion service to facilitate data conversion validation and testing
        - One revision of the field map used for the test conversion service
        - A production conversion service utilizing the final, approved field map
    - All data must be accessible to OpenGov from a SQL DB, SQL View, Access DB or Comma Delimited Files.
    - Maximum historical record count:
        - Requests : 150,000
        - Tasks: 1,000,000
        - Overall Asset count: 2,000,000
    - Exclusions:
        - Child records and associated child-level attributes, non-asset tasks, condition inspection history, request history, attachments, and resources.

- Provide service for Customer historical data listed below:
    - AllMax Antero data related to: assets, work history, total cost history.
    - For the custom data conversion service(s) listed above, OpenGov will provide:
        - A review of the historical data along with recommendations for OpenGov Asset Management best fit.
        - A field map workshop, which will identify where and how historical data will appear within OpenGov Asset Management
        - A test conversion service to facilitate data conversion validation and testing
        - One revision of the field map used for the test conversion service
        - A production conversion service utilizing the final, approved field map
    - All data must be accessible to OpenGov from a SQL DB, SQL View, Access DB or Comma Delimited Files.
    - Maximum historical record count:
        - Requests : 150,000
        - Tasks: 1,000,000
        - Overall Asset count: 2,000,000
    - Exclusions:
        - Child records and associated child-level attributes, non-asset tasks, condition inspection history, request history, attachments, and resources.

## Integrations

OpenGov will

- Provide the following standard, uni-directional (one-way) integration service between SCADA and OpenGov. The standard integration includes the following:
    - OpenGov will provide the following integration points (one or both of the following):

        - Retrieve specified alarm logs and trigger a Task creation upon receipt of a new log entry.
        - Retrieve specified asset usage log data, and associate logs to the corresponding asset to support standard Enterprise Asset Management preventative maintenance trigger and scheduling functionality.
    - OpenGov will provide an error logging capability to easily identify potential integration issues.
    - OpenGov will provide a customer-configurable time interval to manage integration frequency.
- Assumptions
    - The integration will include up to 12 fields (in the same OpenGov recordset)
    - Customer staff will be responsible for populating required Tag values utilized to support integration triggers.
    - All data must be accessible to the OpenGov service from a SQL DB, SQL View, Comma Delimited File
    - Customer will be responsible for configuring automated exports from system
    - OpenGov will install an agent (software executable) on the customer's server where the system export resides to upload data to OpenGov.
    - Customers server must have access to the internet
    - The customer will be responsible for creating separate export files for different asset types. If there are multiple asset types, they cannot all be in one file.

## Assets

OpenGov will:

- Provide installation and training on the following asset types:
    - Water Distribution (9)
        - Water Backflow; Water Facility; Water Hydrant; Water Lateral; Water Main; Water Meter; Water Pump; Water Valve; Water Storage Tank
    - Water Treatment Plant (34)
        - Water Treatment Plant; Water Treatment Plant Blowers; Water Treatment Plant Compressors; Water Treatment Plant Electrical Generator; Water Treatment Plant Facility; Water Treatment Plant HVAC Equipment; Water Treatment Plant Instrumentation; Water Treatment Plant Motors; Water Treatment Plant Processes; Water Treatment Plant Pump; Water Treatment Plant Screens; Water Treatment Plant Structure; Water Treatment Plant UV; Water Treatment Plant Valves; Water Treatment Plant Floor; Basement Construction; Conveying; Exterior Enclosures; Facility Electrical; Facility Equipment; Fire Protection; Foundations; Furnishings; Interior Construction; Interior Finishes; Plumbing; Roofing; Site Mechanical Issues; Special Construction; Stairs; Superstructure; Selective Building Demolition; Site Preparation; Site Improvement; Other Site Construction

- Wastewater Treatment Plant (36)
  - Wastewater Treatment Plant Blowers; Wastewater Treatment Plant Compressors; Wastewater Treatment Plant Conveyors; Wastewater Treatment Plant Electrical Generator; Wastewater Treatment Plant Facility; Wastewater Treatment Plant HVAC Equipment; Wastewater Treatment Plant Instrumentation; Wastewater Treatment Plant Motors; Wastewater Treatment Plant Presses; Wastewater Treatment Plant Processes; Wastewater Treatment Plant Pump; Wastewater Treatment Plant Screens; Wastewater Treatment Plant Structure; Wastewater Treatment Plant UV; Wastewater Treatment Plant Valves; Wastewater Treatment Plants; Wastewater Treatment Plant Floor; Basement Construction; Conveying; Exterior Enclosures; Facility Electrical; Facility Equipment; Fire Protection; Foundations; Furnishings; Interior Construction; Interior Finishes; Plumbing; Roofing; Site Mechanical Issues; Special Construction; Stairs; Superstructure; Selective Building Demolition; Site Preparation; Site Improvement; Other Site Construction
- Wastewater Collection / Sanitary Sewer (7)
  - Sewer Cleanout; Sewer Facility; Sewer Force Main; Sewer Lateral; Sewer Main; Sewer Manhole; Sewer Pump
- Up to five (5) Custom Asset Type(s) to be determined during Requirements Gathering.

Completion Criteria

- Customer confirm configurations meet expectations through testing and sign off following the train the trainer event.
- Customer confirms historical data records are accurate through testing and sign off following the trainer event.

- Customer confirms SCADA integration is configured through testing and sign off following the trainer event.

# Train

## Foundational Training

- Provide remote train-the-trainer training, up to two (2) hours, on overall system navigation and functionality to help familiarize Customer staff with the software environment and its common functions. Training topics include:
  - Dashboards
  - Standard KPI/ROI Gadgets
  - Logins/Permission
  - Layers
  - Filters
  - Maps
  - Grids
  - System Navigation

- Views (List & Detail)
- Standard Reports
- Attachments
- Requests, Work, Assets, Resources, Reports, and Administrator Tabs

- Provide remote train-the-trainer training, up to one (1) hour, for an overview of Preventative Maintenance Plans.

- Provide remote train-the-trainer training, up to one (1) hour, for an overview of Asset Condition Manager and Advanced Inspections.

- Provide remote train-the-trainer training, up to two (2) hours, for an overview of Reporting.

- Provide remote train-the-trainer training, up to two (2) hours, on OpenGov Asset Management Esri integration functionality. Training topics include:
  - OpenGov Asset Management Esri integration configuration options
  - Integration functionality (basemap and feature)
  - Overall Esri integration requirements, considerations, and OpenGov recommended best practices

- Provide remote train-the-trainer training, up to two (2) hours, on OpenGov Asset Builder. Training topics include:
  - OpenGov Asset Management Administrator
    - Structure Manager
    - Library Manager
    - Layout Manager
    - User/Role Configurations
  - OpenGov recommended best practices for expanding the system's use and/or building assets

## Train the Trainer Training Event

- Provide a three-day (3-day) onsite "train-the-trainer" training event. The training agenda will be defined and agreed upon by both OpenGov and Customer project manager. To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope. Topics may include any of the following:
  - Request Management:
    - Requests
    - Requesters
    - Task Creation from Requests
    - Issue library (including settings such as Applies to Asset and Non-Location)
    - OpenGov recommended best practices for Request and Requester Management
  - Work Management:

        - Create Task(s) (Asset/Non-Asset)
        - Assignments (Add, Edit, Remove)
        - Task Menu Actions
        - Related Work Items
        - Create Work Order
        - Close Work Order
        - Associate Task to WO
        - Repeat Work Orders
        - Work Order Menu Actions
        - Enter Resources
        - Timesheets
        - Activity library (including settings such as Applies to Asset, Inspection, Key Dates, Cost, and Productivity)
        - OpenGov recommended best practices for Work Management
    - Asset Management:
        - Asset Details
        - Asset Creation/Retirement (if assets are GIS integrated, the Cartegraph Asset Management will have to log in with an Esri Identity in order to create assets.)
        - Preventative Maintenance Plans
        - Inspections
        - Linked assets (if applicable)
        - Container/Component Relationships (if applicable)
        - OpenGov recommended best practices for Asset Management
    - Resource Management:
        - Resource Details
        - Labor/Equipment Rates
        - Material Management (Stock, Usage, Adjustments)
        - Vendor Price Quotes
        - OpenGov recommended best practices for Resource Management
    - OpenGov Mobile:
        - Overall system functionality (Navigation, Interface, Maps, Attachments, Sorting)
        - Work Management
            - Create and Update Tasks (Asset/Non-Asset)
            - Assign Tasks
            - Enter Resources
            - Inspections
        - Asset Management
            - Create and Update Assets
        - Request Management
            - View and Update Requests
            - View Requester information
            - Create Task from Request
        - OpenGov recommended best practices for mobile device use
    - Administrator:

- Administrator:
    - User Administration, Role Administration, Asset Administration, Record Filter Administration, Import/Export, Scheduled Process Log, Error Log
- Settings:
    - System Settings, Map Administration, Geocode Settings, GIS Integration settings, Asset Color Manager
- Manager:
    - Layout Manager, Library Manager, Preventative Maintenance, Asset Condition Manager, Notification Manager, Structure Manager, Automation
    - Manager

## Core Training:

- Provide Preventative Maintenance Plans remote train-the-trainer training, up to three (3) hours. Training topics include:
    - Preventative Maintenance
    - OpenGov recommended best practices for proactive asset management
- Provide Advanced Inspections, Asset Condition Manager, and Asset Risk remote train-the-trainer training, up to four (4) hours. Training topics include:
    - Performance Management
        - Prediction Groups
        - Minimum Condition Groups
        - Activities and Impacts
        - Criticality Factor
        - Install/Replaced Dates
    - Business Risk Exposure
        - Risk
        - Consequence of Failure
        - Probability of Failure
    - OpenGov recommended best practices for Asset Risk Functionality , advanced inspections and condition management
- Provide Advanced Material Management and Material Planning remote train-the-trainer training, up to four (4) hours. Training topics include:
    - Material Locations
    - Material Transfers
    - Material Orders
    - Settings:
        - Vendor Price Quotes
        - Re-order points
    - Material Planning
        - Status Default
        - Workflow Setup

    - Notifications
- OpenGov recommended best practices for advanced material management and Material Planning.

Completion Criteria
- Remote training sessions have been recorded and provided.
- Onsite training session has been conducted.

## Launch

OpenGov will:
- Provide a remote, up to eight (8) hours, web conferences, to be utilized for Go-Live Support. The agenda will be defined, and agreed upon, by both Customer and OpenGov's project managers. Topics may include any of the following:
    - Refresher training for items listed in the scope of work
    - Software and process support for staff during production roll out
    - Field, Layout, and Report configuration guidance, if applicable

Completion Criteria:
- Move to production is completed.
- Go Live Support has been conducted.
- Customer sign off is obtained.

## Enterprise Asset Management Phase 2

Use Cases Build for Enterprise Asset Management:

- Transportation
- Parks and Rec
- Stormwater
- Walkability

## Initiate

OpenGov will:
- Setup a hosted, sandbox and production OpenGov Asset Management environment.
- Provide an overview, up to two (2) hours, of OpenGov and ArcGIS Online user-based logins and User/Role functionality.
- Provide a template file to be utilized by Customer staff to populate Roles and Users to be utilized for OpenGov Asset Management.
- Utilize the template to create users and roles in OpenGov Asset Management. (Note: Subsequent User and/or Role changes will be Customer administrator's responsibility.)

- Provide documentation and guidance, up to four (4) hours, for Customer technical GIS staff to configure Esri Basemap Services for OpenGov Asset Management integration. Guidance will be geared towards OpenGov Asset Management/Esri integration functionality and requirements.
- Setup the OpenGov Asset Management Platform, including the Request, Work, Resource, and Asset Management areas of the software. *Asset Management solutions will be setup for all solutions referenced in the Assets section of the scope unless otherwise noted.*
- Implement identity provider initiated SSO for Microsoft ADFS, Microsoft Azure AD, or Okta.

OpenGov Assumptions:

- OpenGov assumes that the customer is responsible for performing quality control measures on its data in EAM.

Completion Criteria:

- Project kicked off with an initial project timeline delivered.

# Validate

OpenGov will:

- Provide a three-day (3-day) onsite requirement gathering workshop to increase our understanding of Customer business and functional goals. Through workshops and interviews, OpenGov will identify best fit scenarios for OpenGov Asset Management and provide a brief including any challenges as well as recommendations for OpenGov Asset Management best practices relevant to Customer implementation.

Completion Criteria:

- Completion of requirements gathering workshop.

# Configure

## Configurations

OpenGov will:

- Provide configuration services, including:
  - Up to ten (10) custom fields and up to two (2) custom layouts per asset type listed in the Assets section below
  - Up to thirty (30) custom fields and up to ten (10) custom layouts to be utilized in any of the shared areas of the system, such as Tasks
  - Up to twenty (20) automations
  - Up to twenty (20) preventative maintenance plans
- Provide configuration services related to MS4 workflows, including:
  - Up to forty (40) custom fields and up to two (2) custom layouts to be utilized for MS4 inspections
  - Up to ten (10) automations
  - Up to five (5) reports to be defined during requirements gathering

OpenGov Assumptions:

- Implementation of any custom modification developed by OpenGov; your internal staff; or any third-party is not included in the scope of this project unless specifically listed above.

## Data Services

OpenGov will:

- Provide one sandbox and one production data load service through standard import/export functionality. OpenGov will provide template documents for data population. Once populated by Customer staff, OpenGov will load the data into Customer sandbox or production OpenGov Asset Management environment. Data loads may include data such as:
    - Parent level asset records
    - Asset location (spatial x/y) attributes
    - Parent level resource (Labor, Equipment Material, Vendor) records
    - Resource Rate (Labor, Equipment, Material) records
    - Standard system libraries

OpenGov Assumptions:

- OpenGov assumes that the customer is responsible for performing quality control measures on its data in EAM.
- Data conversion services from other software system(s) or sources (including Navigator databases) are not included in the scope of this project unless specifically listed above.

## Assets

OpenGov will:

- Provide installation and training on the following asset types:
    - Transportation (8)
        - Bridge; Light Fixture; Pavement; Sign; Guardrail; Marking; Pavement Area; Support
    - Parks and Recreation (10)
        - Athletic Space; Fence; Park; Park Structure; Playground Equipment; Bench; Landscape Area; Park Amenity; Playground; Tree
    - Stormwater (9)
        - Storm Basin; Storm Channel; Storm Culvert; Storm Facility; Storm Inlet; Storm Manhole; Storm Outlet; Storm Pipe; Storm Pump
    - Walkability (7)
        - ADA Ramp; Pavement Area: Sign; Tree; Light Fixture; Sidewalk; Support
    - Up to ten (10) Custom Asset Type(s) to be determined during Requirements Gathering.

Completion Criteria:

- Customer sign-off on ability to login and access to the sandbox.

# Train

## Foundational Training

- Provide remote train-the-trainer training, up to two (2) hours, on overall system navigation and functionality to help familiarize Customer staff with the software environment and its common functions. Training topics include:
    - Dashboards
    - Standard KPI/ROI Gadgets
    - Logins/Permission
    - Layers
    - Filters
    - Maps
    - Grids
    - System Navigation
    - Views (List & Detail)
    - Standard Reports
    - Attachments
    - Requests, Work, Assets, Resources, Reports, and Administrator Tabs

- Provide remote train-the-trainer training, up to one (1) hour, for an overview of Preventative Maintenance Plans.

- Provide remote train-the-trainer training, up to one (1) hour, for an overview of Asset Condition Manager and Advanced Inspections.

- Provide remote train-the-trainer training, up to two (2) hours, for an overview of Reporting.

- Provide remote train-the-trainer training, up to two (2) hours, on OpenGov Asset Management Esri integration functionality. Training topics include:
    - OpenGov Asset Management Esri integration configuration options
    - Integration functionality (basemap and feature)
    - Overall Esri integration requirements, considerations, and OpenGov recommended best practices

- Provide remote train-the-trainer training, up to two (2) hours, on OpenGov Asset Builder. Training topics include:
    - OpenGov Asset Management Administrator
        - Structure Manager
        - Library Manager
        - Layout Manager
        - User/Role Configurations

- OpenGov recommended best practices for expanding the system's use and/or building assets

OpenGov assumptions:

- OpenGov assumes that the customer is responsible for testing its workflows, automations, integrations, and configurations within the EAM and will update the configurations as part of its testing and training activities.

## Train the Trainer Training Event

- Provide a three-day (3-day) onsite "train-the-trainer" training event. The training agenda will be defined and agreed upon by both OpenGov and Customer project manager. To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope. Topics may include any of the following:
  - Request Management:
    - Requests
    - Requesters
    - Task Creation from Requests
    - Issue library (including settings such as Applies to Asset and Non-Location)
    - OpenGov recommended best practices for Request and Requester Management
  - Work Management:
    - Create Task(s) (Asset/Non-Asset)
    - Assignments (Add, Edit, Remove)
    - Task Menu Actions
    - Related Work Items
    - Create Work Order
    - Associate Task to WO
    - Repeat Work Orders
    - Work Order Menu Actions
    - Enter Resources
    - Timesheets
    - Activity library (including settings such as Applies to Asset, Inspection, Key Dates, Cost, and Productivity)
    - OpenGov recommended best practices for Work Management
  - Asset Management:
    - Asset Details
    - Preventative Maintenance Plans
    - Inspections
    - Linked assets (if applicable)
    - Container/Component Relationships (if applicable)
    - OpenGov recommended best practices for Asset Management
  - Resource Management:
    - Resource Details
    - Labor/Equipment Rates
    - Material Management (Stock, Usage, Adjustments)

        - Vendor Price Quotes
        - OpenGov recommended best practices for Resource Management
    - OpenGov Mobile:
        - Overall system functionality (Navigation, Interface, Maps, Attachments, Sorting)
        - Work Management
            - Create and Update Tasks (Asset/Non-Asset)
            - Assign Tasks
            - Enter Resources
            - Inspections
        - Asset Management
            - Create and Update Assets
        - Request Management
            - View and Update Requests
            - View Requester information
            - Create Task from Request
        - OpenGov recommended best practices for mobile device use
    - Administrator:
        - Administrator:
            - User Administration, Role Administration, Asset Administration, Record Filter Administration, Import/Export, Scheduled Process Log, Error Log
        - Settings:
            - System Settings, Map Administration, Geocode Settings, GIS Integration settings, Asset Color Manager
        - Manager:
            - Layout Manager, Library Manager, Preventative Maintenance, Asset Condition Manager, Notification Manager, Structure Manager, Automation
            - Manager

## Core Training:

- Provide Preventative Maintenance Plans remote train-the-trainer training, up to three (3) hours. Training topics include:
    - Preventative Maintenance
    - OpenGov recommended best practices for proactive asset management
- Provide Advanced Inspections, Asset Condition Manager, and Asset Risk remote train-the-trainer training, up to four (4) hours. Training topics include:
    - Performance Management
        - Prediction Groups
        - Minimum Condition Groups
        - Activities and Impacts
        - Criticality Factor
        - Install/Replaced Dates
    - Business Risk Exposure

        - Risk
        - Consequence of Failure
        - Probability of Failure
    - OpenGov recommended best practices for Asset Risk Functionality , advanced inspections and condition management

Completion Criteria

- Core Training and train-the-trainer has been conducted.

## Launch

OpenGov will:

- Provide a remote, up to eight (8) hours, web conferences, to be utilized for Go-Live Support. The agenda will be defined, and agreed upon, by both Customer and OpenGov's project managers. Topics may include any of the following:
    - Refresher training for items listed in the scope of work
    - Software and process support for staff during production roll out
    - Field, Layout, and Report configuration guidance, if applicable

Completion Criteria:

- Go Live Support has been conducted.

1602 Village Market Blvd SE, Suite 320
Leesburg, VA20175 USA

**Cage Code:** 7QV38
**UEI Number** Y7D5MXRU2839
**DUNS#** 080431574
**Federal Tax ID:** 81-3911287
**Business Size:** Small Business

**Date:** 12/30/2024, 1:17 PM

**Phone:** 571 707-4130
**Fax:** 571-291-4119
**Email:** sales@vertosoft.com

**Vertosoft Contact:** Carly Moore
**Phone:** (540) 998-8361
**Email**: carly.moore@vertosoft.com

# OpenGov Quote for City of Santa Fe, NM

**Contract:** GSA: GS-35F-688GA

**Quote #:** Q-09500
**Expires On:** 1/31/2025

**Ship To**
City of Santa Fe, NM
Taylor Jurgens
trjurgens@santafenm.gov

**Quote For**:
**Name:** Taylor Jurgens
**Company:** City of Santa Fe, NM
**Email**: trjurgens@santafenm.gov
**Phone:**

| PAYMENT TERMS | DELIVERY METHOD | PAYMENT METHOD | VERTOSOFT CUST ID | SUPPLIER REF # |
|---|---|---|---|---|
| 2%/15, NET 30 | Electronic | Check/ACH/Credit Card | | |

Overall POP Start Date: 2/15/2025
Overall POP End Date: 2/14/2026

Term 1 02/15/2025-02/14/2026

| PART # | DESCRIPTION | QTY | UNIT PRICE | EXTENDED |
|---|---|---|---|---|
| OG-TWAQ-B300500M-AR-1Y | Asset Management - Between $300-500 Million - 1Y | 2.00 | $36,640.92 | $73,281.84 |
| OG-TWAZ-B300500M-AR-1Y | Sanitary Sewer Domain - Between $300-500 Million - 1Y | 4.00 | $6,187.67 | $24,750.68 |
| OG-TWBE-B300500M-AR-1Y | Wastewater Treatment Domain - Between $300-500 Million - 1Y | 4.00 | $9,440.10 | $37,760.40 |
| OG-TWBF-B300500M-AR-1Y | Water Distribution Domain - Between $300-500 Million - 1Y | 4.00 | $6,202.07 | $24,808.28 |
| OG-TWBB-B300500M-AR-1Y | Stormwater Domain - Between $300-500 Million - 1Y | 4.00 | $6,202.07 | $24,808.28 |
| OG-TWBC-B300500M-AR-1Y | Transportation Domain - Between $300-500 Million - 1Y | 4.00 | $9,440.10 | $37,760.40 |
| OG-TWAY-B300500M-AR-1Y | Parks & Recreation Domain - Between $300-500 Million - 1Y | 3.00 | $6,202.07 | $18,606.21 |
| OG-TWBG-B300500M-AR-1Y | Water Treatment Domain - Between $300-500 Million - 1Y | 5.00 | $6,037.08 | $30,185.40 |



**EXHIBIT B**

| PART # | DESCRIPTION | QTY | UNIT PRICE | EXTENDED |
|---|---|---|---|---|
| OG-TWBD-B300500M-AR-1Y | Walkability Domain - Between $300-500 Million - 1Y | 4.00 | $4,411.38 | $17,645.52 |
| | | | **Term 1 TOTAL:** | $289,607.01 |

Billed on a Time and Materials Basis -
Monthly as Incurred

| PART # | DESCRIPTION | QTY | UNIT PRICE | EXTENDED |
|---|---|---|---|---|
| OG-PSBG-B300500M-OT-0Y | Professional Services Deployment - Prepaid - Between $300-500 Million - 0Y --- *billed monthly as incurred* | 732.00 | $216.00 | $158,112.00 |
| | | | **Billed on a Time and Materials Basis - Monthly as Incurred TOTAL:** | $158,112.00 |

Billed Upon Completion

| PART # | DESCRIPTION | QTY | UNIT PRICE | EXTENDED |
|---|---|---|---|---|
| OG-T&E | Reimbursable Travel and Expenses--- OpenMarket | 10,400.00 | $1.00 | $10,400.00 |
| | | | **Billed Upon Completion TOTAL:** | $10,400.00 |

**TOTAL:** $458,119.01

February 15, 2026 $304,087.33 (Optional Renewal - 5% Escalation)
February 15, 2027 $319,291.69 (Optional Renewal - 5% Escalation)
February 15, 2028 $335,256.28 (Optional Renewal - 5% Escalation)
February 15, 2029 $352,019.09 (Optional Renewal - 5% Escalation)

## Quote Terms

Customer's use of the GSA MAS Contract: GS-35F-688GA is pursuant to the Terms and Conditions set forth at: https://www.vertosoft.com/gsa

Taxes: Sales tax shall be added at the time of an invoice, unless a copy of a valid tax exemption or resale certificate is provided.
Credit Card Orders: Additional fees may apply if paying by credit card.

All Purchase Orders must include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number or Our Quote Number, Bill-To and Ship-To Address (Cannot ship to a PO Box), Period of Performance (if applicable), and a Signature of a duly Authorized Representative.

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/10/2025

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

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

| | |
|---|---|
| **PRODUCER**<br>Preferred Ins. Services, Inc<br>4100 Monument Corner Dr., Suite 400<br>Fairfax VA 22030 | **CONTACT NAME:** Certificate Department<br>**PHONE (A/C, No, Ext):** 703-667-5940 **FAX (A/C, No):** 703-991-4838<br>**E-MAIL ADDRESS:** certs@preferins.com |
| **INSURED** VERTLLC-01<br>Vertosoft LLC<br>1602 VILLAGE MARKET BLVD SE STE 320<br>Leesburg VA 20175 | **INSURER(S) AFFORDING COVERAGE** — **NAIC #**<br>**INSURER A :** Valley Forge Insurance — 20508<br>**INSURER B :** Continental Casualty Company — 20443<br>**INSURER C :** Continental Insurance Company — 35289<br>**INSURER D :**<br>**INSURER E :**<br>**INSURER F :** |

**COVERAGES** **CERTIFICATE NUMBER:** 1741029904 **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X **COMMERCIAL GENERAL LIABILITY**<br>CLAIMS-MADE X OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>X POLICY PRO-JECT LOC<br>OTHER: | Y | Y | 7013025936 | 12/1/2024 | 12/1/2025 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG<br> | $ 2,000,000<br>$ 1,000,000<br>$ 10,000<br>$ 2,000,000<br>$ 4,000,000<br>$ 4,000,000<br>$ |
| A | **AUTOMOBILE LIABILITY**<br>ANY AUTO<br>OWNED AUTOS ONLY<br>X HIRED AUTOS ONLY<br>SCHEDULED AUTOS<br>X NON-OWNED AUTOS ONLY | Y | Y | 7013025936 | 12/1/2024 | 12/1/2025 | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)<br> | $ 1,000,000<br>$<br>$<br>$<br>$ |
| B | X **UMBRELLA LIAB** X OCCUR<br>**EXCESS LIAB** CLAIMS-MADE<br>DED X RETENTION $ 10,000 | Y | Y | 7013027489 | 12/1/2024 | 12/1/2025 | EACH OCCURRENCE<br>AGGREGATE<br> | $ 2,000,000<br>$ 2,000,000<br>$ |
| C | **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N<br>ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N<br>**(Mandatory in NH)**<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N / A | Y | 7013027475 | 12/1/2024 | 12/1/2025 | X PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | <br>$ 1,000,000<br>$ 1,000,000<br>$ 1,000,000 |
| A | Tech E&O/Cyber/Media Liability | | | 7013025936 | 12/1/2024 | 12/1/2025 | Each Claim/Aggregate | 4,000,000 |

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

Re: City of Santa Fe Water Division, 801 W San Mateo Rd., Santa Fe, NM 87505 are Additional Insured with respect to General Liability, which includes on-going and completed operations, and Automobile Liability regarding all work performed by the named insured. Waiver of Subrogation in favor of Additional Insureds applies to General Liability, Automobile Liability and Workers' Compensation. Umbrella Liability Follows form. Primary & non-contributory wording applies to General Liability as required by written contract. Auto Insurance is primary (except for non-owned autos).

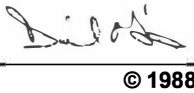
**CERTIFICATE HOLDER**

City of Santa Fe Water Division
801 W San Mateo Rd.
Santa Fe NM 78505

**CANCELLATION**

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

**AUTHORIZED REPRESENTATIVE**



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7013025936



# THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## PRIMARY AND NONCONTRIBUTORY- OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COMMON POLICY CONDITIONS

The following is added to Paragraph **H. Other Insurance** and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

1. The additional insured is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

All other terms and conditions of the Policy remain unchanged.

# COMMERCIAL UMBRELLA PLUS COVERAGE PART

Various provisions in this policy restrict coverage. Read the entire policy carefully to determine rights, duties and what is and is not covered.

Throughout this policy the words "you" and "your" refer to the Named Insured identified under **SECTION II** – **WHO IS AN INSURED** of this policy.

The word "insured" means any person or organization qualifying as such under **SECTION II** – **WHO IS AN INSURED.**

The words "we," "us" and "our" refer to the Company providing this insurance.

Other words and phrases that appear in quotation marks have special meaning. Refer to **SECTION V** – **DEFINITIONS.**

**SECTION I – COVERAGES**

**1. Insuring Agreement**

We will pay on behalf of the insured those sums in excess of "scheduled underlying insurance," "unscheduled underlying insurance" or the "retained limit" that the insured becomes legally obligated to pay as "ultimate net loss" because of "bodily injury," "property damage" or "personal and advertising injury" to which this insurance applies.

**a.** This insurance applies to "bodily injury" and "property damage" only if:

**(1)** The "bodily injury" or "property damage" is caused by an "incident" anywhere in the world;

**(2)** The "bodily injury" or "property damage" occurs during the policy period; and

**(3)** With respect to "bodily injury" or "property damage" that continues, changes or resumes so as to occur during more than one policy period, both of the following conditions are met:

**(i)** Prior to the policy period, no "authorized insured" knew that the "bodily injury" or "property damage" had occurred, in whole or in part; and

**(ii)** During the policy period, an "authorized insured" first knew that the "bodily injury" or "property damage" had occurred, in whole or in part.

For purposes of this Paragraph **(1) a.(3)** only, if **(a)** "bodily injury" or "property damage" that occurs during this policy period does not continue, change or resume after the termination of this policy period; and **(b)** no "authorized insured" first knows of this "bodily injury" or "property damage" until after the termination of this policy period, then such first knowledge will be deemed to be during this policy period.

**b.** "Bodily injury" or "property damage" which occurs during the policy period and was not, prior to the policy period, known to have occurred by any "authorized insured" includes any continuation, change or resumption of that "bodily injury" or "property damage" after the end of the policy period.

**c.** "Bodily injury" or "property damage" will be deemed to have been known to have occurred at the earliest time when any "authorized insured":

**(1)** Reports all, or any part, of the "bodily injury" or "property damage" to us or any other insurer;

**(2)** Receives a written or verbal demand, claim or "suit" for damages because of the "bodily injury" or "property damage"; or

**(3)** Becomes aware by any other means that "bodily injury" or "property damage" has occurred or has begun to occur.

**d.** This insurance applies to "personal and advertising injury" caused by an "incident" committed anywhere in the world during the policy period.

If we are prevented by law, statute or otherwise from paying on behalf of the insured, then we will indemnify the insured for those sums that the insured is legally obligated to pay as "ultimate net loss" because of "bodily injury," "property damage" or "personal and advertising injury" to which this insurance applies.

**2. Exclusions**

This Insurance does not apply to:

**a. Expected or Intended Injury**

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" resulting from the use of reasonable force to protect persons or property. This exclusion does not apply to Employers Liability claims for "bodily injury" covered by "scheduled underlying insurance."

**b. Contractual Liability**

"Bodily injury," "property damage" or "personal and advertising injury" for which the insured is obligated to pay damages by reason of the

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assumption of liability in a contract or agreement. This exclusion does not apply to liability for "ultimate net loss":

**(1)** That the insured would have in the absence of the contract or agreement; or

**(2)** Because of "bodily injury" or "property damage" assumed in a contract or agreement that is an "insured contract," provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement.

**c. "Personal and advertising injury" Exclusions**

"Personal and advertising injury":

**(1)** Caused by or at the direction of the insured with the knowledge that the act would violate the rights of another and would inflict "personal and advertising injury";

**(2)** Arising out of oral or written publication of material, if done by or at the direction of the insured with knowledge of its falsity;

**(3)** Arising out of oral or written publication of material whose first publication took place before the beginning of the policy period;

**(4)** Arising out of a criminal act committed by or at the direction of the insured;

**(5)** Arising out of a breach of contract, except an implied contract to use another's advertising idea in your "advertisement";

**(6)** Arising out of the failure of goods, products or services to conform with any statement of quality or performance made in your "advertisement";

**(7)** Arising out of the wrong description of the price of goods, products or services stated in your "advertisement";

**(8)** Arising out of the infringement of copyright, patent, trademark, trade secret or other intellectual property rights;

However, this exclusion does not apply to infringement, in your "advertisement," of copyright, trade dress or slogan;

**(9)** Committed by an insured whose business is:

**(a)** Advertising, broadcasting, publishing or telecasting;

**(b)** Designing or determining content of websites for others; or

**(c)** An Internet search, access, content or service provider;

However, this exclusion does not apply to paragraphs **10. a., b.** and **c.** of "personal and advertising injury" under **SECTION V – DEFINITIONS**;

For the purposes of this exclusion, the placing of frames, borders or links, or advertising, for you or others anywhere on the Internet, is not by itself, considered the business of advertising, broadcasting, publishing or telecasting.

**(10)** Arising out of an electronic chatroom or bulletin board the insured hosts, owns, or over which the insured exercises control; or

**(11)** Arising out of the unauthorized use of another's name or product in your e-mail address, domain name or metatag, or any other similar tactics to mislead another's potential customers.

**d. Workers' Compensation and Similar Laws**

Any obligation of the insured under a:

**(1)** Workers' compensation;

**(2)** Disability benefits; or

**(3)** Unemployment compensation

law or any similar law.

**e. Employers Liability**

"Bodily injury" to:

**(1)** An employee of the insured arising out of and in the course of:

**(a)** Employment by the insured; or

**(b)** Performing duties related to the conduct of the insured's business; or

**(2)** The spouse, child, parent, brother or sister of that employee as a consequence of **(1)** above.

This exclusion applies:

**(1)** Whether the insured may be liable as an employer or in any other capacity; and

**(2)** To any obligation to share damages with or repay someone else who must pay damages because of the injury.

This exclusion does not apply:

**(1)** To liability assumed by the insured under an "insured contract"; or

**(2)** Only to the extent that coverage is provided by "scheduled underlying insurance."

**f. Pollution**

**(1)** "Bodily injury" or "property damage" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":

**(a)** At or from any premises, site or location which is or was at any time owned or occupied by, or rented or loaned to, any insured;

**(b)** At or from any premises, site or location which is or was at any time used by or for any insured or others for the handling, storage, disposal, processing or treatment of waste;

**(c)** Which are or were at any time transported, handled, stored, treated, disposed of, or processed as waste by or for any insured or any person or organization for whom you may be legally responsible; or

**(d)** At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations:

**(i)** If the "pollutants" are brought on or to the premises, site or location in connection with such operations by such insured, contractor or subcontractor; or

**(ii)** If the operations are to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of "pollutants."

**(e)** That are, or that are contained in property that is:

**(i)** Being transported or towed by, or handled for movement into, onto or from a covered "automobile";

**(ii)** Otherwise in the course of transit;

**(iii)** Being stored, disposed of, treated or processed in or upon the covered "automobile";

**(f)** Before the "pollutants" or property in which the "pollutants" are contained are moved from the place where they are accepted by the insured for movement into or onto the covered "automobile"; or

**(g)** After the "pollutants" or property in which the "pollutants" are contained are moved from the covered "automobile" to the place where they are finally:

**(i)** Delivered;

**(ii)** Disposed of; or

**(iii)** Abandoned

by the insured.

Subparagraphs **(a)** and **(d)(i)** do not apply to "bodily injury" or "property damage" arising out of heat, smoke or fumes from a hostile fire.

As used in this exclusion, a hostile fire means one which becomes uncontrollable or breaks out from where it was intended to be.

Subparagraph **(d)(i)** does not apply to "bodily injury" or "property damage" arising out of the escape of fuels, lubricants, or other operating fluids which are needed to perform the normal electrical, hydraulic or mechanical functions necessary for operation of "mobile equipment" or its parts, if such fuels, lubricants or other operating fluids escape from a vehicle part designed to hold, store or receive them. This exception does not apply if the "bodily injury" or "property damage" arises out of the intentional discharge, dispersal or release of the fuels, lubricants or other operating fluids, or if such fuels, lubricants or other operating fluids are brought on or to the premises, site or location with the intent that they be discharged, dispersed or released as part of the operations being performed by such insured, contractor or subcontractor.

Subparagraph **(e)(iii)** does not apply to fuels, lubricants, fluids, exhaust, gases or other similar "pollutants" that are needed for or result from the normal electrical, hydraulic or mechanical functioning of the covered "automobile" or its parts if the "pollutants" escape or are discharged, dispersed or released directly from an "automobile" part designed by its manufacturer to hold, store, receive or dispose of such "pollutants."

Subparagraphs **(f)** and **(g)** do not apply if the "pollutants" or property in which the "pollutants" are contained are upset, overturned or damaged as a result of the maintenance or use of a covered "automobile" and the discharge, dispersal, release or escape of the "pollutants" is caused directly by such upset, overturn or damage.

**(2)** "Personal and advertising injury" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants" at any time.

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**(3)** Any loss, cost or expense arising out of any:

**(a)** Request, demand or order that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of "pollutants"; or

**(b)** Claim or "suit" by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of "pollutants."

**g. Watercraft**

"Bodily injury" or "property damage" arising out of the:

**(1)** Ownership;

**(2)** Maintenance;

**(3)** Use; or

**(4)** Entrustment to others

of a "watercraft" owned or operated by or rented or loaned to an insured. Use includes operation or "loading or unloading."

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training, or monitoring of others by that insured, if the "incident" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

**(1)** A "watercraft" while ashore on premises you own or rent;

**(2)** A "watercraft" you do not own that is:

**(a)** Less than 55 feet long; and

**(b)** Not being used to carry persons or property for a charge; or

**(3)** Liability assumed under an "insured contract" for the ownership, maintenance or use of "watercraft."

**h. Aircraft**

The ownership, maintenance, operation, use, entrustment to others or "loading or unloading" of any "aircraft":

**(1)** Owned by an insured; or

**(2)** Chartered without crew by an insured or on an insured's behalf.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training, or monitoring of others by that insured, if the "incident" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any "aircraft" that is owned or operated by or rented or loaned to any insured.

**i. War**

Any liability arising out of:

**(1)** War, including undeclared or civil war;

**(2)** Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or

**(3)** Insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.

**j. Damage to Property**

"Property damage" to:

**(1)** Property you own, rent, or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;

**(2)** Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises;

**(3)** Property loaned to you;

**(4)** Personal property in the care, custody or control of the insured;

**(5)** That particular part of real property on which you or any contractors or subcontractors working directly or indirectly on your behalf are performing operations, if the "property damage" arises out of those operations; or

**(6)** That particular part of any property that must be restored, repaired or replaced because "your work" was incorrectly performed on it.

Paragraph **(2)** of this exclusion does not apply if the premises are "your work" and were never occupied, rented or held for rental by you.

Paragraphs **(3), (4), (5)** and **(6)** of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph **(6)** of this exclusion does not apply to "property damage" included in the "products-completed operations hazard."

**k. Damage to your Product**

"Property damage" to "your product" arising out of it or any part of it.

**l. Damage to you Work**

"Property damage" to "your work" arising out of it or any part of it and included in the "products-completed operations hazard."

This exclusion does not apply if the damaged work or the work out of which the damage arises was performed on your behalf by a subcontractor.

**m. Damage to Impaired Property or Property Not Physically Injured**

"Property damage" to "impaired property" or property that has not been physically injured, arising out of:

**(1)** A defect, deficiency, inadequacy or dangerous condition in "your product" or "your work"; or

**(2)** A delay or failure by you or anyone acting on your behalf to perform a contract or agreement in accordance with its terms.

This exclusion does not apply to the loss of use of other property arising out of sudden and accidental physical injury to "your product" or "your work" after it has been put to its intended use.

**n. Recall of Products, Work Or Impaired Property**

Damages claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:

**(1)** "Your product";

**(2)** "Your work"; or

**(3)** "Impaired property";

if such product, work, or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it.

**o. E.R.I.S.A.**

Liability for alleged or actual violations of the Employees Retirement Income Security Act of 1974 or any amendments or additions thereto.

**p. Directors and Officers**

Liability for a wrongful act, error, omission or breach of duty by an insured in the performance of the office of director or officer of an organization.

**q. Uninsured/Underinsured Motorist and Similar Laws**

Liability imposed on the insured under an uninsured/underinsured motorist law, a personal injury protection law, a reparations benefit law or other similar law.

**r. Electronic Data**

Any liability arising out of the loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate "electronic data."

**s. Nonemployment Related Discrimination**

To any alleged or actual nonemployment related discrimination committed intentionally against a person.

**t. Asbestos**

**(1)** "Bodily Injury," "property damage" or "personal and advertising injury" arising out of the actual, alleged or threatened exposure at any time to "asbestos"; or

**(2)** Any loss, cost or expense that may be awarded or incurred:

**(a)** By reason of a claim or "suit" for any such injury or damage; or

**(b)** In complying with a governmental direction or request to test for, monitor, clean up, remove, contain or dispose of "asbestos."

**u. Fungi and Microbes**

**(1)** "Bodily injury," "property damage" or "personal and advertising injury," which would not have occurred, in whole or in part, but for the actual, alleged or threatened inhalation of, ingestion of, contact with, exposure to, existence of, or presence of any "fungi or microbes"; or

**(2)** Any loss, cost, or expense arising out of the testing for, monitoring, cleaning up, removing, containing, treating, detoxifying, neutralizing, remediating, or disposing of, or in any way responding to or assessing the effects of "fungi or microbes" by any insured or by anyone else.

This exclusion applies regardless of any other cause or event that contributes concurrently or in any sequence to such injury or damage, loss, cost or expense.

**v. Silica**

**(1)** "Bodily injury" arising in whole or in part out of the actual, alleged or threatened respiration or ingestion at any time of "silica;" or

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**(2)** "Personal and advertising injury" or "property damage" arising in whole or in part out of the actual, alleged or threatened presence of "silica."

**w. Named Insured vs. Named Insured**

Any liability arising out of claims or "suits" by a named insured against another named insured.

**x. Employment Related Practices**

Any liability arising out of:

**(1)** A refusal to employ;

**(2)** Termination of employment;

**(3)** Demotion, evaluation, reassignment, discipline;

**(4)** Coercion, defamation, discrimination, harassment or humiliation; or

any other employment related practices, policies, acts or omissions.

**y. Terrorism Limitation**

"Bodily injury" or "property damage" arising out of any act of terrorism, unless, and then only to the extent that coverage is provided by "scheduled underlying insurance."

**z. Liquor Liability Limitation**

"Bodily injury" or "property damage" for which an insured may be held liable by reason of:

**(1)** Causing or contributing to the intoxication of any person;

**(2)** The furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol; or

**(3)** Any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages;

unless, and then only to the extent that coverage is provided by "scheduled underlying insurance."

**aa. Auto and Mobile Equipment Limitation**

Any liability arising out of the:

**(1)** Ownership;

**(2)** Maintenance;

**(3)** Use; or

**(4)** Entrustment to others

of an "automobile" or "mobile equipment" owned or operated by or rented or loaned to an insured unless, and then only to the extent that coverage is provided by "scheduled underlying insurance."

To the extent that this insurance applies to an "automobile" or "mobile equipment" it is further subject to the pollution exclusion, exclusion **f.** of this policy.

Use includes operation or "loading or unloading."

**bb. Do Not Call**

Any liability arising directly or indirectly out of any action or omission that violates or is alleged to violate:

**(1)** The Telephone Consumer Protection Act (TCPA), including any amendment of or addition to such law; or

**(2)** The CAN-SPAM Act of 2003, including any amendment of or addition to such law; or

**(3)** Any statute, ordinance or regulation, other than the TCPA or the CAN-SPAM Act of 2003, that prohibits or limits the sending, transmitting, communicating or distribution of material or information.

**SECTION II – WHO IS AN INSURED**

**1.** Named Insured means any individual or organization stated in the Declarations of this policy and if you are designated in the Declarations of this policy as:

**a.** An individual, you and your spouse, but only with respect to the conduct of a business of which you are the sole owner.

If you are designated in the Declarations of this policy as an individual, this policy shall not apply to liability arising out of your domestic or non-business activities. This does not apply to the ownership, maintenance, use or "loading or unloading" of any "automobile," or to the Personal Umbrella Liability Coverage Part.

**b.** A partnership or joint venture, you and your members, your partners, and their spouses, but only with respect to the conduct of your business.

No person or organization is an insured with respect to the conduct of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations.

**c.** An organization other than a partnership or joint venture, you and your executive officers and directors, but only with respect to their duties as your officers or directors. Your stockholders are also named insureds, but only with respect to their liability as stockholders.

**d.** A limited liability company, you and your members, but only with respect to the conduct of your business. Your managers are also named insureds but only with respect to their duties as your managers.

No person or organization is an insured with respect to the conduct of any current or past limited liability company that is not shown as a Named Insured in the Declarations.

**e.** A corporation or organization, other than partnerships, joint ventures or limited liability companies, that you form, acquire or gain control of during the policy period, but only with respect to "bodily injury," "property damage" or "personal and advertising injury" taking place after you form, acquire or gain control of such corporation or organization.

**2.** Insured means the Named Insured and:

**a.** Your "volunteer workers" only while performing duties related to the conduct of your business, or your employees, other than your executive officers and directors (if you are an organization other than a partnership, joint venture or limited liability company) or your members (if you are a limited liability company ) but only for acts within the scope of their employment by you or while performing duties related to the conduct or your business. However, none of these employees or "volunteer workers" is an insured for:

**(1)** "Bodily injury" or "personal and advertising injury":

**(a)** To you; to your partners or members (if you are a partnership or joint venture) to your members (if you are a limited liability company) or to a co-employee while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;

**(b)** To the spouse, child, parent, brother or sister of that co-employee or "volunteer worker" as a consequence of Paragraph **(1)(a)** above;

**(c)** For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs **(1)(a) or (b)** above; or

**(d)** Arising out of his or her providing or failing to provide professional health care services.

**(2)** "Property damage" to property:

**(a)** Owned, occupied or used by;

**(b)** Rented to, in the care, custody or control or, or over which physical control is being exercised for any purpose by you, any of your employees, "volunteer workers" any partner or member (if you are a partnership or joint venture) or any member (if you are a limited liability company).

**b.** A person or organization for whom you are required, by virtue of a written contract entered into prior to the "bodily injury," "property damage" or "personal and advertising injury" occurring or being committed, to provide the insurance that is afforded by this policy. This insurance applies only with respect to operations by you or on your behalf or to facilities you own or use, but only to the extent of the limits of insurance required by such contract, not to exceed the limits of insurance in this policy.

**c.** Any other persons or organizations included as an insured under the provisions of the "scheduled underlying insurance" shown in the Declarations of this policy and then only for the same coverage, except for limits of insurance, afforded under such "scheduled underlying insurance."

However, If a blanket additional insured endorsement is attached to the general liability "scheduled underlying insurance" pursuant to a written or oral contract or agreement between you and another person or organization (called additional insured), this insurance is excess over such insurance provided to the additional insured subject to the following conditions:

**(1)** If the limits specified in the written contract or agreement are less than the limits provided by the "scheduled underlying insurance," then no coverage is provided to the additional insured under this policy.

**(2)** If the limits specified in the written contract or agreement are greater than the limits provided by the "scheduled underlying insurance," then this insurance is excess over the insurance provided by the "scheduled underlying insurance." The limits of insurance for the additional insured are the lesser of:

**(i)** The limits specified in the written contract; or

**(ii)** The limits of the "scheduled underlying insurance" plus the limits of this policy.

**SECTION III – LIMITS OF INSURANCE**

**1.** The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

**a.** Insureds;

**b.** Claims made or "suits" brought;

**c.** Persons or organizations making claims or bringing "suits."

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**d.** "Automobiles," "aircraft" or "watercraft" to which this policy applies; or

**e.** Coverages under which loss is insured in this policy.

**2.** The limit of insurance shown in the Declarations as the Aggregate Limit is the most we will pay for the sum of all "ultimate net loss," to which this insurance applies and applies separately to all "ultimate net loss":

**a.** Included in the "products-completed operations hazard";

**b.** To which, and in the same manner, an aggregate limit applies under "scheduled underlying insurance" other than "ultimate net loss" included in the "products-competed operations hazard"; and

**c.** To which no "scheduled underlying insurance" applies.

The Aggregate Limit does not apply to "ultimate net loss" for which no aggregate limit applies in the "scheduled underlying insurance."

**3.** Subject to **2.** above, the limit of insurance shown in the Declarations as the Each Incident limit is the most we will pay for the sum of all "ultimate net loss" to which this insurance applies arising arising out of any one "incident."

**4.** In the event of reduction or exhaustion of the aggregate limits of insurance under "scheduled underlying insurance" solely by reason of payments of a combination of covered:

**a.** Expenses;

**b.** Settlements; or

**c.** Judgments

paid thereunder as a result of "bodily injury," property damage" or "personal and advertising injury" taking place during this policy period, this policy shall, subject to this limit of insurance provision and to the remaining terms and provisions and conditions of this policy:

**a.** Apply in excess of such reduction of "scheduled underlying insurance"; or

**b.** Apply in place of the exhausted amount of "scheduled underlying insurance."

Nothing in **a.** or **b.** above shall serve to increase the limits of insurance shown in the Declarations.

**5.** The limits of this policy shall apply separately to:

**a.** Each consecutive annual period; and

**b.** Remaining periods of less than 12 months;

starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the limits of insurance.

**SECTION IV – CONDITIONS**

**1. Financial Impairment**

Bankruptcy, rehabilitation, receivership, liquidation or other financial impairment of you or an "underlying insurer" shall neither relieve nor increase any of our obligations under this policy.

In the event there is diminished recovery or no recovery available to you as a result of such financial impairment of an insurer providing "scheduled underlying insurance," the coverage under this policy shall apply only in excess of the limits of insurance stated in the "scheduled underlying insurance." Under no circumstances shall we be required to drop down and replace the limits of insurance, or assume the obligations of a financially impaired insurer.

**2. Duties of the Insured**

**a.** In the event of an "incident" which has not resulted in a claim or suit.

Whenever you have information of an "incident" which involves injuries or damages likely to involve this policy, written notice shall be given by or for you to us or to our authorized agent as soon as practicable. The notice shall contain:

**(1)** Particular information sufficient to identify the insured;

**(2)** Such information as can be reasonably obtained with respect to time, place and circumstances of the occurrence or offense; and

**(3)** Names and addresses of the insured and of available witnesses.

**b.** In the Event of Claims or Suit

You shall provide us with written notice as soon as practicable whenever:

**(1)** A claim is made or "suit" is brought against you;

**(2)** You receive notice that a right to bring claim or "suit" against you will be asserted; or

**(3)** You obtain information that the obligation of "underlying insurers" to:

**(a)** Investigate;

**(b)** Defend;

**(c)** Pay on behalf of; or

**(d)** Indemnify

you has ceased.

Every demand, notice, summons, amended complaint or other process received by you or your representative shall be forwarded with each notice.

**3. Legal Action Against Us**

No legal action shall be brought against us unless you have fully complied with all the terms of this policy and the amount of your obligation to pay has been finally determined either by:

**a.** Judgment against you after actual trial; or

**b.** Written agreement between us, you and the claimant.

**4. Other Insurance**

This insurance is excess over and will not contribute with any other insurance available to the insured whether such other insurance is stated to be primary, contributory, excess, contingent or otherwise. This condition does not apply to insurance purchased specifically to apply in excess of this insurance.

**5. Premium Audit**

**a.** We will compute all premiums for this policy in accordance with our rules and rates.

**b.** If the premium is shown in the Declarations as flat, the premium for this policy is not subject to adjustment.

**c**. If the premium is shown in the Declarations as adjustable, the premium shown as the advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period. Audit premiums are due and payable on notice to the first Named Insured shown in the Declarations. If the sum of the advance and audit premiums paid for the policy term are greater than the earned premium, we will return the excess, subject to the minimum premium, to the first Named Insured shown in the Declarations.

**d.** The first Named Insured shown in the Declarations must keep records of the information we need for premium computation, and send us copies at such times as we request.

**6. Nonrenewal**

If we decide not to renew this policy, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

**7. Severability of Interests**

The insurance afforded applies separately to each insured against whom claim is made or "suit" is brought. However, the inclusion of more than one insured shall not operate to increase the limits of insurance.

**8. Annual Rating**

If this policy is issued for a period in excess of one year, the premium may be revised on each annual anniversary in accordance with our rates and rules in effect at that time.

**9. "Scheduled Underlying Insurance"**

Material change in premium for "scheduled underlying insurance" shall be promptly reported to us. Premium for this policy may be adjusted to reflect changes in underlying insurance in accordance with our manuals in effect at the time of the change.

**10. Maintenance of "Scheduled Underlying Insurance"**

While this policy is in force you agree that the policies listed in the Declarations as "scheduled underlying insurance" and their renewals and replacements shall be maintained, without alterations of terms or conditions, in full effect during the term of this policy; except for reduction or exhaustion of the aggregate limits of insurance in the "scheduled underlying insurance," provided that such reduction or exhaustion is solely the result of "incidents" taking place during this policy period, and not before. If you fail to maintain "scheduled underlying insurance," this condition shall not invalidate this policy. However, in the event of such failure, we will only be liable to the same extent as if you had complied with this condition.

**11. Appeals**

If you or your "underlying insurers" elect not to appeal a judgment in excess of the limits of insurance afforded by the:

**a.** "Scheduled underlying insurance";

**b.** "Unscheduled underlying insurance"; or

**c.** "Retained limit";

we may elect to appeal. Our limit of liability shall not be increased because of such appeal. We will, however, pay the following costs and expenses:

**a.** All premium bonds to release attachments for an amount not in excess of the applicable limit of liability of this policy;

**b.** All premiums on appeal bonds required in such defended "suit," but without obligation to apply for or furnish such bonds;

**c.** Court fees;

**d.** Costs and expenses taxed against you by the appellate court and interest accruing after entry of a judgment against you and before we have:

**(1)** Paid;

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**(2)** Offered to pay; or

**(3)** Deposited in court

the part of the judgment that is within the applicable limit of insurance. Where the "underlying insurers" terminate their liability to pay interest on the judgment by an offer to pay their limits, you shall demand that such limits be paid. If the appeal is successful, such amounts not obligated to be paid shall be returned to such "underlying insurer."

**12. Subrogation**

In the case of any payments by us under the coverages of this policy, we shall be subrogated to all rights of recovery against any other party which you may have and will cooperate with you and all other interests. Amounts recovered shall be apportioned in the following order:

**a.** Amounts paid in excess of the payments under this policy shall first be reimbursed up to the amount paid by those, including you, who made such payments;

**b.** We are then to be reimbursed up to the amount we paid;

**c.** Any remainder shall be available to the interests of those over whom this coverage is in excess and who are entitled to claim such remainder.

Expenses necessary to the recovery of such amounts shall be divided between the interests concerned, including you, in the ratio of their respective recoveries as finally settled.

**13. Settlement of Claims or Suit**

We may pay, but are not obligated to pay, any part or all of the amount of the "retained limit" to effect settlement of a claim or "suit." Upon notification of the action taken you shall promptly reimburse us for such part of the "retained limit" that we had paid. All named insureds are jointly and severally responsible for our reimbursement and agree to make such reimbursement within 30 days after we give you written notice or demand for payment.

**14. Sole Agent**

The insured first named in the Declarations is authorized to act on behalf of all named insureds and other insureds with respect to:

**a.** The giving and receiving of notice of cancellation; and

**b.** Receiving return premium that may be payable under this policy.

The insured first named in the Declarations is responsible for the payment of premiums, but the other named Insureds jointly and severally agree to make such payments in full if the insured first named fails to pay the amount due within 30 days after we give written notice or demand.

**15. Trade Sanctions**

In accordance with laws and regulations of the United States concerning economic and trade embargoes, this policy is void ab initio (void from its inception) with respect to any term or condition of this policy that violates any laws or regulations of the United States concerning economic and trade embargoes including, but not limited to the following:

**a.** Any insured, or any person or entity claiming the benefits of an insured, who is or becomes a Specially Designated National or Blocked Person or who is otherwise subject to U.S. economic or trade sanctions;

**b.** Any claim or "suit" that is brought in a Sanctioned Country or by a Sanctioned Country Government, where any action in connection with such claim or "suit" is prohibited by U.S. economic or trade sanctions;

**c.** Any claim or "suit" that is brought by any Specially Designated National or Blocked Person or any person or entity who is otherwise subject to U.S. economic or trade sanctions;

**d.** Property that is located in a Sanctioned Country or that is owned by, rented to or in the care, custody or control of a Sanctioned Country Government, where any activities related to such property are prohibited by U.S. economic or trade sanctions; or

**e.** Property that is owned by, rented to or in the care, custody or control of a Specially Designated National or Blocked Person, or any person or entity who is otherwise subject to U.S. economic or trade sanctions.

As used in this policy a Specially Designated National or Blocked Person is any person or entity that is on the list of Specially Designated Nationals and Blocked Persons issued by the U.S. Treasury Department's Office of Foreign Asset Control (O.F.A.C.) as it may be from time to time amended.

As used in this policy a Sanctioned Country is any country that is the subject of trade or economic embargoes imposed by the laws or regulations of the United States of America.

**SECTION V – DEFINITIONS**

**1. "Advertisement"** means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition

**a.** Notices that are published include material placed on the Internet or on similar electronic means of communication; and

**b.** Regarding websites, only that part of a website that is about your goods or services for the purposes of attracting customers or supporters is considered an advertisement.

**2.** **"Automobile"** means

**a.** A land motor vehicle, trailer or semitrailer designed for travel on public roads; including any attached machinery or equipment; or

**b.** Any other land vehicle that is subject to a compulsory or financial responsibility law or other motor vehicle insurance law in the state where it is licensed or principally garaged.

However, "automobile" does not include "mobile equipment."

**3.** **"Bodily injury"** means bodily injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury by that person at any time which results as a consequence of the bodily injury, sickness or disease.

**4.** **"Aircraft"** means a vehicle designed to transport persons or property in the air.

**5.** **"Impaired property"** means tangible property, other than "your product" or "your work," that cannot be used or is less useful because:

**a.** It incorporates "your product" or "your work" that is known or thought to be defective, deficient, inadequate or dangerous; or

**b.** You have failed to fulfill the terms of a contract or agreement;

if such property can be restored to use by:

**a.** The repair, replacement, adjustment or removal of "your product" or "your work"; or

**b.** Your fulfilling the terms of the contract or agreement.

**6.** **"Insured contract"** means:

**a.** A lease of premises;

**b.** A sidetrack agreement;

**c.** An easement or license agreement, except in connection with construction or demolition operations on or within 50 feet of a railroad;

**d.** An indemnification of a municipality as required by ordinance, except in connection with work for a municipality;

**e.** An elevator maintenance agreement; or

**f.** The part of other contracts or agreements pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability to pay damages because of "bodily injury" or "property damage" to a third person or organization, if the contracts or agreements are made prior to the "bodily injury" or "property damage."

Tort liability means liability that would be imposed by law in the absence of contracts or agreements.

An "insured contract" does not include that part of a contract or agreement:

**a.** That indemnifies an architect, engineer or surveyor for an injury or damages arising out of:

**(1)** Preparing, approving or failing to prepare or approve:

**(a)** Maps;

**(b)** Drawings;

**(c)** Opinions;

**(d)** Reports;

**(e)** Surveys;

**(f)** Change orders;

**(g)** Designs; or

**(h)** Specifications; or

**(2)** Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage;

**b.** Under which the insured, if an architect, engineer or surveyor, assumes liability for injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in **a.(1)** above and supervisory, inspection or engineering services; or

**c.** That indemnifies a person or organization for damage by fire to premises rented or loaned to an insured.

**7.** **"Loading or unloading"** means the handling of property:

**a.** After it is moved from the place where it is accepted for movement into or onto an "aircraft," "watercraft" or "automobile";

**b.** While it is in or on an "aircraft," "watercraft" or "automobile"; or

**c.** While it is being moved from an "aircraft," "watercraft" or "automobile" to the place where it is finally delivered;

but "loading or unloading" does not include the movement of property by means of a mechanical device, other than a hand truck, that is not attached to the "aircraft," "watercraft" or "automobile."

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8. **"Mobile equipment"** means any of the following types of land vehicles, including any attached machinery or equipment:

   **a.** Bulldozers, farm machinery, forklifts and other vehicles designed for use principally off public roads;

   **b.** Vehicles that travel on crawler treads;

   **c.** Vehicles maintained for use solely on or next to premises you own or rent;

   **d.** Vehicles, whether self-propelled or not, maintained primarily to provide mobility to permanently mounted:

      **(1)** Power cranes, shovels, loaders, diggers or drills; or

      **(2)** Road construction or resurfacing equipment such as graders, scrapers or rollers;

   **e.** Vehicles not described in **a., b., c.** or **d.** above that are not self-propelled and are maintained primarily to provide mobility to permanently attached equipment of the following types:

      **(1)** Air compressors, pumps, and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or

      **(2)** Cherry pickers and similar devices used to raise or lower workers;

   **f.** Vehicles not described in **a., b., c.** or **d.** above maintained primarily for purposes other than the transportation of persons or cargo.

      However, self-propelled vehicles with the following type of permanently attached equipment are not "mobile equipment" but will be considered "automobiles":

      **(1)** Equipment designed primarily for:

         **(a)** Snow removal ;

         **(b)** Road maintenance, but not construction or resurfacing; or

         **(c)** Street cleaning;

      **(2)** Cherry pickers and similar devices mounted on "automobiles" or truck chassis and used to raise or lower workers; and

      **(3)** Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.

   However, "mobile equipment" does not include any land vehicles that are subject to a compulsory or financial responsibility law or other motor vehicle insurance law in the state where it is licensed or principally garaged. Land vehicles subject to a compulsory or financial responsibility law or other motor vehicle insurance law are considered "automobiles"

9. **"Incident"**

   **a.** With respect to "bodily injury" and "property damage," "incident" means an occurrence. An occurrence means an accident, including continuous or repeated exposure to substantially the same general harmful conditions.

   **b.** With respect to "personal and advertising injury," "incident" means an offense arising out of your business.

10. **"Personal and Advertising Injury"** means injury, including consequential "bodily injury," arising out of one or more of the following offenses:

   **a.** False arrest, detention or imprisonment;

   **b.** Malicious prosecution or abuse of process;

   **c.** Wrongful eviction from, wrongful entry into, or the invasion of the right of private occupancy of a room, dwelling or premises that a person occupies committed by or on behalf of its owner, landlord or lessor;

   **d.** Discrimination, unless such insurance is prohibited by law;

   **e.** Oral or written publication, in any manner, of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;

   **f.** Oral or written publication, in any manner, of material that violates a person's right of privacy;

   **g.** The use of another's advertising idea in your "advertisement;"

   **h.** Infringing upon another's copyright, trade dress or slogan in your "advertisement."

11. **a. "Products-completed operations hazard"** includes "bodily injury" and "property damage" occurring away from premises an insured owns or rents and arising out of "your product" or "your work" except:

      **(1)** Products in your physical possession; or

      **(2)** Work not yet completed or abandoned.

   **b.** "Your work" will be deemed completed at the earliest of the following:

      **(1)** When all work called for in the "insured contract" has been completed;

      **(2)** When all of the work to be done at the site has been completed if the "insured's contract" calls for work at more than one site; or

**(3)** When that part of the work done at a job site has been put to its intended use by a person or organization other than another contractor or subcontractor working on the same project. Work that may need:

**(a)** Service;

**(b)** Maintenance;

**(c)** Correction;

**(d)** Repair; or

**(e)** Replacement;

but which is otherwise complete, will be treated as completed.

**c.** This hazard does not include "bodily injury" or "property damage" arising out of:

**(1)** The transportation of property, unless the injury or damage arises out of a condition in or on a vehicle created by the "loading or unloading" of it; or

**(2)** The existence of:

**(a)** Tools;

**(b)** Uninstalled equipment; or

**(c)** Abandoned or unused materials.

**12. "Property damage"** means:

**a.** Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or

**b.** Loss of use of tangible property that is not physically injured. All such loss shall be deemed to occur at the time of the occurrence that caused it.

For the purposes of this insurance, "electronic data" is not tangible property.

**13. "Suit"** means a civil proceeding in which damages because of:

**a.** "Bodily injury";

**b.** "Property damage"; or

**c.** "Personal and advertising injury";

to which this insurance applies are alleged. "Suit" includes:

**a.** An arbitration proceeding alleging such damages to which you must submit with our consent; or

**b.** Any other alternative dispute resolution proceeding in which such damages are claimed and to which you submit with our consent.

**14. "Your product"** means:

**a.** Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:

**(1)** You;

**(2)** Others trading under your name; or

**(3)** A person or organization whose business or assets you have acquired; and

**b.** Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.

"Your product" includes warranties or representations made with respect to the fitness, quality, durability, performance or use of "your product" and the providing of or failure to provide warnings or instructions.

"Your product" does not include vending machines or other property rented to or located for the use of others but not sold.

**15. "Your work"** means:

**a.** Work or operations performed by you or on your behalf; and

**b.** Materials, parts or equipment furnished in connection with such work or operations.

"Your work" includes warranties or representations made with respect to the fitness, quality, durability, performance or use of "your work" and the providing of or failure to provide warnings or instructions.

**16. "Retained limit"** means the amount stated as such in the Declarations. The "retained limit" is retained and payable by the insured as respects all "incidents" not covered by "scheduled underlying insurance" or by "unscheduled underlying insurance."

**17. "Scheduled underlying insurance"** means the insurance policies listed in the Schedule of Underlying Insurance including renewal or replacement of such contracts which are not more restrictive than those listed in the aforementioned Schedule of Underlying Insurance.

**18. "Ultimate net loss"**

**a.** "Ultimate net loss" means the actual damages the insured is legally obligated to pay, either through:

**(1)** Final adjudication on the merits; or

**(2)** Through compromise settlement with our written consent or direction;

because of "incident(s)" covered by this policy.

However, it includes the above mentioned sums only after deducting all other recoveries and salvages.

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**b.** "Ultimate net loss" does not include the following:

**(1)** Costs or expenses related to:

**(a)** Litigation,

**(b)** Settlement;

**(c)** Adjustment; or

**(d)** Appeals;

nor costs or expenses incident to the same which an "underlying insurer" has paid, incurred or is obligated to pay to or on behalf of the insured;

**(2)** Pre-judgment interest;

**(3)** Office costs and expenses and salaries and expenses of the employees of an insured;

**(4)** Our office costs and expenses and salaries of our employees; or

**(5)** General retainer and/or monitoring fees of counsel retained by the insured.

**19. "Underlying insurer"** means an insurer whose policy covers "bodily injury," "property damage" or "personal and advertising injury" also covered by this policy but does not include insurers whose policies were purchased specifically to be in excess of this policy. It includes all insurers providing:

**a.** "Unscheduled underlying insurance"; and

**b.** "Scheduled underlying insurance."

**20. "Unscheduled underlying insurance"**

**a.** "Unscheduled underlying insurance" means insurance policies available to an insured, whether:

**(1)** Primary;

**(2)** Excess;

**(3)** Excess-contingent; or

**(4)** Otherwise;

except the policies listed in the Schedule of Underlying Insurance.

**b.** "Unscheduled underlying insurance" does not include insurance purchased specifically to be excess of this policy.

**21. "Watercraft"** means a vehicle designed to transport persons or property in or on water.

**22. "Authorized Insured"** means any named insured or any employee authorized by a named insured to give or receive notice of a claim or "suit."

**23. "Electronic data"** means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

**24. "Pollutants"** means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.

**25. "Fungi or microbes"** means:

**a.** Any form of fungus, yeast, mold, mildew, or mushroom, including mycotoxins, spores, scents, byproducts or other substances produced or released by fungi; and

**b.** Any bacteria, virus, or any other non-fungal, single celled or colony-form organism, including any toxins, scents, byproducts or other substances it produces or releases, whose injurious source is in or on a building or its contents.

But "fungi and microbes" does not include fungi that were deliberately grown for human consumption, microbes that were transmitted directly from person to person, or microbes that caused food poisoning, if your business is food processing, sales, or serving.

**26. "Silica"** means the chemical compound silicon dioxide (SiO2) in any form, including dust which contains "silica."

**27. "Asbestos"** means the mineral in any form whether or not the asbestos was at any time:

**a.** Airborne as a fiber, particle or dust;

**b.** Contained in or formed a part of a product, structure or other real or personal property;

**c.** Carried on clothing;

**d.** Inhaled or ingested; or

**e.** Transmitted by any other means.

**28. "Volunteer worker"** means a person who is not your employee, and who donates his or her work and acts at the direction of and within the scope of duties determined by you, and is not paid a fee, salary or other compensation by you or anyone else for their work performed for you.

**SECTION VI – DEFENSE PAYMENT AND RELATED DUTIES**

**1.** If a claim or "suit" alleges damages covered by underlying policies and the obligation of all "underlying insurers" either to:

**a.** Investigate and defend the insured; or

**b.** Pay the cost of such investigation and defense;

ceases solely through exhaustion of all underlying limits of insurance through payment of a combination

of covered expenses, settlements or judgments for "bodily injury," "property damage" or "personal and advertising injury" taking place during our policy period, then we will either:

**a.** Assume the investigation and defense of the insured against "suits" seeking damages; or

**b.** If we elect not to assume the investigation and defense in **1.a.** above, we will reimburse the insured for reasonable defense costs and expenses incurred with our written consent. However, such reimbursement excludes:

**(1)** Office expenses of the insured;

**(2)** Salaries and expenses of employees; and

**(3)** General retainer fees of counsel retained by the insured.

**2.** We will investigate and defend an insured or reimburse an insured for "suits" brought against an insured for a claim or "suit" that alleges damages because of "bodily injury," "property damage" or "personal and advertising injury" not covered under:

**a.** "Scheduled underlying insurance"; and

**b.** "Unscheduled underlying insurance";

but which seeks damages because of "bodily injury," "property damage" or "personal and advertising injury" otherwise covered under this policy. Costs and expanses of such investigation and defense are not subject to the "retained limit."

**3.** We will investigate and defend an insured or reimburse an insured for such costs of investigation and defense described in either **1.** or **2.** above, even if the allegations of a "suit" are:

**a.** Groundless;

**b.** False; or

**c.** Fraudulent;

but only until we make payment or offer to pay or deposit in court that part of judgment(s) not exceeding our limit of insurance.

**4.** We shall also have the sole right to make settlement of a "suit" as we deem expedient.

**5.** If not permitted by law or otherwise to perform these duties, we will pay an insured for defense costs and expenses incurred with our prior written consent.

**6.** Amounts we pay or incur pursuant to the obligation to defend or pay the costs and expenses of defense are in addition to, and not subject to, the limits of insurance stated in the Declarations.

**7.** In addition to our limits of insurance, we will pay prejudgment interest awarded against an insured on that part of a judgment covered by this policy. We will not pay prejudgment interest on that period of time after we offer to pay:

**a.** Our limit of insurance; or

**b.** That portion of our limit of insurance which equals the amount of a settlement demand when combined with the limits of "underlying insurers."

**8.** We will pay interest on a judgment that accrues after entry of that judgment, but before we have:

**a.** Paid;

**b.** Offered to pay; or

**c.** Deposited in court

that part of the judgment that is within the limit of insurance of this policy. The amount of interest we pay will be in direct proportion that amount we pay as damages bears to the total amount of judgment. We will not pay additional interest that accrues after we have:

**a.** Paid;

**b.** Offered to pay;

**c.** Deposited in court

that part of the judgment that is within the limit of insurance of this policy.

**9.** We will pay all reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit." This includes actual loss of earnings up to liability $250. a day because of time off from work.

## NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)

It is agreed that:

**I.** This policy does not apply:

**A.** Under Liability Coverage to "bodily injury" "personal and advertising injury" or "property damage"

**1.** With respect to which an insured under this policy, is also an insured under a nuclear energy liability policy issued by the:

**a.** Nuclear Energy Liability Insurance Association;

**b.** Mutual Atomic Energy Liability Underwriters; or

**c.** Nuclear Insurance Association of Canada;

or any of their successors, or would be an insured under any such policy but for its

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termination upon exhaustion of its limit of liability; or

**2.** Resulting from the "hazardous properties" of "nuclear material" and with respect to which:

**a.** Any person or organization is required to maintain financial protection pursuant to the Atomic Energy Act of 1954, or any law or amendment thereof; or

**b.** The insured is, or had this policy not been issued would be, entitled to indemnity from the United States of America, or any agency thereof, under any agreement entered into by the United States of America, or any agency thereof, with any person or organization.

**B.** Under any Supplementary Payments provision relating to first aid, to expenses incurred with respect to "bodily injury" resulting from the "hazardous properties" of "nuclear material," and arising out of the operation of a "nuclear facility" by any person or organization.

**C**. Under any Liability Coverage, to "bodily injury" "personal and advertising injury" or "property damage" resulting from the "hazardous properties" of "nuclear material," if:

**1.** The "nuclear material":

**a.** Is at any "nuclear facility" owned by, or operated by or on behalf of, an insured; or

**b.** Has been discharged or dispersed therefrom;

**2.** The "nuclear material" is contained in "spent fuel" or "waste" at any time possessed, handled, used, processed, stored, transported or disposed of by or on behalf of an insured; or

**3.** The "bodily injury," "personal and advertising injury," or "property damage" arises out of the furnishing by an insured of services, materials, parts or equipment in connection with the:

**a.** Planning;

**b.** Construction;

**c.** Maintenance;

**d.** Operation; or

**e.** Use of

any "nuclear facility," but if such facility is located within the United States of America, its territories or possessions or Canada, this exclusion **(C.3.)** applies only to "property damage" to such "nuclear facility" and any property threat.

**II.** As used in this endorsement:

**A.** "Hazardous properties" include radioactive, toxic or explosive properties.

**B.** "Nuclear material" means "source material," "special nuclear material" or "byproduct material."

**C.** "Source material," "special nuclear material" and "by-product material" have the meanings given them in the Atomic Energy Act of 1954 or in any law amendatory thereof.

**D.** "Spent fuel" means any fuel element or fuel component, solid or liquid, which has been used or exposed to radiation in a "nuclear reactor."

**E.** "Waste" means waste material:

**1.** Containing "by-product material" other than the tailings or waste produced by the extraction or concentration of uranium or thorium from ore processed primarily for its "source material" content; and

**2.** Resulting from the operation by any person or organization, of a "nuclear facility" included within paragraphs **1.** and **2.** of the definition of "nuclear facility."

**F.** "Nuclear facility" means:

**1.** Any "nuclear reactor";

**2.** Any equipment or device designed or used for:

**a.** Separating the isotopes of uranium or plutonium;

**b.** Processing or utilizing "spent fuel"; or

**c.** handling, processing or packaging "waste";

**3.** Any equipment or device used for the processing, fabricating or alloying of special "nuclear material" if at any time the total amount of such material in the custody of the insured at the premises where such equipment is located consists of or contains more than:

**a.** 25 grams of plutonium or uranium 233 or any combination thereof; or

**b.** 250 grams of uranium 235;

**4.** Any structure, basin, excavation, premises or place prepared or used for the storage or disposal of "waste";

and includes the site on which any of the foregoing is located, all operations conducted on such site and all premises used for such operations.

**G.** "Nuclear reactor" means an apparatus designed or used to sustain nuclear fission in a self-supporting chain reaction or to contain a critical mass of fissionable material.

**H.** "Property damage" includes all forms of radioactive contamination of property.

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# BLANKET ADDITIONAL INSURED AND LIABILITY EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM
BUSINESSOWNERS COMMON POLICY CONDITIONS

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## I. BLANKET ADDITIONAL INSURED PROVISIONS

### A. ADDITIONAL INSURED – BLANKET VENDORS

**Who Is An Insured** is amended to include as an additional insured any person or organization (referred to below as vendor) with whom you agreed under a "**written contract**" to provide insurance, but only with respect to "**bodily injury**" or "**property damage**" arising out of "**your products**" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

**1.** The insurance afforded the vendor does not apply to:

**a.** "**Bodily injury**" or "**property damage**" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

**b.** Any express warranty unauthorized by you;

**c.** Any physical or chemical change in the product made intentionally by the vendor;

**d.** Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

**e.** Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

**f.** Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

**g.** Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

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**h.** "**Bodily injury**" or "**property damage**" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

**(1)** The exceptions contained in Subparagraphs **d.** or **f.**; or

**(2)** Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

**2.** This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

**3.** This provision **2.** does not apply to any vendor included as an insured by an endorsement issued by us and made a part of this Policy.

**4.** This provision **2.** does not apply if "**bodily injury**" or "**property damage**" included within the "**products-completed operations hazard**" is excluded either by the provisions of the Policy or by endorsement.

**B. MISCELLANEOUS ADDITIONAL INSUREDS**

**1.** **Who Is An Insured** is amended to include as an insured any person or organization (called additional insured) described in paragraphs **3.a.** through **3.j.** below whom you are required to add as an additional insured on this policy under a "**written contract**."

**2.** However, subject always to the terms and conditions of this policy, including the limits of insurance, we will not provide the additional insured with:

**a.** A higher limit of insurance than required by such "**written contract**;"

**b.** Coverage broader than required by such "**written contract**" and in no event greater than that described by the applicable paragraph a. through k. below; or

**c.** Coverage for "**bodily injury**" or "**property damage**" included within the "**products-completed operations hazard**." But this paragraph **c.** does not apply to the extent coverage for such liability is provided by paragraph **3.j.** below.

Any coverage granted by this endorsement shall apply only to the extent permitted by law.

**3.** Only the following persons or organizations can qualify as additional insureds under this endorsement:

**a. Controlling Interest**

Any persons or organizations with a controlling interest in you but only with respect to their liability arising out of:

**(1)** such person or organization's financial control of you; or

**(2)** Premises such person or organization owns, maintains or controls while you lease or occupy these premises;

provided that the coverage granted to such additional insureds does not apply to structural alterations, new construction or demolition operations performed by or for such additional insured.

**b. Co-owner of Insured Premises**

A co-owner of a premises co-owned by you and covered under this insurance but only with respect to the co-owners liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" as co-owner of such premises.

**c. Grantor of Franchise**

Any person or organization that has granted a franchise to you, but only with respect to such person or organization's liability for "**bodily injury**," "**property damage**," or "**personal and advertising injury**" as grantor of a franchise to you.



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**d. Lessor of Equipment**

Any person or organization from whom you lease equipment, but only with respect to liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" caused in whole or in part by your maintenance, operation or use of such equipment, provided that the "**occurrence**" giving rise to such "**bodily injury**" or "**property damage**" or the offense giving rise to such "**personal and advertising injury**" takes place prior to the termination of such lease.

**e. Lessor of Land**

Any person or organization from whom you lease land, but only with respect to liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of the ownership, maintenance or use of that specific part of the land leased to you, provided that the "**occurrence**" giving rise to such "bodily injury" or "**property damage**" or the offense giving rise to such "**personal and advertising injury**," takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

**f. Lessor of Premises**

An owner or lessor of premises leased to you, or such owner or lessor's real estate manager, but only with respect to liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of the ownership, maintenance or use of such part of the premises leased to you, and provided that the "**occurrence**" giving rise to such "**bodily injury**" or "**property damage**" or the offense giving rise to such "**personal and advertising injury**," takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

**g. Mortgagee, Assignee or Receiver**

A mortgagee, assignee or receiver of premises but only with respect to such mortgagee, assignee, or receiver's liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of the ownership, maintenance, or use of a premises by you.
This insurance does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

**h. State or Political Subdivisions**

A state or government agency or subdivision or political subdivision that has issued a permit or authorization, but only with respect to such government agency or subdivision or political subdivision's liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of:

**(1)** The following hazards in connection with premises you own, rent, or control and to which this insurance applies:

**(a)** The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistaway openings, sidewalk vaults, street banners, or decorations and similar exposures; or

**(b)** The construction, erection, or removal of elevators; or

**(c)** The ownership, maintenance or use of any elevators covered by this insurance; or

**(2)** The permitted or authorized operations performed by you or on your behalf. But the coverage granted by this paragraph does not apply to:

**(a)** "**Bodily injury**", "**property damage**" or "**personal and advertising injury**" arising out of operations performed for the state or government agency or subdivision or political subdivision; or

**(b)** "**Bodily injury**" or "**property damage**" included within the "**products-completed operations hazard**."

With respect to this provision's requirement that additional insured status must be requested under a "**written contract**," we will treat as a "**written contract**" any governmental permit that requires you to add the governmental entity as an additional insured.

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**i. Trade Show Event Lessor**

With respect to your participation in a trade show event as an exhibitor, presenter or displayer, any person or organization whom you are required to include as an additional insured, but only with respect to such person or organization's liability for "**bodily injury**," "**property damage**," or "**personal and advertising injury**" caused by:

**a.** Your acts or omissions; or

**b.** Acts or omissions of those acting on your behalf;

in the performance of your ongoing operations at the trade show premises during the trade show event.

**j. Other Person or Organization**

Any person or organization who is not an additional insured under paragraphs **a.** through **i.** above. Such additional insured is an insured solely for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" for which such additional insured is liable because of your acts or omissions.

The coverage granted by this paragraph does not apply to any person or organization:

**(1)** For "**bodily injury**," "**property damage**," or "**personal and advertising injury**" arising out of the rendering or failure to render any professional services;

**(2)** For "**bodily injury**" or "**property damage**" included in the "**products-completed operations hazard**." But this provision **(2)** does not apply to such "**bodily injury**" or "**property damage**" if:

**(a)** It is entirely due to your negligence and specifically results from your work for the additional insured which is the subject to the "**written contract**"; and

**(b)** The "**written contract**" requires you to make the person or organization an additional insured for such "**bodily injury**" or "**property damage**"; or

**(3)** Who is afforded additional insured coverage under another endorsement attached to this policy.

**C. ADDITIONAL PROVISIONS PERTINENT TO ADDITIONAL INSURED COVERAGE**

**1.** With respect only to additional insured coverage provided under paragraphs **A.** and **B.** above:

**a.** The **BUSINESSOWNERS COMMON POLICY CONDITIONS** are amended to add the following to the Condition entitled **Other Insurance**:

This insurance is excess of all other insurance available to an additional insured whether primary, excess, contingent or on any other basis. However, if a "**written contract**" requires that this insurance be either primary or primary and noncontributing, then this insurance will be primary and non-contributory relative solely to insurance on which the additional insured is a named insured.

**b.** Under **Liability and Medical Expense Definitions**, the following definition is added:

"**Written contract**" means a written contract or agreement that requires you to make a person or organization an additional insured on this policy, provided the contract or agreement:

**(1)** Is currently in effect or becomes effective during the term of this policy; and

**(2)** Was executed prior to:

**(a)** The "**bodily injury**" or "**property damage**;" or

**(b)** The offense that caused the "**personal and advertising injury**";

for which the additional insured seeks coverage.

**2.** With respect to any additional insured added by this endorsement or by any other endorsement attached to this Coverage Part, the section entitled **Who Is An Insured** is amended to make the following natural persons insureds.

If the additional insured is:

**a.** An individual, then his or her spouse is an insured;



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**b.** A partnership or joint venture, then its partners, members and their spouses are insureds;

**c.** A limited liability company, then its members and managers are insureds;

**d.** An organization other than a partnership, joint venture or limited liability company, then its executive officers, directors and shareholders are insureds; or

**e.** Any type of entity, then its employees are insureds;

but only with respect to locations and operations covered by the additional insured endorsement's provisions, and only with respect to their respective roles within their organizations. Furthermore, employees of additional insureds are not insureds with respect to liability arising out of:

**(1)** "**Bodily injury**" or "**personal and advertising injury**" to any fellow employee or to any natural person listed in paragraphs **a.** through **d.** above;

**(2)** "**Property damage**" to property owned, occupied or used by their employer or by any fellow employee; or

**(3)** Providing or failing to provide professional health care services.

## II. LIABILITY EXTENSION COVERAGES

It is understood and agreed that this endorsement amends the **Businessowners Liability Coverage Form**. If any other endorsement attached to this policy amends any provision also amended by this endorsement, then that other endorsement controls with respect to such provision, and the changes made by this endorsement to such provision do not apply.

### A. Bodily injury – Expanded Definition

Under **Liability and Medical Expenses Definitions**, the definition of "**Bodily injury**" is deleted and replaced by the following:

"**Bodily injury**" means physical injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury by that person at any time which results as a consequence of the physical injury, sickness or disease.

### B. Broad Knowledge of Occurrence

Under Businessowners Liability Conditions, the Condition entitled Duties In The Event of Occurrence, Offense, Claim or Suit is amended to add the following:

Paragraphs **a.** and **b.** above apply to you or to any additional insured only when such "**occurrence**," offense, claim or "**suit**" is known to:

**(1)** You or any additional insured that is an individual;

**(2)** Any partner, if you or an additional insured is a partnership;

**(3)** Any manager, if you or an additional insured is a limited liability company;

**(4)** Any "**executive officer**" or insurance manager, if you or an additional insured is a corporation;

**(5)** Any trustee, if you or an additional insured is a trust; or

**(6)** Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

This paragraph applies separately to you and any additional insured.

### C. Estates, Legal Representatives and Spouses

The estates, heirs, legal representatives and spouses of any natural person insured shall also be insured under this policy; provided, however, coverage is afforded to such estates, heirs, legal representatives and spouses only for claims arising solely out of their capacity as such and, in the case of a spouse, where such claim seeks damages from marital common property, jointly held property, or property transferred from such natural person insured to such spouse. No coverage is provided for any act, error or omission of an estate, heir, legal representative or spouse outside the scope of such person's capacity as such, provided however that the spouse of a natural person Named Insured and the spouses of members or partners of joint venture or partnership Named Insureds are insureds with respect to such spouses' acts, errors or omissions in the conduct of the Named Insured's business.

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**D. Fellow Employee First Aid Coverage**

In the section entitled **Who Is An Insured**, paragraph **2.a.1.** is amended to add the following:

The limitations described in subparagraphs **2.a.1.(a)**, **(b)** and **(c)** do not apply to your "**employees**" for "**bodily injury**" that results from providing cardiopulmonary resuscitation or other first aid services to a co-"**employee**" or "**volunteer worker**" that becomes necessary while your "**employee**" is performing duties in the conduct of your business. Your "**employees**" are hereby insureds for such services. But the insured status conferred by this provision does not apply to "**employees**" whose duties in your business are to provide professional health care services or health examinations.

**E. Legal Liability – Damage To Premises**

**1.** Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, Exclusion **k. Damage To Property**, is replaced by the following:

**k. Damage To Property**

"**Property damage**" to:

**1.** Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;

**2.** Premises you sell, give away or abandon, if the "**property damage**" arises out of any part of those premises;

**3.** Property loaned to you;

**4.** Personal property in the care, custody or control of the insured;

**5.** That particular part of any real property on which you or any contractors or subcontractors working directly or indirectly in your behalf are performing operations, if the "**property damage**" arises out of those operations; or

**6.** That particular part of any property that must be restored, repaired or replaced because "**your work**" was incorrectly performed on it.

Paragraph **2** of this exclusion does not apply if the premises are "**your work**" and were never occupied, rented or held for rental by you.

Paragraphs **1**, **3**, and **4**, of this exclusion do not apply to "**property damage**" (other than damage by fire or explosion) to premises:

**(1)** rented to you:

**(2)** temporarily occupied by you with the permission of the owner, or

**(3)** to the contents of premises rented to you for a period of 7 or fewer consecutive days.

A separate limit of insurance applies to Damage To Premises Rented To You as described in Section D – Liability and Medical Expenses Limits of Insurance.

Paragraphs **3**, **4**, **5**, and **6** of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph **6** of this exclusion does not apply to "**property damage**" included in the "**products-completed operations hazard**."

**2.** Under **B. Exclusions**, **1. Applicable to Business Liability Coverage**, the following paragraph is added, and replaces the similar paragraph, if any, beneath paragraph **(14)** of the exclusion entitled **Personal and Advertising Injury**:

Exclusions **c, d, e, f, g, h, i, k, l, m, n, and o,** do not apply to damage by fire to premises while rented to you or temporarily occupied by you with permission of the owner or to the contents of premises rented to you for a period of 7 or fewer consecutive days. A separate limit of insurance applies to this coverage as described in **Section D. Liability And Medical Expenses Limits Of Insurance**.



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**3.** The first Paragraph under item **5. Damage To Premises Rented To You Limit** of the section entitled **Liability And Medical Expenses Limits Of Insurance** is replaced by the following:

The most we will pay under Business Liability for damages because of "**property damage**" to any one premises, while rented to you or temporarily occupied by you with the permission of the owner, including contents of such premises rented to you for a period of 7 or fewer consecutive days, is the Damage to Premises Rented to You Limit. The Damage to Premises Rented to You Limit is the greater of:

**a.** $1,000,000; or

**b.** The Damage to Premises Rented to You Limit shown in the Declarations.

**F. Personal and Advertising Injury – Discrimination or Humiliation**

**1.** Under **Liability and Medical Expenses Definitions**, the definition of "**personal and advertising injury**" is amended to add the following:

**h.** Discrimination or humiliation that results in injury to the feelings or reputation of a natural person, but only if such discrimination or humiliation is:

**(1)** Not done intentionally by or at the direction of:

**(a)** The insured; or

**(b)** Any "**executive officer**," director, stockholder, partner, member or manager (if you are a limited liability company) of the insured; and

**(2)** Not directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person or person by any insured.

**2.** Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, the exclusion entitled **Personal and Advertising Injury** is amended to add the following additional exclusions:

**(15) Discrimination Relating to Room, Dwelling or Premises**

Caused by discrimination directly or indirectly related to the sale, rental, lease or sub-lease or prospective sale, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured.

**(16) Employment Related Discrimination**

Discrimination or humiliation directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person by any insured.

**(17) Fines or Penalties**

Fines or penalties levied or imposed by a governmental entity because of discrimination.

**3.** This provision **(Personal and Advertising Injury – Discrimination or Humiliation)** does not apply if **Personal and Advertising Injury** Liability is excluded either by the provisions of the Policy or by endorsement.

**G. Personal and Advertising Injury - Broadened Eviction**

Under **Liability and Medical Expenses Definitions**, the definition of "**Personal and advertising injury**" is amended to delete Paragraph c. and replace it with the following:

**c.** The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room dwelling or premises that a person or organization occupies committed by or on behalf of its owner, landlord or lessor.

**H. Waiver of Subrogation – Blanket**

We waive any right of recovery we may have against:

**a.** Any person or organization with whom you have a written contract that requires such a waiver.

All other terms and conditions of the Policy remain unchanged.

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## WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

BLANKET AS REQUIRED BY WRITTEN CONTRACT

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)
Endorsement Effective 12/1/2023 Policy No. 7013027475 Endorsement No.

Insured
Vertosoft LLC

Premium $

Insurance Company
CNA

Countersigned by Patrick M. Sa

**WC 00 03 13**
(Ed. 4-84)

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# General Services Administration

# Information Technology

# Federal Supply Schedule Price List

Contract Number: GS-35F-688GA

MOD 0037

Period Covered by Contract:

September 19, 2017 to September 18, 2027

Contractor:

Vertosoft LLC
1602 Village Market Blvd SE, Suite 320
Leesburg, VA 20175
Certified Small Business Concern
703-568-4703
**www.vertosoft.com**

AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

**SPECIAL ITEM NUMBER 518210C- Cloud Computing Services:**

Includes commercially available cloud computing services such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) and emerging cloud services. The new Cloud SIN is open to all deployment models (private, public, community or hybrid).

FSC/PSC Class D305 IT AND TELECOM- TELEPROCESSING, TIMESHARE, AND CLOUD COMPUTING

Cloud Computing Services

**SPECIAL ITEM NUMBER 54151 - MAINTENANCE OF SOFTWARE AS A SERVICE**

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially.

Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

**SPECIAL ITEM NUMBER 511210 - PERPETUAL SOFTWARE LICENSES**

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.
Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE
- Large Scale Computers
  - Operating System Software
  - Application Software
  - Electronic Commerce (EC) Software
  - Utility Software
  - Communications Software
  - Core Financial Management Software
  - Ancillary Financial Systems Software
  - Special Physical, Visual, Speech, and Hearing Aid Software
- Microcomputers

Operating System Software
Application Software
Electronic Commerce (EC) Software
Utility Software
Communications Software
Core Financial Management Software
Ancillary Financial Systems Software
Special Physical, Visual, Speech, and Hearing Aid Software

**Contractor Information:**

Vertosoft LLC

1602 Village Market Blvd SE, Suite 320

Leesburg, VA 20175

Certified Small Business Concern

703-568-4703

www.vertosoft.com

Contract Number: GS-35F-688GA

Period Covered by Contract:

September 19, 2017 to September 18, 2027

General Services Administration
Federal Acquisition Service

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).

## JURGENS, TAYLOR R.

**From:** DUTTON-LEYDA, TRAVIS K.
**Sent:** Monday, November 25, 2024 8:55 AM
**To:** JURGENS, TAYLOR R.
**Cc:** Purchasing DET
**Subject:** RE: Request for Determination for New Asset Management Software

Taylor, 13-1-129 is correct. And the unfortunate thing about the City's templates neither template adequately works for software purchases. We had a team working on new templates, but the work has gone dormmate.

Greetings,

The scope of work as written would be General Services. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico (vendor # 8673) (mloehman@horizonsofnewmexico.org) if this service appears on their approved list.
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.

  -IT components (anything IT) - ereview@santafenm.gov

  -Vehicles – dmjaramillo@santafenm.gov

  -Grants - mtbonifer@santafenm.gov; cmthompson@santafenm.gov; evlujan@santafenm.gov

  - Construction, Facilities, Furniture, Fixtures, Equipment, etc. - jsburnett@santafenm.gov

  -Emergency Related Purchases - bgwilliams@santafenm.gov

  -Asset over $5k - lmstorey@santafenm.gov

- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented procedures/laws/rules are followed.
- > $20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is =/> $60k, per NMSA 1978, Section 13-1-102, the procurement method must be ITB (if you choose not to use a cooperative or an existing contract). If you feel you need to process an RFP, you must get an Authorization and Plan approved before you process.

- < $20k per year, one quote is acceptable.
- From $20k to $60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.
- Please keep this as part of the procurement file for future reference.
- Figure out your funding source and **inform Purchasing**. To ensure that the proper documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.
- Please review the pages linked below to determine whether any of the existing contracts/price agreements or cooperative agreements are applicable to this request. You might be able to use an existing price agreement to save time and money.
    - https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/ (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
    - https://naspovaluepoint.org/categories/
    - https://www.omniapartners.com/publicsector/contracts
    - https://www.buyboard.com/home.aspx
    - https://www.h-gac.com/Home
    - https://www.gsaelibrary.gsa.gov/
    - https://www.sourcewell-mn.gov/contract-search

- Submit or send your request to the appropriate MS Teams channel or email address:
    - RFPs requests to https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - ITBs requests to https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - Determination requests to purchasing_det@santafenm.gov
    - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Vendor Registration and Current Procurement Opportunities:
https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx

Internal Link: https://intranet.santafenm.gov/finance_1

**From:** JURGENS, TAYLOR R. <trjurgens@santafenm.gov>
**Sent:** Wednesday, November 20, 2024 11:41 AM
**To:** Purchasing DET <purchasing_det@santafenm.gov>
**Cc:** DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
**Subject:** RE: Request for Determination for New Asset Management Software

Good Morning All,

I'm following up with a question on the previous determination that was made on our asset management software procurement (see below). We were planning to procure the software via an Omnia agreement; however, we will now be procuring via GSA agreement instead. The GSA Contract No. that we will be using is GS-35F-688GA. I believe this would now fall under Section 13-1-129 NMSA 1978 instead of 13-1-135, correct? The Scope of Work will generally be the same, although we have added Public Works to the procurement as well. Attached is the original determination request email that includes a description of the Scope of Work.

You previously determined that this was Professional Services, but because it contains a software product would it be General Services/Software?

Let me know if you have any questions. Happy to schedule a quick call to discuss further.

Thanks,
Taylor

**Taylor Jurgens, P.E.**
Engineer | City of Santa Fe Water
505-955-4265 | trjurgens@santafenm.gov

**From:** DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
**Sent:** Wednesday, August 7, 2024 10:43 PM
**To:** JURGENS, TAYLOR R. <trjurgens@santafenm.gov>
**Cc:** Purchasing DET <purchasing_det@santafenm.gov>
**Subject:** Re: Request for Determination for New Asset Management Software

This remains to be professional and you can use the statute NMSA 1978, section 13 – 1– 135 if the cooperative contract expires in the future. Please keep all the proposals, RFP, contract, contract amendments, and evaluation committee report in the Munis contract record.

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer

City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1



Vision without action is merely a dream.
Action without vision passes the time.
Vision with action can change the world. ~ Joel A. Barker

On Aug 7, 2024, at 5:10 PM, JURGENS, TAYLOR R. <trjurgens@santafenm.gov> wrote:

Good Afternoon,

I'm following up on a previous request for determination that we made for a new asset management software last year. Attached is the determination email that was provided by Travis in response to our request which identified it as Professional Services. At the time of the initial request, we were planning on using the RFP procurement method. However, we are now planning to use a cooperative agreement through Omnia. By changing the procurement method, do we need a new request for determination?

The scope of work remains the same as it was in the original request for determination (see attached email chain); however, we have expanded it to include the Wastewater Division and BDD as well. The budget is ~$275k for the first year.

The Omnia agreement we plan to use is Contract #01-165. The documentation for this contract is at the link below.

https://www.omniapartners.com/suppliers/vertosoft/public-sector/contract-documents#contract-1834

Please provide direction on whether a new determination is required. Let me know if you have any questions or need additional information at this time.

Thanks,
Taylor

**Taylor Jurgens, P.E.**
Engineer
City of Santa Fe Water
**Office** 505-955-4265
**Web** www.santafenm.gov/water_division
**Email** trjurgens@santafenm.gov

# Pre-screening questions for Software/Solution Replacement Request

**Information about the Existing System/Solution:**

1. Name of the solution you are trying to replace Allmax Antero
   (version/module) (2 different versions) & Maintenance Connection
2. Number of current users Approximately 100 (includes unlimited)
3. Who is responsible for updating / troubleshooting the current solution?
   - ☐ ITT Representative (division/position/name/contact info): _____
   - ☐ Vendor (name / contact info): _____
   - ■ City Department's representative (name/contact info): _____
   - ☐ 3rd Party Contractor (name/contact info): _____
   - ☐ Other: (Company/name/contact/allocated hours/mo): _____
4. Is the current system hosted in the cloud or locally by the City:
   - ☐ Hosted on ITT servers (name and location): Locally
   - ☐ Hosted on Cloud (provider name and link): _____
5. What are main features you are utilizing with the current software:
   Asset Management and Trouble Ticketing
6. Describe the limitations of the current software that new proposed solution will remedy:
   Locally Hosted systems that have limited user licenses and are sold for each Plant
7. What is the extent of the data that will be transferred to the new solution from the current solution:
   - ■ All the data will be transferred and deleted from existing accounts;
   - ☐ Only partial/or no data will be transferred, and the data will be backed up into local drive. (where?)_____
   - ☐ No data will be transferred and backed up, and
8. Will there need to be an archival copy of the current solution maintained?
   - ☐ Yes (if yes – by who, and how long):_____
   - ■ No There is no intention of running an archival solution, as all curre
   - ☐ Uknown (specify): _____

**Information about the Proposed System/Solution:**

9. Name of the solution/software you are interested in purchasing: Cartegraph
   (version/module):_____
10. What is the goal of the requested application? _____
11. Number of users that will be utilizing the system and will need licenses: 100
12. How many users will be covered by current quote?: Unlimited
13. Single sign on – is this solution capable of:
    - ☐ Azure Entra ID SAML
    - ■ Azure Entra ID OAUTH2
    - ■ Other SSO: _____
14. Will the new solution be hosted:
    - ☐ Locally (address): _____
    - ■ or in the Cloud (address): Cartegraph
15. Will the updates to the new system/solution be performed by:
    - ☐ City staff (Name/position/division): _____
    - ■ or the Vendor (assigned staff): Updates will be performed by Cartegraph
16. What existing IT systems, if any, does this solution need to connect to?:
    - ■ Email Optional if notifications are need
    - ☐ Network
    - ■ GIS portal/databases* SCADA Historians if yes answer GIS Module

    (specify)_____
17. Who will be responsible for installing and configuring the new solution and transferring existing data from the current solution?
    - ☐ ITT Representative (division/name/contact info):_____
    - ■ Vendor (name / contact info): Dalton Gilbert (dgilbert@opengov.com)_____
    - ■ City Department's representative (name/contact info): Taylor Jurgens (trjurgens@santafenm.gov)_
    - ☐ 3rd Party Contractor (name/contact info): _____
    - ☐ Other: (Company/name/contact/allocated hours/mo): _____
18. What is the estimated timeframe for standing up this new solution, and transferring from the current solution to the new solution?

| Unknown | Under 3 months | 3 to 6 months | 6-12 months | More than 1 yrs | Other: |
|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | ☑ | ☐ | 7-8 months usual |

19. How or who handles any requests for support for the requested application?
Life support technician 7am 6pm central time, have FAQ and training,

20. What level of support is provided by the vendor for this new system/solution, and what are the applicable SLAs?

| No Vendor Support ☐ | Limited to # hours: _____ ☐ | Unlimited Business Hours ☐ | Unlimited 24/7 ☐ | Other: anyone in SCF can call 6am -7pm central time |
|---|---|---|---|---|

Please include Service Level Agreement details anyone in SCF can call 6am -7pm central time

21. Vendors contact information for technical questions regarding this new solution:
Dalton Gilbert 909-630-2408, dgilbert@opengov.com, City will have more contacts later

22. Does the requested application require any specific browser, plugin, security setting, network setting, hardware or setting?
Does not require any specific browser, just URL no special plug in needded,

23. Is there different level of access to the requested application? If so, how is access handled?
Every ones in the system has role and secured based permissions, role based - fully customizable - based on creating, deleting and viewings

**ITT GIS Discovery questions**

24. Will you require APA/Map service? No

25. Who is your City GIS Contact?: Rachel Salazar within Water Engineering Section

26. List of data needed for map service: Water infrastructure GIS layers (water mains, hydrants, valves, etc.)
We already have all this data in our GIS system.

27. Is there a data that needs to be reconciled back into City GIS databases?: No

28. Will you need City GIS Team to create you field app/ dashboards/ additional services? No

29. Will you require City's Esri Licenses and how many?: TBD - only if user is making updates to GIS-enabled fields in Cartegraph

30. Will this affect City's ESRI service agreement in any way?: No

**For ITT Only (End of discovery results):**

A. Will this implementation require ITT resources?

☐ Yes (requires CCB) ☑ No

B. Will this implementation and management require ITT staff hours?

☐ Yes (requires CCB) ☑ No

C. Was the requested software vetted by ITT Security officer?

☑ Yes ☐ No (requires CCB)

D. Does the requested solution have Single Sign enabled?

☑ Yes ☐ No (requires CCB)

E. Are the deliverables for this solution already exist in City's EAS Library (or is this solution can be substituted by existing City of Santa Fe solution?)

☐ Yes (requires CCB) ☑ No

**Request Approved?** ■ **Yes** ☐ **No** (requires CCB)

Approver's Name/ Signature: Zarifa Dushdurova Digitally signed by Zarifa Dushdurova Date: 2024.10.03 13:47:48 -06'00' Date: 10/3/24

**JURGENS, TAYLOR R.**

**From:** Matt Loehman <mloehman@horizonsofnewmexico.org>
**Sent:** Tuesday, June 6, 2023 12:10 PM
**To:** JURGENS, TAYLOR R.
**Subject:** Re: Water Division Enterprise Asset Management Software and Implementation Services Scope of Work

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

You are welcome, Taylor.

Matt

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

**Horizons of New Mexico**
6121 Indian School Rd. NE, Suite 102
Albuquerque, NM 87110

office phone: (505) 345-1540
email: mloehman@horizonsofnewmexico.org
web: www.horizonsofnewmexico.org

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

On Tue, Jun 6, 2023 at 11:59 AM JURGENS, TAYLOR R. <trjurgens@santafenm.gov> wrote:

> Thank you for confirming, Matt.
>
> Taylor
>
> 
> 
>
> **Taylor Jurgens, P.E.**
>
> Engineer
>
> City of Santa Fe Water
>
> **Office** 505-955-4265

**Web**
www.santafenm.gov/water_division

**Email** trjurgens@santafenm.gov

---

**From:** Matt Loehman <mloehman@horizonsofnewmexico.org>
**Sent:** Friday, June 2, 2023 9:29 AM
**To:** JURGENS, TAYLOR R. <trjurgens@santafenm.gov>
**Subject:** Re: Water Division Enterprise Asset Management Software and Implementation Services Scope of Work

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

Good morning,

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

Best regards,

Matt

**Matt Loehman**

**Executive Director**

**Horizons of New Mexico**

6121 Indian School Rd. NE, Suite 102

Albuquerque, NM 87110

office phone: (505) 345-1540

email: mloehman@horizonsofnewmexico.org

web: www.horizonsofnewmexico.org

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

On Fri, Jun 2, 2023 at 8:51 AM JURGENS, TAYLOR R. <trjurgens@santafenm.gov> wrote:

> Good Morning,
>
> The City of Santa Fe Water Division is planning on issuing an RFP for a new Enterprise Asset Management Software along with implementation services for the software, but before issuing an RFP I wanted to reach out to give Horizons the right of first refusal for this Scope of Work. The detailed Scope

of Work is attached for your reference. I also included a high-level summary of the Scope of Work below.

- Scope of Work:
    - Vendor shall provide a cloud-based enterprise asset management software for use by the City of Santa Fe Water Division.
    - The software will be used for maintenance management, work order management, asset life cycle cost analysis, asset risk and criticality assessment, capital improvement project planning support, and water system performance reporting among other functions.
    - The software shall be capable of managing both vertical and horizontal assets in the City's water system.
    - The software shall have out of the box compatibility with ESRI GIS and shall have a mobile application in addition to the cloud-based desktop solution.
    - The software vendor shall provide professional services including software implementation, integration with other software currently used within the City as identified in the RFP, and training and support for City staff.

Please let me know whether you are interested in and capable of providing this Scope of Work or whether you decline the work. Feel free to reach out with any questions.

Thank you!

Taylor

**Taylor Jurgens, P.E.**

Engineer

City of Santa Fe Water

**Office** 505-955-4265

**Web**
www.santafenm.gov/water_division

**Email** trjurgens@santafenm.gov

# GB 550 Vertosoft LLC GS-35F-688GA GSA

Final Audit Report 2025-01-13

| | |
|---|---|
| Created: | 2025-01-13 |
| By: | JAMES EDWARDS (jwedwards@santafenm.gov) |
| Status: | Canceled / Declined |
| Transaction ID: | CBJCHBCAABAAtDsAX61FSsl5tLdnGiGSMM3JOBnRLJBz |

## "GB 550 Vertosoft LLC GS-35F-688GA GSA" History

Document created by JAMES EDWARDS (jwedwards@santafenm.gov)
2025-01-13 - 3:04:48 PM GMT- IP address: 97.182.206.186

Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign
2025-01-13 - 3:10:59 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-01-13 - 4:40:59 PM GMT- IP address: 104.47.65.254

Document declined by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Decline reason: Dept Director signature is missing.
2025-01-13 - 4:42:42 PM GMT- IP address: 63.232.20.2

Powered by Adobe Acrobat Sign

CITY OF SANTA FE

**Date:** **January 9, 2025**

**To:** **Governing Body**

**Via:** **Jesse Roach, Interim Public Utilities Director** JR
**Regina Wheeler, Public Works Director** RW

**From:** **P. Fred Heerbrandt, P.E., Engineer Supervisor** FH

**Subject:** **Jemez Road Public Sewer Extension Legislative Grant Agreement**

---

**ACTION:**
Request for Approval of the State of New Mexico Department of Environment Capital Appropriation Project Agreement SAP22-G2419-STB in the Total Amount of $400,000 for the Jemez Road Sewer Line Extension with a Reversion Date of June 30, 2026. (P. Fred Heerbrandt, P.E. Engineer Supervisor; pfheerbrandt@santafenm.gov)

1. Approval of a Budget Amendment Resolution (BAR) to Allocate $400,000 from the Capital Appropriation Grant to FY25 Revenue and Expenses for the Jemez Road Sewer line Project.

**BACKGROUND AND SUMMARY:**
In an effort to address inadequate and failing on-lot septic systems along Jemez Road, the City submitted a request for funds to the legislature for construction of a public sewer extension along Jemez Road, south of Airport Road. The project will include a new sewer main, sewer laterals to the residents' property lines, and road restoration after construction. Design is expected to be completed in 6 months and will be followed by procurement and then construction taking approximately 6 months after award. The total project cost estimate is $600,000 to be funded by this grant and a 2024 legislative grant for $210,000.

**ATTACHMENTS:**
Grant Agreement SAP22-G2419-STB
Excerpt Resolution 2024-48 Authorizing the Assignment of Officers and Agents for SAP22-G2419-STB
BAR
Project Ledger Request Form

**FUNDING SOURCE: New Mexico Department of Finance and Administration**
Fund Name/Number: WWM / 500
Munis Org Name/Number: WWM CIP / 5000375
Munis Revenue Object Name/Number: NM DFA / 490190
Munis Expenditure Object Name/Number: WIP Construction / 572970

**PROCUREMENT METHOD:**
This is a Grant Agreement. No procurement required.

**Chief Procurement Officer Approval:** n/a **Date:** _____
**Comment/Exceptions:** _____

**Supporting Information:**

**CONTRACT NUMBER:**
Grant Agreement # SAP22-G2419-STB

**$$$$$ SOURCE/REVENUE:** ☐**Expense** ☒**Revenue**
*If the project is grant funded?* List grant award number*:* *SAP22-G2419-STB*

**Grant Manager / Accounting Officer Approval:** Erika Lujan Erika Lujan (Jan 9, 2025 15:35 MST) **Date:** Jan 9, 2025
**Comment/Exceptions:** _____

**Project Ledger #: WWM2433001**

**Budget Officer Approval:** Andy Hopkins **Date:** Jan 9, 2025
**Comment/Exceptions:** _____

**CAPITAL ASSET (will this procurement result in a tangible item that costs more than $5,000?):**
☐**Yes |** ☒ **No**
**# (if known):** _____

**Repair or Replacement of Existing Equipment:**

☐**Yes |** ☒ **No**
**If yes ->** ☐**Repair |** ☐ **Replacement**
**Please explain: NA**

**Capital Project:**
**(New and improvement projects that are going to cost $10,000 or more)**
☒ **Yes |** ☐ **No**

**Project Ledger #: WWM2433001**

**Anticipated length of project: 18 months**

**Asset Manager Approval:** _____ **Date:** _____
**Comment/Exceptions:** _____

**Department Approvals:**
IT Components: ☐ **Yes |** ☒ **No**
Vehicles: ☐ **Yes |** ☒ **No**
Facilities, Furniture, Fixtures, Equipment: ☐ **Yes |** ☒ **No**

**Approval**:_____ **Title:**_____ **Date**:_____
**Approval**:_____ **Title:**_____ **Date**:_____
**Comment & Exceptions**:_____

**STATE OF NEW MEXICO**
**DEPARTMENT OF ENVIRONMENT**
**FUND CAPITAL APPROPRIATION PROJECT**
**JEMEZ RD CONSTRUCT**
**SAP 22-G2419-STB**

**THIS AGREEMENT** between the New Mexico Environment Department hereinafter called the "Department" or NMED, and City of Santa Fe, hereinafter called the "Grantee" becomes effective on the date signed by the NMED.

## RECITALS

**WHEREAS**, in the Laws of 2022, Chapter 53, Section 22, Subsection 118, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

**WHEREAS**, the Department is granting to Grantee, and the Grantee is accepting the grant of, funds from this appropriation, in accordance with the terms and conditions of this Agreement; and

**WHEREAS,** NMED is empowered pursuant to Section 74-1-6 B, NMSA 1978 to contract in its own name.

## AGREEMENT

**NOW, THEREFORE,** in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

### ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

SAP 22-G2419-STB $400,000.00 APPROPRIATION REVERSION DATE: June 30, 2026

Laws of 2022, Chapter 53, Section 22, Subsection 118, Four Hundred Thousand Dollars, ($400,000.00), for:

to plan, design and construct improvements on Jemez road, including a sewer line south of Airport road, to improve residential septic systems in Santa Fe in Santa Fe county

The Grantee's total reimbursements shall not exceed Four Hundred Thousand Dollars, $400,000.00 (the "Appropriation Amount") minus the allocation for Art in Public Places ("AIPP amount")[1], if applicable, No Dollars, $0.00, which equals Four Hundred Thousand Dollars, $400,000.00 (the "Adjusted Appropriation Amount").

[1] The AIPP amount is "an amount of money equal to one percent or two hundred thousand dollars ($200,000), whichever is less, of the amount of money appropriated for new construction or any major renovation exceeding one hundred thousand dollars ($100,000)." Section 13-4A-4 NMSA 1978.

In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I(A), the language of the laws cited herein shall control.

This project is referred to throughout the remainder of this Agreement as the "Project"; the information contained in Article I(A) is referred to collectively throughout the remainder of this Agreement as the "Project Description." The Special Conditions Attachment may set forth additional or more stringent requirements and conditions, which are incorporated by this reference as if set forth fully herein. If the Special Conditions Attachment imposes more stringent requirements than any requirement set forth in this Agreement, the more stringent requirements of the Attachment shall prevail, in the event of irreconcilable conflict. The Grantee shall reference the Project's number in all correspondence with and submissions to the Department concerning the Project, including, but not limited to, Requests for Payment and reports.

## ARTICLE II. LIMITATION ON DEPARTMENT'S OBLIGATION TO MAKE GRANT DISBURSEMENT TO GRANTEE

A. Upon the Effective Date of this Agreement, for permissible purposes within the scope of the Project Description, the Grantee shall only be reimbursed monies for which the Department has issued and the Grantee has received a Notice of Department's Obligation to Reimburse[2] Grantee (hereinafter referred to as "Notice of Obligation"). This Grant Agreement and the disbursement of any and all amounts of the above referenced Adjusted Appropriation Amount are expressly conditioned upon the following:

(i) Irrespective of any Notice of Obligation, the Grantee's expenditures shall be made on or before the Reversion Date and, if applicable, an Early Termination Date (i.e., the goods have been delivered and accepted or the title to the goods has been transferred to the Grantee and/or the services have been rendered for the Grantee); and

(ii) The total amount received by the Grantee shall not exceed the lesser of: (a) the Adjusted Appropriation Amount identified in Article I(A) herein or (b) the total of all amounts stated in the Notice(s) of Obligation evidencing that the Department has received and accepted the Grantee's Third Party Obligation(s), as defined in subparagraph iii of this Article II(A); and

(iii) The Grantee's expenditures were made pursuant to the State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the Project, hereinafter referred to as "Third Party Obligations"; and

(iv) The Grantee's submittal of timely Requests for Payment in accordance with the procedures set forth in Article IX of this Agreement; and

(v) In the event that capital assets acquired with Project funds are to be sold, leased, or licensed to or operated by a private entity, the sale, lease, license, or operating agreement:

   a. must be approved by the applicable oversight entity (if any) in accordance with law; or
   b. if no oversight entity is required to approve the transaction, the Department must approve the transaction as complying with law.

Prior to the sale, lease, license, or operating agreement being approved pursuant to Articles II(A)(v)(a) and II(A)(v)(b) herein, the Department may, in its sole and absolute discretion and unless inconsistent with State Board of Finance imposed conditions, reimburse the Grantee for necessary expenditures

[2] "Reimburse" as used throughout this Agreement includes Department payments to the Grantee for invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee.

incurred to develop the Project sufficiently to make the sale, lease, license, or operating agreement commercially feasible, such as plan and design expenditures; and

(vi) The Grantee's submission of documentation of all Third-Party Obligations and amendments thereto (including terminations) to the Department and the Department's issuance and the Grantee's receiving of a Notice of Obligation for a particular amount in accordance with the terms of this Agreement shall be governed by the following:

**a.** The Grantee shall submit to the Department one copy of all Third-Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party **but prior to execution by the Grantee.**

b. Grantee acknowledges and agrees that if it chooses to enter into a Third-Party Obligation prior to receiving a Notice of Obligation that covers the expenditure, it is solely responsible for such obligations.

c. The Department may, in its sole and absolute discretion, issue to Grantee a Notice of Obligation for the particular amount of that Third Party Obligation that only obligates the Department to reimburse Grantee's expenditures made on or before the Reversion Date or an Early Termination Date. The current Notice of Obligation form is attached to this Agreement as Exhibit 2.

d. The date the Department signs the Notice of Obligation is the date that the Department's Notice of Obligation is effective. After that date, the Grantee is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third-Party Obligation and request the Third Party to begin work. Payment for any work performed or goods received prior to the effective date of the Notice of Obligation is wholly and solely the obligation of the Grantee.

B. The Grantee shall implement, in all respects, the Project. The Grantee shall provide all necessary qualified personnel, material, and facilities to implement the Project. The Grantee shall finance its share (if any) of the costs of the Project, including all Project overruns.

C. Project funds shall not be used for purposes other than those specified in the Project Description.

D. Unless specifically allowed by law, Project funds cannot be used to reimburse Grantee for indirect Project costs.

## ARTICLE III. NOTICE PROVISIONS AND GRANTEE AND DEPARTMENT DESIGNATED REPRESENTATIVES

Whenever written notices, including written decisions, are to be given or received, related to this Agreement, the following provisions shall apply.

For all matters related to this Agreement, the Grantee designates their official representative(s) or successor, in their Signatory Resolution, as required in Article X. B. (v). The official representative will be the contact and signatory for all disbursements and Notices of Obligation.

If applicable, the Grantee designates an Alternative Fiscal Agent in the Signatory Resolution as required in Article X. B. (v), and in the Alternative

The Department designates the persons listed below, or their successors, as the Points of Contact for matters related to this Agreement.

**NMED Program Administrator**
Name: Paulette Ortiz
Email: paulette.ortiz@env.nm.gov
Telephone: 505-670-3583

**NMED Project Manager**
Name: Stephanie DuBois
Email: stephanie.dubois@env.nm.gov
Telephone: 505-222-9568

The Grantee and the Department agree that either party shall send all notices, including written decisions, related to this Agreement to the above named persons by email or regular mail. In the case of mailings, notices shall be deemed to have been given and received upon the date of the receiving party's actual receipt or five calendar days after mailing, whichever shall first occur. In the case of email transmissions, the notice shall be deemed to have been given and received on the date reflected on the delivery receipt of email.

## ARTICLE IV. REVERSION DATE, TERM, DEADLINE TO EXPEND FUNDS

A. As referenced in Article I(A), the applicable law establishes a date by which Project funds must be expended by Grantee, which is referred to throughout the remainder of this Agreement as the "Reversion Date." Upon being duly executed by both parties, this Agreement shall be effective as of the date of execution by the Department. It shall terminate on June 30, 2026 the Reversion Date unless Terminated Before Reversion Date ("Early Termination") pursuant to Article V herein.

B. The Project's funds must be expended on or before the Reversion Date and, if applicable, Early Termination Date of this Agreement. For purposes of this Agreement, it is not sufficient for the Grantee to encumber the Project funds on its books on or before the Project's Reversion Date or Early Termination Date. Funds are expended and an expenditure has occurred as of the date that a particular quantity of goods are delivered to and received by the Grantee or title to the goods is transferred to the Grantee and/or as of the date particular services are rendered for the Grantee. Funds are ***not*** expended and an expenditure has ***not*** occurred as of the date they are encumbered by the Grantee pursuant to a contract or purchase order with a third party.

## ARTICLE V. EARLY TERMINATION

**A. Early Termination Before Reversion Date Due to Completion of the Project or Complete Expenditure of the Adjusted Appropriation or Violation of this Agreement**

Early Termination includes:

(i) Termination due to completion of the Project before the Reversion Date; or
(ii) Termination due to complete expenditure of the Adjusted Appropriation Amount before the Reversion Date; or
(iii) Termination for violation of the terms of this Agreement; or
(iv) Termination for suspected mishandling of public funds, including but not limited to, fraud, waste, abuse, and conflicts of interest.

Either the Department or the Grantee may early terminate this Agreement prior to the Reversion Date by providing the other party with a minimum of fifteen (15) days' advance, written notice of early termination. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(A).

**B. Early Termination Before Reversion Date Due to Non-appropriation**

The terms of this Agreement are expressly made contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. Throughout this Agreement the term "non-appropriate" or "non-appropriation" includes the following actions by the New Mexico Legislature: deauthorization, reauthorization or revocation of a prior authorization. The Legislature may choose to non-appropriate the Appropriation referred to in Article I and, if that occurs, the Department shall early terminate this Agreement for non-appropriation by giving the Grantee written notice of such termination, and such termination shall be effective as of the effective date of the law making the non-appropriation. The Department's decision as to whether sufficient appropriations or authorizations are available shall be accepted by the Grantee and shall be final. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(B).

**C. Limitation on Department's Obligation to Make Grant Disbursements to Grantee in the Event of Early Termination**

In the event of Early Termination of this Agreement by either party, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth Article II.

## ARTICLE VI. SUSPENSION OF NEW OR FURTHER OBLIGATIONS

A. The Department may choose, in its sole and absolute discretion, to provide written notice to the Grantee to suspend entering into new and further obligations. Upon the receipt of such written notice by the Grantee:

(i) The Grantee shall immediately suspend entering into new or further written obligations with third parties; and

(ii) The Department will suspend the issuance of any new or further Notice of Obligation under this Agreement; and

(iii) The Department may direct the Grantee to implement a corrective action plan in accordance with Article VI(D) herein.

B. In the event of Suspension of this Agreement, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II herein.

C. A suspension of new or further obligations under this Agreement shall remain in effect unless or until the date the Grantee receives written notice given by the Department informing the Grantee that the Suspension has been lifted or that the Agreement has been Early Terminated in accordance with Article V herein. If the Suspension is lifted, the Department will consider further requests for Notice of Obligation.

**D. Corrective Action Plan in the Event of Suspension**

In the event that the Department chooses, in its sole and absolute discretion to direct the Grantee to suspend entering into new or further written obligations with third parties pursuant to Article VI(A), the Department may, but is not obligated to, require the Grantee to develop and implement a written corrective action plan to remedy the grounds for the Suspension. Such corrective action plan must be approved by the Department and be signed by the Grantee. Failure to sign a corrective action plan or meet the terms and deadlines set forth in the signed corrective action plan, is hereby deemed a violation of the terms of this Agreement for purposes of Early Termination, Article V(A)(iii). The corrective action plan is in addition to, and not in lieu of, any other equitable or legal remedy, including but not limited to Early Termination.

## ARTICLE VII. AMENDMENT

This Agreement shall not be altered, changed, or amended except by instrument in writing duly executed by both the parties hereto.

## ARTICLE VIII. REPORTS

**A. Database Reporting**

The Grantee shall report quarterly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration (Budget & Formulation Management System). Additionally, the Grantee shall certify on the Request for Payment form (Exhibit 1) that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Quarterly reports shall be due on the last day of the month that is 30 days prior to the end of the quarter following execution of this Agreement by the Department and ending during the quarter of the submission of the final request for reimbursement for the Project, or the following quarter.

**B. Requests for Additional Information/Project Inspection**

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

(i) request such additional information regarding the Project as it deems necessary; and

(ii) conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

## ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES

A. The Grantee shall request payment by submitting a Request for Payment, in the form attached hereto as Exhibit 1. Payment requests are subject to the following procedures:

(i) The Grantee must submit a Request for Payment; and

(ii) Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee showing that the expenditures are valid or are liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee for services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the

Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.

(iii) In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing. The Grantee is required to certify to the Department proof of payment to the third party contractor or vendor within ten (10) business days from the date of receiving reimbursement from the Department.

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of acceptance of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

C. **Deadlines**

Requests for Payments shall be submitted by Grantee to the Department on the earlier of:

(i) Immediately as they are received by the Grantee but at a minimum thirty (30) days from when the expenditure was incurred or liability of the Grantee was approved as evidenced by an unpaid invoice received by the Grantee from a third party contractor or vendor; or

(ii) Twenty (20) days from date of Early Termination; or

(iii) **Twenty (20) days from the Reversion Date**.

D. The Grantee's failure to abide by the requirements set forth in Article II and Article IX herein will result in the denial of its Request for Payment or will delay the processing of Requests for Payment. The Department has the right to reject a payment request for the Project unless and until it is satisfied that the expenditures in the Request for Payment are for permissible purposes within the meaning of the Project Description and that the expenditures and the Grantee are otherwise in compliance with this Agreement, including but not limited to, compliance with the reporting requirements and the requirements set forth in Article II herein to provide Third Party Obligations and the Deadlines set forth in Article IX herein. The Department's ability to reject any Request for Payment is in addition to, and not in lieu of, any other legal or equitable remedy available to the Department due to Grantee's violation of this Agreement.

## ARTICLE X. PROJECT CONDITIONS AND RESTRICTIONS; REPRESENTATIONS AND WARRANTIES

A. The following general conditions and restrictions are applicable to the Project:

(i) The Project's funds must be spent in accordance with all applicable state laws, regulations, policies, and guidelines, including, but not limited to, the State Procurement Code (or local procurement ordinance, where applicable).

(ii) The Project must be implemented in accordance with the New Mexico Public Works Minimum Wage Act, Section 13-4-10 through 13-4-17 NMSA 1978, as applicable. Every contract or project in excess of sixty thousand dollars ($60,000) that the Grantee is a party to for construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages

and fringe benefits to be paid to various classes of laborers and mechanics, shall be based upon the wages and benefits that will be determined by the New Mexico Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed on contract work of a similar nature in the locality. Further, every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates and fringe benefit rates not less than those determined pursuant to Section 13-4-11 (B) NMSA 1978 to be the prevailing wage rates and prevailing fringe benefit rates issued for the project.

(iii) The Project may only benefit private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico, the "Anti-Donation Clause."

(iv) The Grantee shall not for a period of 10 years from the date of this agreement convert any property acquired, built, renovated, repaired, designed or developed with the Project's funds to uses other than those specified in the Project Description without the Department's and the Board of Finance's express, advance, written approval, which may include a requirement to reimburse the State for the cost of the project, transfer proceeds from the disposition of property to the State, or otherwise provide consideration to the State.

(v) The Grantee shall comply with all federal and state laws, rules and regulations pertaining to equal employment opportunity. In accordance with all such laws, rules and regulations the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with Grantee, be excluded from participation in the Project, be denied benefits or otherwise be subject to discrimination under, any activity performed under this Agreement. If Grantee is found to be not in compliance with these requirements during the life of this Agreement, Grantee agrees to take appropriate steps to correct any deficiencies. The Grantee's failure to implement such appropriate steps within a reasonable time constitutes grounds for terminating this Agreement.

B. The Grantee hereby represents and warrants the following:

(i) The Grantee has the legal authority to receive and expend the Project's funds.

(ii) This Agreement has been duly authorized by the Grantee, the person executing this Agreement has authority to do so, and, once executed by the Grantee, this Agreement shall constitute a binding obligation of the Grantee, enforceable according to its terms.

(iii) This Agreement and the Grantee's obligations hereunder do not conflict with any law or ordinance or resolution applicable to the Grantee, the Grantee's charter (if applicable), or any judgment or decree to which the Grantee is subject.

(iv) The Grantee has independently confirmed that the Project Description, including, but not limited to, the amount and Reversion Date, is consistent with the underlying appropriation in law.

(v) The Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment.

(vi) The Grantee shall abide by New Mexico laws regarding conflicts of interest, governmental conduct and whistleblower protection. The Grantee specifically agrees that no officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who exercises any function or responsibility with

respect to this Grant, during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed or goods to be received, pursuant to this Grant. Further, Grantee shall require all of its contractors to incorporate in all subcontracts the language set forth in this paragraph prohibiting conflicts of interest.

(vii) No funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of this or any agency or body in connection with the awarding of any Third Party Obligation and that the Grantee shall require certifying language prohibiting lobbying to be included in the award documents for all subawards, including subcontracts, loans and cooperative agreements. All subrecipients shall be required to certify accordingly.

## ARTICLE XI. STRICT ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS; PROJECT RECORDS

A. The Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles, and, if feasible, maintain a separate bank account or fund with a separate organizational code, for the funds to assure separate budgeting and accounting of the funds.

B. For a period of six (6) years following the Project's completion, the Grantee shall maintain all Project related records, including, but not limited to, all financial records, requests for proposals, invitations to bid, selection and award criteria, contracts and subcontracts, advertisements, minutes of pertinent meetings, as well as records sufficient to fully account for the amount and disposition of the total funds from all sources budgeted for the Project, the purpose for which such funds were used, and such other records as the Department shall prescribe.

C. The Grantee shall make all Project records available to the Department, the Department of Finance and Administration, and the New Mexico State Auditor upon request. With respect to the funds that are the subject of this Agreement, if the State Auditor or the Department of Finance and Administration finds that any or all of these funds were improperly expended, the Grantee may be required to reimburse to the State of New Mexico, to the originating fund, any and all amounts found to be improperly expended.

## ARTICLE XII. IMPROPERLY REIMBURSED FUNDS

If the Department determines that part or all of the Appropriation Amount was improperly reimbursed to Grantee, including but not limited to, Project funds reimbursed to Grantee based upon fraud, mismanagement, misrepresentation, misuse, violation of law by the Grantee, or violation of this Agreement, the Grantee shall return such funds to the Department for disposition in accordance with law.

## ARTICLE XIII. LIABILITY

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act.

## ARTICLE XIV. SCOPE OF AGREEMENT

This Agreement constitutes the entire and exclusive agreement between the Grantee and Department concerning the subject matter hereof. The Agreement supersedes any and all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

## ARTICLE XV. REQUIRED NON-APPROPRIATIONS CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

The Grantee acknowledges, warrants, and agrees that Grantee shall include a "non-appropriations" clause in all contracts between it and other parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement that states:

"The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, the Santa Fe may immediately terminate this Agreement by giving Contractor written notice of such termination. The Santa Fe's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. Contractor hereby waives any rights to assert an impairment of contract claim against the Santa Fe or the New Mexico Environment Department or the State of New Mexico in the event of immediate or Early Termination of this Agreement by the Santa Fe or the Department"

## ARTICLE XVI. REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

Grantee acknowledges, warrants, and agrees that Grantee shall include the following termination clause in all contracts that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement:

"This contract is funded in whole or in part by funds made available under a New Mexico Environment Department Grant Agreement. Should the NMED early terminate the grant agreement, the Santa Fe may early terminate this contract by providing Contractor written notice of such termination. In the event of termination pursuant to this paragraph, the Santa Fe only liability shall be to pay Contractor for acceptable goods delivered and services rendered before the termination date."

Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department.

## ARTICLE XVII. COMPLIANCE WITH UNIFORM FUNDING CRITERIA.

A. Throughout the term of this Agreement, Grantee shall:

1. submit all reports of annual audits and agreed upon procedures required by Section 12-6-3(A)-(B) NMSA 1978 by the due dates established in 2.2.2 NMAC, reports of which must be a public record pursuant to Section 12-6-5(A) NMSA 1978 within forty-five days of delivery to the State Auditor;
2. have a duly adopted budget for the current fiscal year approved by its budgetary oversight agency (if any);

3. timely submit all required financial reports to its budgetary oversight agency (if any); and

4. have adequate accounting methods and procedures to expend grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds.

B. In the event Grantee fails to comply with the requirements of Paragraph A of this Article XVII, the Department may take one or more of the following actions:

1. suspend new or further obligations pursuant to Article VI(A) of this Agreement;

2. require the Grantee to develop and implement a written corrective action plan pursuant to Article VI(D) of this Agreement to remedy the non-compliance;

3. impose special grant conditions to address the non-compliance by giving the Grantee notice of such special conditions in accordance with Article III of this Agreement; the special conditions shall be binding and effective on the date that notice is deemed to have been given pursuant to Article III; or

4. terminate this Agreement pursuant to Article V(A) of this Agreement.

**ARTICLE XVIII. [OPTIONAL IF THE APPROPRIATION IS FUNDED BY SEVERANCE TAX BONDS OR GENERAL OBLIGATION BONDS] SEVERANCE TAX BOND AND GENERAL OBLIGATION BOND PROJECT CLAUSES**

A. Grantee acknowledges and agrees that the underlying appropriation for the Project is a severance tax bond or general obligation bond appropriation, and that the associated bond proceeds are administered by the New Mexico State Board of Finance (SBOF), an entity separate and distinct from the Department. Grantee acknowledges and agrees that (i) it is Grantee's sole and absolute responsibility to determine through SBOF staff what (if any) conditions are currently imposed on the Project; (ii) the Department's failure to inform Grantee of a SBOF imposed condition does not affect the validity or enforceability of the condition; (iii) the SBOF may in the future impose further or different conditions upon the Project; (iv) all SBOF conditions are effective without amendment of this Agreement; (v) all applicable SBOF conditions must be satisfied before the SBOF will release to the Department funds subject to the condition(s); and (vi) the Department's obligation to reimburse Grantee from the Project is contingent upon the then current SBOF conditions being satisfied.

B. Grantee acknowledges and agrees that the SBOF may in its sole and absolute discretion remove a project's assigned bond proceeds if the project doesn't proceed sufficiently. Entities must comply with the requirement to encumber five percent (5%) of Project funds within six months of bond issuance as certified by the grantee in the Bond Questionnaire and Certification documents submitted to the SBOF. Failure to comply may result in the bond proceeds reassignment to a new ready project. If this should occur this grant agreement will be suspended until the entity has demonstrated readiness as determined by the SBOF and the Department.

C. Grantee acknowledges and agrees that this Agreement is subject to the SBOF's Bond Project Disbursements rule, NMAC 2.61.6, as may be amended or re-codified. The rule provides definitions and interpretations of grant language for the purpose of determining whether a particular activity is allowable under the authorizing language of the agreement.

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the date of execution by the Department.

**GRANTEE**

_____
Signature of Official with Authority to Bind Grantee

_____
Entity Name

By: _____
(Type or Print Name)

Its: _____
(Type or Print Title)

_____
Date

**New Mexico Environment Department**

_____
Judith L. Kahl, P.E., Bureau Chief, NMED Construction Programs Bureau
Signed pursuant to the March 24, 2023 Secretary of Environment Delegation Order

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Grant as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

__See Previous Page_____

ALAN WEBBER, MAYOR

DATE: _____

ATTEST:

_____

GERALYN CARDENAS, INTERIM CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Aug 21, 2024 13:31 MDT)

ASSISTANT CITY ATTORNEY

FINANCE:

Emily K. Oster Jan 15, 2025

EMILY OSTER, FINANCE DIRECTOR

SAMPLE

**STATE OF NEW MEXICO**
**CAPITAL GRANT PROJECT**
**Request for Payment Form**
**Exhibit 1**

**I. Grantee Information**

(Make sure information is complete & accurate)

A. Grantee:

B. Address:

(Complete Mailing, including Suite, if applicable)

City State Zip

C. Phone No:

D. Grant No:

E. Project Title:

F. Grant Expiration Date:

**II. Payment Computation**

A. Payment Request No.

B. Grant Amount:

C. AIPP Amount *(If Applicable)*:

D. Funds Requested to Date:

E. Amount Requested this Payment:

F. Reversion Amount (*If Applicable*):

G. Grant Balance:

H. ☐ GF ☐ GOB ☐ STB (*attach wire if first draw*)

I. ☐ Final Request for Payment (*if Applicable*)

**III. Fiscal Year :**

*(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)*

**IV.** ☐ **Reporting Certification:** I hereby certify to the best of my knowledge and belief, that database reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with Article VIII of the Capital Outlay Grant Agreement.

**V.** ☐ **Compliance Certification:** Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

**Grantee Fiscal Officer**
or **Fiscal Agent** (*if applicable*)

Printed Name

Date:

**Grantee Representative**

Printed Name

Date:

**(State Agency Use Only)**

**Vendor Code:** **Fund No.:** **Loc No.:**

I certify that the State Agency financial and vendor file information agree with the above submitted information.

Division Fiscal Officer Date

Division Project Manager Date

## NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
## SAMPLE EXHIBIT 2

**Notice of Obligation to Reimburse Grantee [# 1]**

DATE: [_____]

TO: Department Representative: [_____,_____]
FROM: Grantee: [_____]
Grantee Official Representative: [_____]

SUBJECT: Notice of Obligation to Reimburse Grantee
Grant Number: [_____]
Grant Termination Date: [_____]

As the designated representative of the Department for Grant Agreement number [_____] entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): [_____]
The Amount of this Notice of Obligation: [_____]
The Total Amount of all Previously Issued Notices of Obligation: [_____]
The Total Amount of all Notices of Obligation to Date: [_____]
*Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.*

Department Rep. Approver: [_____]
Title: [_____]
Signature: [_____]
Date: [_____]

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

New Mexico Environment Department (NMED)
Capital Appropriations Certification Document
Article IX. A. (ii) and (iii)
Project JEMEZ RD CONSTRUCT SAP 22-G2419-STB
Grantee Santa Fe
Payment Request No_____

I certify that payment to all vendors on the above referenced payment request were paid no more than five (5) days after receiving reimbursement from NMED.

_____

Official Representative, Signed Name, Printed Name, Date

**TECHNICAL REQUIREMENTS**
**NEW MEXICO ENVIRONMENT DEPARTMENT**
**CAPITAL OUTLAY**

**ARTICLE 1 REVIEW**

Upon execution of the grant agreement, the Grantee will follow the procedures listed below unless waived in writing by the New Mexico Environment Department (NMED) (payment may be withheld if any of these procedures are not followed by the Grantee).

A. The Grantee must submit copies to NMED of all executed contracts entered into by the Grantee and related to the project, for review and, if appropriate, approval. Only approved eligible expenditures incurred **after** the effective date of the Grant Agreement shall be reimbursed or paid from these funds.

B. If these grant funds are to be used for engineering and/or other professional services, the hiring process for engineering services and/or other professional services must be performed in compliance with the New Mexico Procurement Code [Sections 13-1-21 et seq. NMSA 1978]. If engineering fees exceed $60,000, excluding gross receipt taxes, the Grantee is required to contact the Professional Technical Advisory Board (PTAB) for assistance in the preparation of the Request for Proposals (RFP) package. (PTAB: phone (505) 888-6161 and e-mail ptab@acecnm.org.)

C. If these grant funds are used for engineering and/or other professional services, the Grantee must submit a copy of any executed engineering agreement and/or other professional services contract so a notice of obligation can be prepared and issued. If the Grantee's staff will be used to prepare the design, a letter certifying that must be submitted to NMED for the project record. The grantee has the option of using the NMED engineering agreement. In any case all engineering agreements must include the non-appropriation and termination clauses required by DFA in all agreements funded by capital outlay.

D. A preliminary engineering report (PER), technical memorandum, or study by a registered New Mexico Professional Engineer may be required.

E. If the grant funds are to be used for engineering design or for construction, the Grantee must submit all plans, specifications, bid documents, and engineer's construction cost estimate, for the project (prepared and sealed by a licensed and registered New Mexico Professional Engineer) to NMED **before** the project is advertised for construction bids, along with a letter **from the Grantee** stating that they have reviewed and accepted the plans and specifications. If required, the Grantee must also submit the plans and specifications to the appropriate regulatory agency for review and approval and provide a copy of the approval letter from the regulatory agency. Upon receipt of these documents the NMED will issue a letter confirming receipt of the required documents and informing the Grantee to proceed with advertising the project for construction bids.

F. A site certificate must be submitted prior to project bid advertisement that certifies all necessary easements, rights-of-way, and/or property upon or through which the project is being constructed have been obtained. The Site Certificate must be signed by an attorney, engineer, surveyor, or title abstractor.

G. If grant funds are to be used for the purchase or acquisition of real property as a part of this project and within the project period, the Grantee will submit documentation of the acquisition to NMED, including a legal description of the property, the date the property will be acquired, evidence of clear title, and an appraisal report prepared by a qualified appraiser selected through applicable procurement procedures.

H. The Grantee will submit the proof of advertisement, recommendation of award, bid tabulation, complete bid submittal of the selected contractor, any addenda issued, and funding analysis listing all funds that will pay for construction to NMED prior to award of the construction contract, along with a letter from the Grantee stating they concur with the recommendation of award to the selected contractor and price and confirming that the Grantee has sufficient funds for construction.

I. The Grantee will submit the notice of the award, the notice of a pre-construction conference, a copy of the executed construction contract documents (including payment and performance bonds), and the notice to proceed to NMED. NMED will prepare and issue the notice of obligation for the construction cost making the grant funds available for reimbursement of construction costs. The selected contractor will be required to post a performance and payment bond in accordance with requirements of Section 13-4-18 NMSA 1978.

J. The Grantee will provide a full-time construction inspector during construction of the project unless NMED determines that part time inspection is adequate for the project. This must be requested and approved by NMED prior to the start of construction.

K. All daily construction inspection reports shall be made available to the NMED upon request.

L. Notwithstanding the inspections performed by the Grantee and its engineer, NMED will have the right to examine all installations comprising the project, including materials delivered and stored on-site for use on the project. Such examinations will not be considered an inspection for compliance with contract plans but will be a general NMED review as described in Article 2 below.

M. If applicable, the Grantee (or the system owner) will employ qualified utility operators and will comply with all provisions of the New Mexico Utility Operators Certification Act, Section 61-33-1 et seq. NMSA 1978.

N. NMED will reimburse the grantee its actual costs when NMED determines, in its sole discretion, that expenditures were appropriate under the terms of the Agreement and that the expenditures were properly documented.

**ARTICLE 2 NMED OVERSIGHT**

NMED inspection, review and oversight is only for purposes of compliance with applicable state grant requirements, procedures, statutes, and regulations. NMED approval will not be interpreted as a warranty or guarantee of any kind. Responsibility for the design of the project will lie solely with the engineer of record. All defects and their correction will be the responsibility of the Grantee and its contractors and engineers or consultants. Any questions raised by NMED during its inspections and reviews shall be resolved exclusively by the Grantee. The Grantee and its contractors and engineers or consultants will remain responsible for the completion and success of the project. No action by NMED shall relieve the

owner, engineer, or contractor of legal responsibilities for the overall integrity of the project, adequacy of the design, safety, or compliance with all applicable regulations.

**ARTICLE 3 CLOSEOUT**

A. The project will not be considered complete until the work as defined in this agreement has been fully performed, and finally and unconditionally accepted by the Grantee and the engineer of record.

B. If the grant funds are used for purchase of equipment, final payment will be made after receipt of the equipment and equipment title, if applicable. Appraisal reports are required for the purchase of used equipment.

C. If the grant funds are used for construction, final payment will be made after the final inspection has been conducted by NMED and the following items, unless waived by NMED, have been provided to NMED, and have been reviewed and approved by NMED:

i. A certificate of substantial completion including punch list items.

ii. A final certified construction pay request prepared by the Grantee's project engineer and approved by the Grantee.

iii. A written consent of the surety, if any, to final payment.

iv. Complete and legally effective releases or waivers (satisfactory to the Grantee) of all liens arising out of the contract documents and the labor services performed and the materials and equipment furnished there under. In lieu thereof and as approved by the Grantee, contractor(s) may furnish receipts or releases in full; an affidavit of contractor that the releases and receipts include labor, services, materials, and equipment for which a lien could be filed and that all payrolls, material and equipment bills, and other indebtedness connected with the work for which the Grantee or its property might in any way be responsible, have been paid or otherwise satisfied.

v. Certification letter by the Grantee and contractor that the Labor Standards Contract Provisions have been met.

vi. Certification letter of project acceptance by the Grantee and the Grantee's project engineer stating that work has been satisfactorily completed and the construction contractor has fulfilled all of the obligations required under the contract documents with the Grantee, or if payment and materials performance bonds are "called", an acceptance close-out settlement to the Grantee and contractors will be submitted to NMED.

vii. Certification letter from the Grantee confirming receipt and acceptance of the record drawings and operation and maintenance manuals.

Rev. May 2023

NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU

# NMED DISBURSEMENT REQUEST

## SPECIAL APPROPRIATIONS PROGRAM (SAP)

A. NAME OF ENTITY

C. DISBURSEMENT REQUEST NUMBER

B. PROJECT NUMBER

D. GRANT AMOUNT

| | PREVIOUS EXPENDITURES | | CURRENT EXPENDITURES | | CUMULATIVE | | FUNDS REMAINING | |
|---|---|---|---|---|---|---|---|---|
| | NMED PROGRAM | OTHER FUNDS | NMED PROGRAM | OTHER FUNDS | NMED PROGRAM | OTHER FUNDS | NMED PROGRAM | OTHER FUNDS |
| **Engineer Fees** | | | | | | | | |
| *Other Professional* | | | | | | | | |
| **Service Fees** | | | | | | | | |
| **Inspection Fees** | | | | | | | | |
| **Property Acquisition** | | | | | | | | |
| **Construction Cost** | | | | | | | | |
| **Planning Cost** | | | | | | | | |
| **Equipment** | | | | | | | | |
| **Other Costs (specify)** | | | | | | | | |
| **Contingencies** | | | | | | | | |
| **TOTAL** | | | | | | | | |

| | | | |
|---|---|---|---|
| Article IX.A. (iii). By checking this box you are stating that payment has NOT been paid to the vendors associated with this request. Upon receipt of payment from NMED, certification of payment will be sent within 10 days from the date of receiving reimbursement. | | Article IX. A. (ii). By checking this box you are certifying that the vendors associated with this request have been paid. | |

**Certification**: Under penalty of law, I certify that all the above expenditures are true and correct and are for appropriate purposes in accordance with the terms and conditions of the pertinent Loan/Grant Agreement; that all of the above expenses are properly documented, and are actual invoices; that payment has not been received; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti-donation" clause.

| Signature of Official Representative: | Typed or Printed Name: | Phone: | Date: |
|---|---|---|---|
| X | | | |
| Signature of Fiscal Agent if appliable: | Typed or Printed Name: | Phone: | Date: |
| X | | | |

**A RESOLUTION AUTHORIZING THE ASSIGNMENT OF AUTHORIZED OFFICER(S) AND AGENT(S)**

**Resolution Number**

**Whereas,** the Board of Directors / Council / Commission of Community / Utility of County Name County of the State of New Mexico shall enter into a Grant Agreement with the State of New Mexico Environment Department, and

**Whereas,** the Agreement is identified as Project Number SAP _____

**NOW THEREFORE, BE IT RESOLVED** by the named applicant that:

(Name), Mayor/ Chairperson / Director / Officer, or successor is authorized to sign the Grant Agreement for this project, and

(Authorized Officer Name), (Authorized Officer Title), (may have more than one) or successor is the OFFICAL REPRESENTATIVE(S) who is authorized to sign all other documents necessary to fulfill the Grant Agreement and the requirements (Disbursements and Notice of Obligations (NOO)) and to act as the project contact, and

(Designated Agent or Employee Name), (Title), or successor is the Budget & Formulation Management System (BFM) contact who is designated to update the BFM database quarterly per Article VIII. A. of the Intergovernmental Grant Agreement.

If a Fiscal Agent is required:
(Fiscal Agent Representative Name and Title) or successor, is the FISCAL AGENT and is authorized to sign Disbursements.
**PASSED, APPROVED, AND ADOPTED: _____.**

**Name, Mayor / Chairperson / Director / Officer, Title, Community / Utility**

_____ _____

**(Signature)** **Date**

**(SEAL)**

**ATTEST:**

_____

**(Municipal Clerk)**

**Name of Grantee: _____ Project Number: _____**

**Current Authorized Signatures** (submit with Signature Resolution; update when necessary)

| **Authorized to Sign Grant Agreement** | |
|---|---|
| Name | |
| Title | |
| Signature | |
| Address | |
| Email | |
| Phone | |

| **Official Representatives authorized to sign Disbursement Requests and All Other Documents,** | |
|---|---|
| Name | |
| Title | |
| Signature | |
| Address | |
| Email | |
| Phone | |

| **Alternate Official Representative; To sign Disbursement Requests and All Other Documents, Requirement and Act as the Project Contact** | |
|---|---|
| Name | |
| Title | |
| Signature | |
| Address | |
| Email | |
| Phone | |

| **Designated Agent or Employee that will make Quarterly BFM Updates** | |
|---|---|
| Name | |
| Title | |
| Signature | Signature Not Required |
| Address | |
| Email | |
| Phone | |

| **Designated Agent or Employee that will make Quarterly BFM Updates** | |
|---|---|
| Name | |
| Title | |
| Signature | Signature Not Required |

| | |
|---|---|
| Address | |
| Email | |
| Phone | |

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2024-48**

**INTRODUCED BY:**

Councilor Amanda Chavez

**A RESOLUTION**

**ASSIGNING AUTHORIZED OFFICERS AND AGENTS FOR GRANT AGREEMENT NUMBER SAP 22-G2419-STB FOR THE PLAN, DESIGN, AND CONSTRUCTION OF IMPROVEMENTS ON JEMEZ ROAD.**

**WHEREAS,** in the Laws of 2022, Chapter 52, Section 22, Subsection 118, the Legislature made an appropriation to the New Mexico Environment Department ("NMED"), funds from which NMED is making available to the City of Santa Fe ("Grantee") through Grant Agreement, number SAP 22-G2419-STB ("Agreement"), incorporated as Attachment A, in the amount of four hundred thousand dollars ($400,000), to plan, design, and construct improvements on Jemez Road, including a sewer line south of Airport Road, to improve residential septic systems in the city of Santa Fe, in Santa Fe County; and

**WHEREAS,** Article X.B.(v) of the Agreement states that, the "Grantee's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment" and as is described in Article III of the agreement (Attachment A), the

signatories identified in the resolution "will be the contact and signatory for all disbursements and Notices of Obligation"; and

**WHEREAS,** in a letter dated August 24, 2023, the New Mexico Department of Finance and Administration ("DFA") took the position that it required the City to initiate a fiscal agent relationship in order for the City to utilize its current State Capital appropriations; and

**WHEREAS,** as a result of the DFA's position, the City entered into an intergovernmental services agreement, incorporated as Attachment B, with North Central Economic Development District ("NCEDD") for fiscal agent services, in which NCEDD agreed to review and sign Requests for Payment for permissible expenditures.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE** that,

1) Alan Webber, Mayor, or successor(s) is the City's official authorized to sign the Agreement for this Project once approved by the Governing Body of the City of Santa Fe;
2) Stan Holland, Wastewater Division Engineer, or successor(s), is the Official Representative who is authorized to sign all other documents necessary to fulfill the Agreement and the requirements (Requests for Payment and Notices of Obligation) and to act as the Project contact;
3) Felicity Fonseca, Community Development Director, North Central New Mexico Economic Development District or successor(s) is the Fiscal Agent who is authorized to sign Requests for Payment submitted by the City to the State pursuant to Article IX of the Agreement and Attachment B.

PASSED, APPROVED, and ADOPTED this 11th day of December, 2024.

Alan Webber (Dec 12, 2024 16:06 MST)

ALAN WEBBER, MAYOR

ATTEST:

Andrea Salazar

Andrea Salazar (Dec 12, 2024 16:08 MST)

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

ERIN K. McSHERRY, CITY ATTORNEY

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Public Utilities / Wastewater | 12/18/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| WIP Construction - Jemez Road Sewerline | 5000375 | 572970 | WWM2433001 | 400,000 | |
| | | | | | |
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| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| NMED - SAP 22-G2419-STB Jemez Rd Sewerline | 5000375 | 490190 | WWM2433001 | (400,000) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ - | $ - |

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

Agreement with NM Enviroment Department to design and construct a sewerline at Jemez Road, in the total amount of $400,000. Term 06/30/2026 (NMED SAP 22-G2419-STB)

*{Complete section below if BAR results stp*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| | |
| | |
| | |
| | |
| **TOTAL:** | **0** |

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

| | | | |
|---|---|---|---|
| Halona Crowe | 12/10/2024 | Andy Hopkins | Jan 9, 2025 |
| Prepared By *{print name}* | Date | Budget Officer | Date |
| Jan 9, 2025 | | | |
| Division Director Signature *{optional}* | Date | Finance Director *{≤ $5,000}* | Date |
| Jan 9, 2025 | | | |
| Department Director Signature | Date | City Manager *{≤ $60,000}* | Date |

# City of Santa Fe New Mexico

## *Finance Department*

## Project Ledger Request Form

Date of Request: 01/02/2025 req to revise ORG

Project Title: Jemez Road Sewerline

Project Type: ☑ CIP ☑ Grant ☐ Internal Tracking

Project ID: WWM2433001

Grant ID: S2426

Approved By: Erika Lujan (Jan 9, 2025 13:29 MST)

Entered By: CT 1/3/25 (Finance Use Only)

Department: Public Utilities Project Manager: Paul Heerbrandt Ext: 4637

Project Date Range: 01/02/25 to 06/30/2026 ☑ Create Fixed Asset

---

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

Funding Source: NMED SAP 22-G2419 STB % of Funding: 100

MUNIS ORG: 5000375 MUNIS OBJ: 490190 Awarded Amount: $400,000.00

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

**Expense String Phase:**

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

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

Phase: Construction MUNIS ORG: 5000375 MUNIS OBJ: 572970

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

**Contract number:** _____ Comments/Other:

***GRANTS ONLY:***

Grantor Name: SAP22-G2419 STB-JEMEZ RD CONSTRUCTION/SEWERLINE Awarded Amount: 400000.00

AR Charge Code: 5000375.490190 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700004 Federal CFDA (if applicable): N/A

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

CITY OF SANTA FE

**Date:** January 15, 2025

**To:** Governing Body

Regina Wheeler
Regina Wheeler (Jan 15, 2025 15:53 MST)

**Via:** Regina Wheeler, Public Works Department Director

**From:** Jennifer Morrow, Complete Streets Division Director
Jennifer Morrow (Jan 15, 2025 14:28 MST)

---

**ACTION:**
Request Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $200,000 From FY25 Complete Streets One Time Capital and Operating Funds to CIP WIP Construction for the St. Michaels Drive Intersection Improvements. (Jennifer Morrow, Complete Streets Division Director; jlmorrow@santafenm.gov)

**BACKGROUND AND SUMMARY:**
This intersection on St. Michaels Drive is a critical pedestrian path for students attending Milagro Middle School and Santa Fe High School and for pedestrians walking to Santa Fe's La Farge Library. Several pedestrian improvements are proposed for the intersection and include the installation of 6-foot pedestrian refuge islands in the median, shortening the length of the pedestrian crossing by reducing the curb radii for vehicles, and implementation of traffic signal improvements for leading pedestrian interval of 5 seconds to give pedestrians a head start into the intersection.

Funding for the project is via the Legislative Appropriation Project 21-F3059 Grant Agreement with NMDOT for $350,000 and this BAR from FY25 One-Capital Funding for traffic signal improvements, pavement markings and related equipment. A Notice of Obligation has been approved by NMDOT and the construction PO issued to the construction contractor. The Grant funds revert on June 30, 2025 and the project is expected to be completed before that date.

**Funding Source: FY 25 One-Time Capital Funding and Operating Funding**
**Fund Name/Number**: CIP Streets / 330
**Munis Org Name/Number:** Streets Roadways / 3309980
**Munis Expenditure Object Name/Number:** WIP Construction / 572970
**Project Ledger Number:** ENG2333002-CONSTRUC

**ATTACHMENTS:**
BAR

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Public Works / Complete Streets | 12/2/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| WIP Construction - St. Mike's Intersection | 3309980 | 572970 | ENG2333002-CONSTRUC | 200,000 | |
| | | | | | |
| WIP Construction - Signal Rewiring | 3650414 | 572970 | ST2536501-REM&REPL | | (100,000) |
| Capital Transfer to 330 | 3650414 | 760330 | | 100,000 | |
| | | | | | |
| Operating Supplies - Intersection/Pavement Markings | 1000412 | 530200 | ST2510000-REM&REPL | | (25,000) |
| Service Contracts | 1000412 | 510310 | | | (50,000) |
| Capital Transfer to 330 | 1000412 | 760330 | | 75,000 | |
| | | | | | |
| Rep & Maint - System Equip | 1000416 | 520150 | | | (25,000) |
| Capital Transfer to 330 | 1000416 | 760330 | | 25,000 | |
| | | | | | |
| | | | | | |
| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| Capital Transfer from 365 | 3309980 | 660365 | | (100,000) | |
| Capital Transfer from 100 | 3309980 | 660100 | | (100,000) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ 200,000 | $ (200,000) |

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

Transfer of FY 25 One-Time Capital and Operating funding to the St. Mike's intersection improvements project.

| *{Complete section below if BAR results in a net change to ANY Fund}* | |
|---|---|
| Fund(s) Affected | Fund Balance Increase/(Decrease) |
| | |
| | |
| | |
| | |
| **TOTAL:** | **0** |

Halona Crowe — 12/2/2024
Prepared By *{print name}* — Date

Division Director Signature — Date
Regina Wheeler
Regina Wheeler (Jan 15, 2025 15:53 MST)

Department Director Signature — Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

Andy Hopkins
Budget Officer — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

# CITY OF SANTA FE

## Memorandum

**Date:** December 19, 2024

**To:** Governing Body

**From:** Jason Sharp, Santa Fe Parks Superintendent JS

**Via:** Melissa McDonald, Parks and Open Spaces Division Director MMv
Regina Wheeler, Public Works Department Director RW

**RE:** New Mexico Department of Transportation Que Linda Beautification Program Grant Agreement

**EXECUTIVE SUMMARY:**

The Resolution accepts a Grant Agreement, administered by the New Mexico Department of Transportation ("NMDOT"), under the Que Linda Beautification Program, to control and remove litter from the roads and highways in Santa Fe. The grant amount is ninety-five thousand dollars ($95,000). All allocated funds must be spent by June 30, 2025.

**BACKGROUND:**

The purpose of the Que Linda Beautification Program is to control litter throughout New Mexico, under the authority delegated to the NMDOT by the "Clean Highways Act", NMSA 1978, Sections 67-15-1 to -4.

The State has issued this grant to begin the implementation of a program, which is expected to be ongoing, to reduce litter and beautify Santa Fe. The scope of work funded by this foundational grant includes development and implementation of community outreach, partnerships with local nonprofits, beautification of one gateway median, volunteer and tracking software implementation, and program management by existing staff.

**ATTACHMENTS:**

Resolution
FIR

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2025-__**

**INTRODUCED BY:**

Mayor Alan Webber

**A RESOLUTION**

**ACCEPTING A GRANT FROM THE QUE LINDA BEAUTIFICATION PROGRAM ADMINISTERED BY THE NEW MEXICO DEPARTMENT OF TRANSPORTATION; ENTERING INTO A GRANT AGREEMENT FOR A TOTAL AMOUNT OF $95,000.00, TERM ENDING JUNE 30, 2025; IDENTIFYING THE CITY MANAGER OR CITY MANAGER'S DESIGNEE AS THE SIGNATORY FOR THE AGREEMENT.**

**WHEREAS,** the City of Santa Fe ("City") and the New Mexico Department of Transportation ("NMDOT") wish to enter a grant agreement ("Agreement"), in the total amount of $95,000.00, term ending June 30, 2025, under the "Que Linda Beautification Program" ("Program"), attached and incorporated as Exhibit A, the purpose of which is to control and remove litter from the roads and highways in Santa Fe; and

**WHEREAS,** the NMDOT and City estimate the cost of the portion of the Program described in the "Scope of Work and Project Budget" described in Appendix A to the Agreement will be ninety-five thousand dollars ($95,000); and

**WHEREAS,** costs that exceed the ninety-five thousand dollars ($95,000) are not covered

in the Agreement; and

**WHEREAS,** the purpose of the Agreement is to partially fund "a permanent and continuous program to control and remove litter from the roads and highways of New Mexico to the maximum extent possible"; and

**WHEREAS,** Section 2 of the Agreement states that funds can be distributed only after the NMDOT has received the Agreement fully executed with a Resolution of Sponsorship.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE** that the Agreement, for a total amount of $95,000, and with a term ending June 30, 2025, included as Exhibit A, is hereby approved.

**BE IT FURTHER RESOLVED** that the City Manager or the City Manager's designee is authorized to sign the agreement.

**BE IT FURTHER RESOLVED** that all allocated finds must be spent by June 30, 2025, and the City 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 the written agreement.

**BE IT FURTHER RESOLVED** that the City is responsible for the Agreement; assumes the lead role in execution of the Agreement; agrees to the terms, conditions, and certification and reporting requirements of the Agreement; and assumes ownership, liability, and maintenance responsibilities for all amenities related to the completion of the work described in the Agreement.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

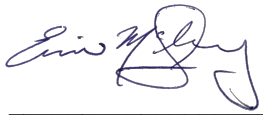
ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:



_____

ERIN K. McSHERRY, CITY ATTORNEY

*Legislation/2025/Resolutions/NMDOT Que Linda Grant Agreement*

# Exhibit A

Contract Number: _____
Vendor No.:_____
Project No.: _____
Control No: _____

**NEW MEXCIO DEPARTMENT OF TRANSPORTATION**
**QUE LINDA BEAUTIFICATION PROGRAM**
**GRANT AGREEMENT**

This Agreement is between the New Mexico Department of Transportation (Department) and City of Santa Fe (Grantee), collectively referred to as the "Parties." This Agreement is effective as of the date of the last party to sign it on the signature page below.

## RECITALS

**WHEREAS**, the purpose of the Que Linda Beautification Program (Program) is to accomplish litter control throughout New Mexico, under the authority delegated to the Department by the "Clean Highways Act," NMSA 1978, Section 67-15-1 to -4 (Act) to conduct a permanent and continuous program to control and remove litter from the roads and highways of New Mexico to the maximum extent possible;

**WHEREAS**, the Department was appropriated funding through the General Appropriation Act, Laws 2024, Chapter 64, Section 11, for roadway beautification and litter control, of which a portion is being used for the purposes of carrying out the provisions of the Act; and

**WHEREAS**, the Act provides that the Department may enter into agreements and provide a Program for the purposes of carrying out the provisions of the Act.

## AGREEMENT

Now, therefore, the Parties agree as follows:

**1. Program Funding.**

a. The Department hereby awards $95,000 to partially fund the Budget (Appendix A) with the purpose of conducting a permanent and continuous program to control and remove litter from the roads and highways of New Mexico to the maximum extent possible.
b. The Grantee is responsible for all costs that exceed Program funding.
c. All allocated funds must be spent by June 30, 2025.
d. All allocated funds are eligible to be reallocated pursant to Section 20.
e. The Grantee must repay Program funding to the Department if:
    1. The Program is cancelled or partially performed.
    2. A final audit conducted by the Department determines the following:
        i. an overpayment,
        ii. unexpended funds, or
        iii. ineligibile expenses.

**2. The Department:**

a. Shall distribute the funds, identified in Section 1(a), in a lump sum to the Grantee after:

1. The Department has received this Agreement fully executed with a Resolution of Sponsorship (Appendix C).

b. May perform Program monitoring that might consist of the following:

1. Conduct a review of the Grantee's performance and administration of the Program funds identified in Section 1(a).

2. Conduct a review of subcontracts for administration of the Program funds.

**3. The Grantee Shall:**

a. Perform and participate in the Program by accomplishing the following:

1. Participating in 2 technical assistance meetings with the Que Linda Director for the development of a local beautification program plan;

2. Creating and adopting a formal local beautification program plan;

3. Hosting a minimum of 3 events in alignment with the 11 strategies of the Que Linda Program (Appendix B); and

4. Completing a minimum of 2 contracts in alignment with the 11 strategies of the Que Linda Program (Appendix B).

b. Procure and award any contract in accordance with applicable procurement law, rules, regulations and ordinances.

c. Adopt a written resolution of Program support that includes a commitment to funding, ownership, liability and maintenance. The resolution is attached to this Agreement as Appendix C.

d. Comply with any and all state, local and federal regulations including the Americans with Disabilities Act (ADA) and laws regarding noise ordinances, air quality, surface water quality, ground water quality, threatened and endangered species, hazardous materials, historic and cultural properties, and cultural resources.

e. Meet with the Department, as needed, or provide Program status reports within 30 days of request.

f. Acknowledge that the Department reserves the right to unilaterally adjust, modify, or cancel any and all funding identified in Section 1(a) in order to ensure the expenditure of all funds.

g. Agree and acknowledge Program funds shall not be used for purposes other than those outlined and specified in Appendix A.

h. Comply with Department mandatory reporting requirements:

1. The Grantee shall submit an annual report on the progress of activities during the funding period by June 15, 2025.

2. The Grantee must participate in a minimum of 75% of the Que Linda statewide cohort meetings.

i. Agree that Program funds must be expended on or before June 30, 2025.

**4. Both Parties Agree:**

a. The inability to properly complete and administer the Program may result in the Grantee being

denied future Program funding.
b. The Department will not pay for any expenses incurred prior to the Parties signing the Agreement, after termination of the Agreement, or in excess of the amount of the Program funding noted in Section 1(a).

**5. Term.**
This Agreement becomes effective upon signature of the Parties. The effective date is the date when the last party signed the Agreement on the signature page blow. This Agreement terminates at 11:59:59 p.m. on June 30, 2025, unless terminated earlier as provided under this Agreement.

**6. Termination.**
The Department may terminate this Agreement for any reason, by giving the Grantee 30 days written notice. On receipt of written notice from the Department, the Grantee shall suspend all Program activities unless otherwise directed by the Department in writing. The Parties acknowledge that termination will not nullify obligations incurred prior to the date of the written notice requiring termination. Neither Party has any obligations after termination, except as stated in Section 1(e) and 15.

**7. Notices.**
For a notice under this Agreement to be valid, it must be in writing; be delivered by hand, registered or certified mail return receipt requested and postage prepaid, fax or e-mail; and be addressed as follows:

To the Department:

Amy Whitfield, Special Director
New Mexico Department of Transportation
P.O. Box 1149
Santa Fe, NM 87504-1149
Phone: 505-309-1066
Email: Amy.Whitfield@dot.nm.gov

To the Grantee:

Randy Randall, Interim City Manager
200 Lincoln Ave
Santa Fe, NM 87501
Phone: 505-955-6848
Email: rrandall@santafenm.gov

**8. Third Party Beneficiary.**
It is not intended by any of the provisions of any part of this Agreement to create in the public or any member of the public a third party beneficiary or to authorize anyone not a party to the Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

**9. New Mexico Tort Claims Act.**
As between the Department and Public Entity, neither party shall be responsible for liability incurred as a

result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1 to -27.

**10. Scope of Agreement.**
This Agreement constitutes the entire understanding between the Parties with respect to the subject matter of the Agreement and supersedes all other Agreements, whether written or oral, between the parties, except that this Agreement does not supersede the Grantee's rights under any other grant Agreement.

**11. Terms of this Agreement.**
The terms of this Agreement are lawful; performance of all duties and obligations must conform with and not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

**12. Legal Compliance.**
The Grantee shall comply with all applicable federal, state, and local laws, regulations and Department policies in the performance of this Agreement, including, but not limited to laws governing civil right, equal opportunity compliance, environmental issue, workplace safety, employer-employee relations and all other laws governing operations of the workplace. The Grantee shall include the requirements of this Section 12 in each contract and subcontract at all tiers.

**13. Equal Opportunity Compliance.**
The Parties agree to abide by all federal and state laws and rules and regulations, and executive orders, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders, the parties agree to assure that no person in the United States will, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the parties are found to not be in compliance with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies.

**14. Appropriations and Authorizations.**
The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Grantee, and the Legislature of New Mexico for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Grantee and the Legislature, this Agreement will terminate upon written notice being given by one Party to the other. The Department and Grantee are expressly not committed to expenditure of any funds until such time as they are budgeted, encumbered, and approved for expenditure.

**15. Accountability of Receipts and Disbursements.**
There shall be strict accountability for all receipts and disbursements relating to this Agreement. The Grantee shall maintain all records and documents relating to the Program for a minimum of 5 years after completion. The Grantee shall furnish the Department and State Auditor, upon demand, any and all such records relevant to this Agreement. If an audit finding determines that specific funding was inappropriate or not related to the Program, the Grantee shall reimburse that portion to the Department within thirty (30)

days of written notification. If documentation is insufficient to support an audit by customarily accepted accounting practices, the expense supported by such insufficient documentation must be reimbursed to the Department within thirty (30) days.

**16. Severability.**
In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement will remain in full force and effect.

**17. Applicable Law.**
The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue is proper in a New Mexico Court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

**18. Amendment.**
This Agreement may be amended by an instrument in writing executed by the Parties.

**19. Reallocation of Funding.**
The Grantee may request reallocation of the Program Funds from any Budget (Appendix A) item to other idenitifed Budget items. The Grantee must submit a written request with the proposed Budget detailing the reallocation amount and the identified Budget item(s) and costs of which funds are being reallocated. The Grantee shall be allowed to reallocate pursuant to the written request upon receipt of approval from the Department and executed Amendment by the Parties pursuant to Section 18.

**The remainder of this page is intentionally left blank.**

Each party is signing this Agreement on the date stated opposite that party's signature. This Agreement is effective as of the date of the last party to sign it on the signature page below.

**NEW MEXICO DEPARTMENT OF TRANSPORTATION**

By: _____ Date: _____
Cabinet Secretary or Designee

Approved as to form and legal sufficiency.

By: _____ Date: _____
Office of General Counsel

**City of Santa Fe**

By: _____ Date: _____
Randy Randall, Interim City Manager

Attest:

By: _____ Date: _____
Andréa Salazar, City Clerk

Approved as to form and legal sufficiency.

By: Kevin L. Nault Date: Dec 18, 2024
Kevin L. Nault (Dec 18, 2024 16:34 MST)
Kevin Nault, Assistant City Attorney

Finance Department:

By: _____ Date: _____
Emily Oster, Finance Director

**Appendix A: Scope of Work and Project Budget**

**Scope of Work.** The Grantee shall complete and oversee the following activities.

**Activities.** The Grantee shall complete and oversee the following Que Linda Grant related activities in support of the Program, as situated in the City of Santa Fe's Public Works Department, Parks and Open Space Division and under the oversight and in coordination with Department consultation. The Grantee is responsible for:

a. Contract organization to create curriculum for anti-litter campaign ;

b. Contract with local graphic firm to create promotional materials for anti-litter campaign;

c. Partner with local nonprofit to host cleanup events ;

d. Purchase and create platform for tracking and organizing volunteer cleanup events, and the reporting illegal trash dumping;

e. Fund local median beautification projects.

**Project Budget 1**

| Phase 1 - Development | | | |
|---|---|---|---|
| | Federal Share | Grantee Match | Total |
| Task 1: Create Local Beautification Plan | $ | $ | $ |
| Anti-Litter Education Campaign | Federal Share | Grantee Match | Total |
| Curriculum creation | $ | $ | $10,000.00 |
| Illustrate booklet | $ | $ | $10,000.00 |
| Printing and Marketing Supplies | | | $5,000.00 |
| Outreach Supplies | | | $10,000.00 |
| Task 2: Reporting Illegal Trash Dumping | | | |
| Purchase and Design software | | | $10,000.00 |
| | | | |
| Task 3: Partnering with local non-profits for cleanup events | | | |

| | | | |
|---|---|---|---|
| Supplies | | | $5,000.00 |
| Contract with non-profit | | | $10,000.00 |
| Task 4 | | | |
| Fund local median beautification project | | | $15,000.00 |
| Task 5 | | | |
| Supplement two existing employees' Salary to take on Program Coordinator duties or contract | | | $20,000.00 |
| **Total** | | | **$95,000.00** |

11 Strategies of Que Linda Statewide Beautification

**Student Service Learning:**

Leveraging local high school students provide three benefits: 1) creates a very affordable resource to help keep communities clean; 2) provides high school students with opportunities to engage in community service; 3) creates local ambassadors that spread anti-litter messaging.

Local high schools must incorporate service-learning requirements in certain courses. The requirements shall require a certain number of community service hours which can be met through participation in trash pickup and graffiti removal/prevention programs.

**Litter Abatement Alternatives to Penalty Fines:**

This program would serve as a resource for municipal and county court systems. For various reasons, residents are assessed penalties or court fees associated with a crime. In many instances, individuals cannot afford to pay the cost. As an alternative, the individual could be assigned to a local trash pickup and graffiti removal/prevention program.

**Use of Corrections Contractors:**

The New Mexico Corrections Department offers litter pickup, general landscaping and graffiti clean-up services. Cost for services range but are highly competitive. LBPs can leverage services for contract maintenance of their property.

**County Inmate Litter Abatement Program:**

Utilizing incarcerated individuals for trash pickup is a long-standing practice. Oftentimes county-run facilities are discouraged to establish this program because inmates are incarcerated for short periods. Nonetheless, an established program could put short-term inmates to work immediately. The County correctional facility would establish the program that utilizes inmates to perform trash pickup services. This program would provide the service to the LBP.

**Elementary Anti-Litter Education Campaign:**

The State of NM is rolling out a new anti-litter campaign. It can provide media to local elementary schools that incorporate anti-litter activities into their curriculum. Activities could include coloring contests, recording radio ads, writing letters to newspapers, campus clean up days, recycling programs, etc.

This program is integral to building ambassadors among the youth in the community who will have a positive influence within their families.

**Business Corridor Adoption Program:**

Engaging businesses in an effort to keep cities clean is longstanding. Typically businesses would adopt a corridor and become responsible for its upkeep. In this program, the business would simply provide a financial sponsorship. The sponsorship would go to the LBP who would utilize the resources for contract maintenance.

**Reporting Illegal Trash Dumping Hotline:**

Illegal dumping is a major issue in several communities. It's typically driven by limited options for legal dumping. When residents dump illegally, or lose trash because of an unsecured load, the trash often includes personal identifiable information. Local law enforcement agencies shall establish a hotline or online portal where this information could be anonymously obtained. Penalties for violators would need to be established in ordinance.

**Secure Loads Establishment and Enforcement:**

Unsecure loads is a major cause of messy roadways. Local governments must put an ordinance in place that establishes a penalty for driving with an unsecured load. In addition to this penalty, trash collection centers must impose a fee when a resident arrives with an unsecured load.

**Establish Free Weekend Events at Collection Centers:**

Affordability may be an issue for some residents. If trash authorities were to provide "Free Weekends" once a month, it would encourage residents to dump legally.

**Neighbor Rates at Collection Centers:**

Some communities and counties do not have adequate access to a collection center, therefore, an established "Neighbor Rate" at the closest facility will encourage residents to dump trash legally.

**Community Trash Pick-up Events:**

Some residents, for various reasons, are unable to take trash to a collection center on their own. This program would identify weekends, throughout the year, when trash authorities, together with volunteers, would pick up trash and deliver it to a collection center. Residents would need to signup for this service and provide a justification.

**FIR No. 10642**

**FISCAL IMPACT REPORT**

**General Information:**

**(Check)** **Bill:** _____ **Resolution:** X

**Short Title(s):** New Mexico Department of Transportation Que Linda Beautification Program Grant Agreement

**Sponsor(s):** Mayor Alan Webber

**Reviewing Department(s):** Public Works Department

**Staff Completing FIR:** Jason Sharp; Park Ranger Superintendent **Date:** 12/19/2024
**Phone:** (505) 955-2146

**Reviewed by City Attorney:** _____ **Date:** Jan 10, 2025

**Reviewed by Finance Director:** Emily K. Oster **Date:** Jan 10, 2025

**Summary:**
This Resolution accepts a Grant Agreement, administered by the New Mexico Department of Transportation ("NMDOT"), under the Que Linda Beautification Program ("Program"), to conduct a permanent and continuous program to control and remove litter from the roads and highways in Santa Fe. The grant amount is ninety-five thousand dollars ($95,000). All allocated funds must be spent by June 30, 2025.

**Departments Affected:**
Public Works Department

**Consequences of Not Enacting Legislation:**
If this legislation is not adopted, the City will not receive the Program Grant from NMDOT in the amount of ninety-five thousand dollars ($95,000). The City will also not complete the listed scope of work to control litter and enhance beautification.

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**
None.

**Performance and Administrative Implications:**
The Public Works Parks and Open Space Park Rangers will implement the work required by the grant. Administration of the grant will be performed by Public Works and Finance Departments.

**Fiscal Implications:**
The City would receive $95,000 to conduct the scope of work in the grant. The cost of scope of work is not expected to exceed the grant amount.

**Fiscal Impact**

_____ Check here if no fiscal impact

A

**Expenditures**

| Expenditure Type | FYE 2025 | FYE 2026 | FYE 2027 | Require BAR (Y/N) | Recurring (R) or Non-recurring (NR) | Fund | 3-Year Total Cost |
|---|---|---|---|---|---|---|---|
| Personnel and Benefits* | $ 20,000 | $ | $ | Y | NR | 100 | |
| Capital Outlay | $ 20,000 | $ | $ | | NR | 100 | |
| Contractual/ Professional Services | $ 10,000 | $ | $ | | NR | 100 | |
| Operating | $ 45,000 | $ | $ | | NR | 100 | $ |
| Total: | $ 95,000 | $ | $ | | | | $ |

**Expenditure Narrative:**

Personnel benefits are to compensate Park Ranger staff for additional duties to manage this program. Capital expenditures are the beautification of a gateway median and purchase of software, contractual services are with non profits and other service providers to accomplish the work and operating are the various expense related to outreach and grant implementation. A BAR will be routed through Governing Body to budget these expenditures.

**Revenue**

| Revenue Type | FYE 2025 | FYE 2026 | FYE 2027 | Recurring (R) or Non-recurring (NR) | Fund |
|---|---|---|---|---|---|
| General Fund | $ | $ | $ | | |
| Special Revenue | $ | $ | $ | | |
| CIP | $ | $ | $ | | |
| Enterprise | $ | $ | $ | | |
| Internal Service | $ | $ | $ | | |
| Trust and Agency | $ | $ | $ | | |
| Federal | $ | $ | $ | | |
| Other | $ 95,000 | $ | $ | NR | 100 |
| Total | $ 95,000 | $ | $ | | |

**Revenue Narrative:**

The grant revenue will be recognized in fund 100 to fund program expenditures above.

**Signature:** Regina Wheeler
Regina Wheeler (Jan 10, 2025 15:03 MST)

**Email:** rawheeler@santafenm.gov

**Signature:** Jason Sharp
Jason Sharp (Jan 10, 2025 15:08 MST)

**Email:** jtsharp@santafenm.gov

**Signature:** Melissa McDonald

**Email:** mamcdonald@santafenm.gov

CITY OF SANTA FE

# Memorandum

**Date:** December 13, 2024

**To:** Governing Body, Public Works and Utilities Committee, Finance Committee

**From:** Regina Wheeler, Public Works Department Director RW

**RE:** C5223165 Medians Phase I Designating Authorized Representatives and Agents

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**EXECUTIVE SUMMARY:**

The Resolution designates authorized representatives and agents for New Mexico Department of Finance and Administration (DFA), Appropriation ID Number G3165, New Mexico Department of Transportation (NMDOT) Control Number C5223165 ("Grant Agreement"). The Grant Agreement makes available one million one hundred seventy thousand dollars ($1,170,000), to plan, design, construct, landscape, and make phase 1 improvements to medians on arterial and collector roads for the city of Santa Fe in Santa Fe County.

**BACKGROUND:**

The New Mexico Department of Transportation, through Article X. B. (v) of the Grant Agreement, requires that the City of Santa Fe as the grantee, to agree that the "governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment". Adoption of this Resolution will satisfy this requirement and allow the City to enter into the Grant Agreement. The Grant Agreement will be presented to the Governing Body for action separate from this Resolution; and this Resolution will not be implicated if the Governing Body does not later approve the grant agreement.

**ATTACHMENTS:**
Resolution
Fiscal Impact Report

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2025-__**

**INTRODUCED BY:**

Councilor Amanda Chavez

**A RESOLUTION**

**AUTHORIZING REPRESENTATIVES AND AGENTS FOR NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION, APPROPRIATION ID NUMBER G3165, NEW MEXICO DEPARTMENT OF TRANSPORTATION CONTROL NUMBER C5223165, TO PLAN, DESIGN, CONSTRUCT, LANDSCAPE, AND MAKE PHASE I IMPROVEMENTS TO MEDIANS ON ARTERIAL AND COLLECTOR ROADS FOR THE CITY OF SANTA FE IN SANTA FE COUNTY.**

**WHEREAS,** in the Laws of 2022, Chapter 53, Section 36, Subsection 83, the New Mexico Legislature made an appropriation to the New Mexico Department of Transportation ("NMDOT"), for funds from which NMDOT is making available to the City of Santa Fe ("Grantee") through the New Mexico Department of Finance and Administration Appropriation Number G3165, NMDOT Control Number C5223165 ("Agreement"), incorporated as Attachment A, in the amount of one million, one hundred seventy thousand dollars ($1,170,000), to plan, design, construct, landscape, and make Phase 1 improvements to medians on arterial and collector roads for the city of Santa Fe in Santa Fe County; and

**WHEREAS,** the Governing Body adopted Resolution No. 2024-28, which identified Phase I of the Santa Fe Median Beautification project as number 20 on the Infrastructure and Capital Improvement plan for Fiscal Year 2026-2030; and

**WHEREAS,** Article X. B. (v) of the Agreement states that "the Grantee's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment"; and

**WHEREAS,** in a letter dated August 24, 2023, the New Mexico Department of Finance and Administration ("DFA") took the position that it required the City to initiate a fiscal agent relationship in order for the City to utilize its current State Capital appropriations; and

**WHEREAS,** as a result of the DFA's position, the City entered into a governmental services agreement, incorporated as Attachment B, with North Central Economic Development District ("NCEDD") for fiscal agent services, in which NCEDD agreed to review and sign Requests for Payment for permissible expenditures, on December 19, 2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE** that the following provisions shall apply to the Agreement:

A. The person listed below, or their successor, is the Grantee's official representative authorized to sign the Agreement:

| | |
|---|---|
| Grantee: | City of Santa Fe |
| Name: | Alan Webber |
| Title: | Mayor |
| Address: | PO Box 909 |
| | Santa Fe, NM 87504-0909 |
| Email: | mayor@santafenm.gov |
| Telephone: | (505) 955-6590 |

B. The person listed below, or their successor, is the Grantee's Fiscal Officer of Fiscal Agent concerning reviewing and signing Requests for Payments for permissible expenditures:

| | |
|---|---|
| Grantee: | City of Santa Fe |
| Name: | Felicity Fonseca |
| Title: | Community Development Director, North Central New Mexico Economic Development District |
| Address: | 644 Don Gaspar Ave.<br>Santa Fe, Nm 87505 |
| Email: | felicityf@ncnmedd.com |
| Telephone: | (505) 356-9098 |

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

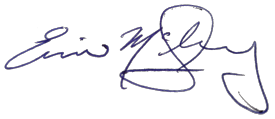
ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:



_____

ERIN K. McSHERRY, CITY ATTORNEY

*Legislation/2025/Resolutions/ C5223165 Medians Phase I Designating Authorized Representatives and Agents*

DocuSign Envelope ID: D68910AB-CDC7-4A64-848A-D7DAE50D49A1



# Attachment A

**Contract Number: _____**
**Vendor Number: 0000054360**
**Control Number: C5223165**

**STATE OF NEW MEXICO**
**DEPARTMENT OF TRANSPORTATION**
**FUND 89200 CAPITAL APPROPRIATION PROJECT**

**THIS AGREEMENT** is between the Department of Transportation, hereinafter called the "Department" or abbreviation such as "NMDOT", and City of Santa Fe, hereinafter called the "Grantee". This Agreement is effective as of the date of the last party to sign it on the signature page below.

## RECITALS

**WHEREAS**, in the Laws of 2022, SB212, Chapter 53, Section 36, Subsection 83, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

**WHEREAS**, the Department is granting to Grantee, and the Grantee is accepting the grant of, funds from this appropriation, in accordance with the terms and conditions of this Agreement; and

**WHEREAS,** pursuant to the NMSA 1978, Section 67-3-28, as amended, and State Highway Commission Policy No. 44, the Department has the authority to enter into this Grant Agreement.

## AGREEMENT

**NOW, THEREFORE,** in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

## ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

DFA Appropriation ID G3165 NMDOT Control Number C5223165 **$1,170,000**
APPROPRIATION REVERSION DATE: 6/30/2026
Laws of 2022, Chapter 53, Section 36, Subsection 83, One Million One Hundred Seventy Thousand Dollars and No Cents ($1,170,000), to plan, design, construct, landscape and make phase 1 improvements to medians on arterials and collector roads for Santa Fe in Santa Fe county .

The Grantee's total reimbursements shall not exceed One Million One Hundred Seventy Thousand Dollars and No Cents $1,170,000 (the "Appropriation Amount") minus the allocation for Art in Public Places ("AIPP

amount")[1], if applicable, Zero Dollars and No Cents ($ 0.00), which equals One Million One Hundred Seventy Thousand Dollars and No Cents (**$1,170,000**) (the "Adjusted Appropriation Amount").

In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I(A), the language of the laws cited herein shall control.

This project is referred to throughout the remainder of this Agreement as the "Project"; the information contained in Article I(A) is referred to collectively throughout the remainder of this Agreement as the "Project Description." Optional Attachment A sets forth additional or more stringent requirements and conditions, which are incorporated by this reference as if set forth fully herein. If Optional Attachment A imposes more stringent requirements than any requirement set forth in this Agreement, the more stringent requirements of Attachment A shall prevail, in the event of irreconcilable conflict. The Grantee shall reference the Project's number in all correspondence with and submissions to the Department concerning the Project, including, but not limited to, Requests for Payment and reports.

## ARTICLE II. LIMITATION ON DEPARTMENT'S OBLIGATION TO MAKE GRANT DISBURSEMENT TO GRANTEE

A. Upon the Effective Date of this Agreement, for permissible purposes within the scope of the Project Description, the Grantee shall only be reimbursed monies for which the Department has issued and the Grantee has received a Notice of Department's Obligation to Reimburse[2] Grantee (hereinafter referred to as "Notice of Obligation"). This Grant Agreement and the disbursement of any and all amounts of the above referenced Adjusted Appropriation Amount are expressly conditioned upon the following:

(i) Irrespective of any Notice of Obligation, the Grantee's expenditures shall be made on or before the Reversion Date and, if applicable, an Early Termination Date (i.e., the goods have been delivered and accepted or the title to the goods has been transferred to the Grantee and/or the services have been rendered for the Grantee); and

(ii) The total amount received by the Grantee shall not exceed the lesser of: (a) the Adjusted Appropriation Amount identified in Article I(A) herein or (b) the total of all amounts stated in the Notice(s) of Obligation evidencing that the Department has received and accepted the Grantee's Third Party Obligation(s), as defined in subparagraph iii of this Article II(A); and

(iii) The Grantee's expenditures were made pursuant to the State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the Project, hereinafter referred to as "Third Party Obligations"; and

(iv) The Grantee's submittal of timely Requests for Payment in accordance with the procedures set forth in Article IX of this Agreement; and

(v) In the event that capital assets acquired with Project funds are to be sold, leased, or licensed to or operated by a private entity, the sale, lease, license, or operating agreement:

---

[1] The AIPP amount is "an amount of money equal to one percent or two hundred thousand dollars ($200,000), whichever is less, of the amount of money appropriated for new construction or any major renovation exceeding one hundred thousand dollars ($100,000)." Section 13-4A-4 NMSA 1978.

[2] "Reimburse" as used throughout this Agreement includes Department payments to the Grantee for invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee.

a. must be approved by the applicable oversight entity (if any) in accordance with law; or
b. if no oversight entity is required to approve the transaction, the Department must approve the transaction as complying with law.

Prior to the sale, lease, license, or operating agreement being approved pursuant to Articles II(A)(v)(a) and II(A)(v)(b) herein, the Department may, in its sole and absolute discretion and unless inconsistent with State Board of Finance imposed conditions, reimburse the Grantee for necessary expenditures incurred to develop the Project sufficiently to make the sale, lease, license, or operating agreement commercially feasible, such as plan and design expenditures; and

(vi) The Grantee's submission of documentation of all Third Party Obligations and amendments thereto (including terminations) to the Department and the Department's issuance and the Grantee's receiving of a Notice of Obligation for a particular amount in accordance with the terms of this Agreement shall be governed by the following:

**a.** The Grantee shall submit to the Department one copy of all Third Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party **but prior to execution by the Grantee.**
b. Grantee acknowledges and agrees that if it chooses to enter into a Third Party Obligation prior to receiving a Notice of Obligation that covers the expenditure, it is solely responsible for such obligations.
c. The Department may, in its sole and absolute discretion, issue to Grantee a Notice of Obligation for the particular amount of that Third Party Obligation that only obligates the Department to reimburse Grantee's expenditures made on or before the Reversion Date or an Early Termination Date. The current Notice of Obligation form is attached to this Agreement as Exhibit 2.
d. The date the Department signs the Notice of Obligation is the date that the Department's Notice of Obligation is effective. After that date, the Grantee is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third Party Obligation and request the Third Party to begin work. Payment for any work performed or goods received prior to the effective date of the Notice of Obligation is wholly and solely the obligation of the Grantee.

B. The Grantee shall implement, in all respects, the Project. The Grantee shall provide all necessary qualified personnel, material, and facilities to implement the Project. The Grantee shall finance its share (if any) of the costs of the Project, including all Project overruns.

C. Project funds shall not be used for purposes other than those specified in the Project Description.

D. Unless specifically allowed by law, Project funds cannot be used to reimburse Grantee for indirect Project costs.

## ARTICLE III. NOTICE PROVISIONS AND GRANTEE AND DEPARTMENT DESIGNATED REPRESENTATIVES

Whenever written notices, including written decisions, are to be given or received, related to this Agreement, the following provisions shall apply.

The Grantee designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this Agreement:

Grantee: City of Santa Fe
Name: David Chapman
Title: Grants Administrator
Address: P.O. Box 909, Santa Fe, New Mexico 87504
Email: dachapman@ci.santa-fe.nm.us
Telephone: 505-955-2012

The Grantee designates the person(s) listed below, or their successor, as their Fiscal Officer or Fiscal Agent concerning all matters related to this Agreement:

Grantee: _____
Name: _____
Title: _____
Address: _____
Email: _____
Telephone: _____

The Department designates the persons listed below, or their successors, as the Points of Contact for matters related to this Agreement.

Department: Department of Transportation District 5 Office
Name: Amanda Nino
Title: Capital Outlay District Coordinator
Address: P.O. Box 4127, Santa Fe, NM 87502
Email: Amanda.Nino@dot.nm.gov
Telephone: 505-660-6357

The Grantee and the Department agree that either party shall send all notices, including written decisions, related to this Agreement to the above named persons by email or regular mail. In the case of mailings, notices shall be deemed to have been given and received upon the date of the receiving party's actual receipt or five calendar days after mailing, whichever shall first occur. In the case of email transmissions, the notice shall be deemed to have been given and received on the date reflected on the delivery receipt of email.

## ARTICLE IV. REVERSION DATE, TERM, DEADLINE TO EXPEND FUNDS

A. As referenced in Article I(A), the applicable law establishes a date by which Project funds must be expended by Grantee, which is referred to throughout the remainder of this Agreement as the "Reversion Date." Upon being duly executed by both parties, this Agreement shall be effective as of the date of execution by the Department. It shall terminate on 6/30/2026 the Reversion Date unless Terminated Before Reversion Date ("Early Termination") pursuant to Article V herein.

B. The Project's funds must be expended on or before the Reversion Date and, if applicable, Early Termination Date of this Agreement. For purposes of this Agreement, it is not sufficient for the Grantee to encumber the Project funds on its books on or before the Project's Reversion Date or Early Termination Date. Funds are expended and an expenditure has occurred as of the date that a particular quantity of goods are delivered to and received by the Grantee or title to the goods is transferred to the Grantee and/or as of the date particular services are rendered for the Grantee. Funds are ***not*** expended and an expenditure has ***not*** occurred as of the date they are encumbered by the Grantee pursuant to a contract or purchase order with a third party.

## ARTICLE V. EARLY TERMINATION

**A. Early Termination Before Reversion Date Due to Completion of the Project or Complete Expenditure of the Adjusted Appropriation or Violation of this Agreement**

Early Termination includes:

(i) Termination due to completion of the Project before the Reversion Date; or

(ii) Termination due to complete expenditure of the Adjusted Appropriation Amount before the Reversion Date; or

(iii) Termination for violation of the terms of this Agreement; or

(iv) Termination for suspected mishandling of public funds, including but not limited to, fraud, waste, abuse, and conflicts of interest.

Either the Department or the Grantee may early terminate this Agreement prior to the Reversion Date by providing the other party with a minimum of fifteen (15) days' advance, written notice of early termination. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(A).

**B. Early Termination Before Reversion Date Due to Non-appropriation**

The terms of this Agreement are expressly made contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. Throughout this Agreement the term "non-appropriate" or "non-appropriation" includes the following actions by the New Mexico Legislature: deauthorization, reauthorization or revocation of a prior authorization. The Legislature may choose to non-appropriate the Appropriation referred to in Article I and, if that occurs, the Department shall early terminate this Agreement for non-appropriation by giving the Grantee written notice of such termination, and such termination shall be effective as of the effective date of the law making the non-appropriation. The Department's decision as to whether sufficient appropriations or authorizations are available shall be accepted by the Grantee and shall be final. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(B).

**C. Limitation on Department's Obligation to Make Grant Disbursements to Grantee in the Event of Early Termination**

In the event of Early Termination of this Agreement by either party, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth Article II.

## ARTICLE VI. SUSPENSION OF NEW OR FURTHER OBLIGATIONS

A. The Department may choose, in its sole and absolute discretion, to provide written notice to the Grantee to suspend entering into new and further obligations. Upon the receipt of such written notice by the Grantee:

(i) The Grantee shall immediately suspend entering into new or further written obligations with third parties; and

(ii) The Department will suspend the issuance of any new or further Notice of Obligation under this Agreement; and

(iii) The Department may direct the Grantee to implement a corrective action plan in accordance with Article VI(D) herein.

B. In the event of Suspension of this Agreement, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II herein.

C. A suspension of new or further obligations under this Agreement shall remain in effect unless or until the date the Grantee receives written notice given by the Department informing the Grantee that the Suspension has been lifted or that the Agreement has been Early Terminated in accordance with Article V herein. If the Suspension is lifted, the Department will consider further requests for Notice of Obligation.

**D. Corrective Action Plan in the Event of Suspension**

In the event that the Department chooses, in its sole and absolute discretion to direct the Grantee to suspend entering into new or further written obligations with third parties pursuant to Article VI(A), the Department may, but is not obligated to, require the Grantee to develop and implement a written corrective action plan to remedy the grounds for the Suspension. Such corrective action plan must be approved by the Department and be signed by the Grantee. Failure to sign a corrective action plan or meet the terms and deadlines set forth in the signed corrective action plan, is hereby deemed a violation of the terms of this Agreement for purposes of Early Termination, Article V(A)(iii). The corrective action plan is in addition to, and not in lieu of, any other equitable or legal remedy, including but not limited to Early Termination.

## ARTICLE VII. AMENDMENT

This Agreement shall not be altered, changed, or amended except by instrument in writing duly executed by both the parties hereto.

## ARTICLE VIII. REPORTS

**A. Database Reporting**

The Grantee shall report quarterly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration (Budget & Formulation Management System). Additionally, the Grantee shall certify on the Request for Payment form (Exhibit 1) that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Quarterly reports shall be due on the last day of the month that is 30 days prior to the end of the quarter following execution of this Agreement by the Department and ending during the quarter of the submission of the final request for reimbursement for the Project, or the following quarter.

**B. Requests for Additional Information/Project Inspection**

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

(i) request such additional information regarding the Project as it deems necessary; and

(ii) conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

## ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES

A. The Grantee shall request payment by submitting a Request for Payment, in the form attached hereto as Exhibit 1. Payment requests are subject to the following procedures:

(i) The Grantee must submit a Request for Payment; and

(ii) Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee showing that the expenditures are valid or are liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee for services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.

(iii) In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing. The Grantee is required to certify to the Department proof of payment to the third party contractor or vendor within ten (10) business days from the date of receiving reimbursement from the Department.

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of acceptance of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

C. **Deadlines**

Requests for Payments shall be submitted by Grantee to the Department on the earlier of:

(i) Immediately as they are received by the Grantee but at a minimum thirty (30) days from when the expenditure was incurred or liability of the Grantee was ~~a~~pproved as evidenced by an unpaid invoice received by the Grantee from a third party contractor or vendor; or

(ii) Twenty (20) days from date of Early Termination; or

(iii) Twenty (20) days from the Reversion Date.

D. The Grantee's failure to abide by the requirements set forth in Article II and Article IX herein will result in the denial of its Request for Payment or will delay the processing of Requests for Payment. The Department has the right to reject a payment request for the Project unless and until it is satisfied that the expenditures in the Request for Payment are for permissible purposes within the meaning of the Project Description and that the expenditures and the Grantee are otherwise in compliance with this Agreement, including but not limited to, compliance with the reporting requirements and the requirements set forth in Article II herein to provide Third Party Obligations and the Deadlines set forth in Article IX herein. The Department's ability to reject any Request for Payment is in addition to, and not in lieu of, any other legal or equitable remedy available to the Department due to Grantee's violation of this Agreement.

## ARTICLE X. PROJECT CONDITIONS AND RESTRICTIONS; REPRESENTATIONS AND WARRANTIES

A. The following general conditions and restrictions are applicable to the Project:

(i) The Project's funds must be spent in accordance with all applicable state laws, regulations, policies, and guidelines, including, but not limited to, the State Procurement Code (or local procurement ordinance, where applicable).

(ii) The Project must be implemented in accordance with the New Mexico Public Works Minimum Wage Act, Section 13-4-10 through 13-4-17 NMSA 1978, as applicable. Every contract or project in excess of sixty thousand dollars ($60,000) that the Grantee is a party to for construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages and fringe benefits to be paid to various classes of laborers and mechanics, shall be based upon the wages and benefits that will be determined by the New Mexico Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed on contract work of a similar nature in the locality. Further, every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates and fringe benefit rates not less than those determined pursuant to Section 13-4-11 (B) NMSA 1978 to be the prevailing wage rates and prevailing fringe benefit rates issued for the project.

(iii) The Project may only benefit private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico, the "Anti-Donation Clause."

(iv) The Grantee shall not for a period of 10 years from the date of this agreement convert any property acquired, built, renovated, repaired, designed or developed with the Project's funds to uses other than those specified in the Project Description without the Department's and the Board of Finance's express, advance, written approval, which may include a requirement to reimburse the State for the cost of the project, transfer proceeds from the disposition of property to the State, or otherwise provide consideration to the State.

(v) The Grantee shall comply with all federal and state laws, rules and regulations pertaining to equal employment opportunity. In accordance with all such laws, rules and regulations the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with Grantee, be excluded

from participation in the Project, be denied benefits or otherwise be subject to discrimination under, any activity performed under this Agreement. If Grantee is found to be not in compliance with these requirements during the life of this Agreement, Grantee agrees to take appropriate steps to correct any deficiencies. The Grantee's failure to implement such appropriate steps within a reasonable time constitutes grounds for terminating this Agreement.

B. The Grantee hereby represents and warrants the following:

(i) The Grantee has the legal authority to receive and expend the Project's funds.

(ii) This Agreement has been duly authorized by the Grantee, the person executing this Agreement has authority to do so, and, once executed by the Grantee, this Agreement shall constitute a binding obligation of the Grantee, enforceable according to its terms.

(iii) This Agreement and the Grantee's obligations hereunder do not conflict with any law or ordinance or resolution applicable to the Grantee, the Grantee's charter (if applicable), or any judgment or decree to which the Grantee is subject.

(iv) The Grantee has independently confirmed that the Project Description, including, but not limited to, the amount and Reversion Date, is consistent with the underlying appropriation in law.

(v) The Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment.

(vi) The Grantee shall abide by New Mexico laws regarding conflicts of interest, governmental conduct and whistleblower protection. The Grantee specifically agrees that no officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who exercises any function or responsibility with respect to this Grant, during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed or goods to be received, pursuant to this Grant. Further, Grantee shall require all of its contractors to incorporate in all subcontracts the language set forth in this paragraph prohibiting conflicts of interest.

(vii) No funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of this or any agency or body in connection with the awarding of any Third Party Obligation and that the Grantee shall require certifying language prohibiting lobbying to be included in the award documents for all subawards, including subcontracts, loans and cooperative agreements. All subrecipients shall be required to certify accordingly.

## ARTICLE XI. STRICT ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS; PROJECT RECORDS

A. The Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles, and, if feasible, maintain a separate bank account or fund with a separate organizational code, for the funds to assure separate budgeting and accounting of the funds.

B. For a period of six (6) years following the Project's completion, the Grantee shall maintain all Project related records, including, but not limited to, all financial records, requests for proposals, invitations to bid, selection and award criteria, contracts and subcontracts, advertisements, minutes of pertinent meetings, as well

as records sufficient to fully account for the amount and disposition of the total funds from all sources budgeted for the Project, the purpose for which such funds were used, and such other records as the Department shall prescribe.

C. The Grantee shall make all Project records available to the Department, the Department of Finance and Administration, and the New Mexico State Auditor upon request. With respect to the funds that are the subject of this Agreement, if the State Auditor or the Department of Finance and Administration finds that any or all of these funds were improperly expended, the Grantee may be required to reimburse to the State of New Mexico, to the originating fund, any and all amounts found to be improperly expended.

## ARTICLE XII. IMPROPERLY REIMBURSED FUNDS

If the Department determines that part or all of the Appropriation Amount was improperly reimbursed to Grantee, including but not limited to, Project funds reimbursed to Grantee based upon fraud, mismanagement, misrepresentation, misuse, violation of law by the Grantee, or violation of this Agreement, the Grantee shall return such funds to the Department for disposition in accordance with law.

## ARTICLE XIII. LIABILITY

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act.

## ARTICLE XIV. SCOPE OF AGREEMENT

This Agreement constitutes the entire and exclusive agreement between the Grantee and Department concerning the subject matter hereof. The Agreement supersedes any and all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

## ARTICLE XV. REQUIRED NON-APPROPRIATIONS CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

The Grantee acknowledges, warrants, and agrees that Grantee shall include a "non-appropriations" clause in all contracts between it and other parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement that states:

"The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, the City of Santa Fe may immediately terminate this Agreement by giving Contractor written notice of such termination. The City of Santa Fe's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. Contractor hereby waives any rights to assert an impairment of contract claim against the City of Santa Fe or the Department of Transportation or the State of New Mexico in the event of immediate or Early Termination of this Agreement by the City of Santa Fe or the Department"

## ARTICLE XVI. REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

Grantee acknowledges, warrants, and agrees that Grantee shall include the following termination clause in all contracts that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement:

"This contract is funded in whole or in part by funds made available under a Department of Transportation Grant Agreement. Should the Department of Transportation early terminate the grant agreement, the City of Santa Fe may early terminate this contract by providing Contractor written notice of such termination. In the event of termination pursuant to this paragraph, the City of Santa Fe only liability shall be to pay Contractor for acceptable goods delivered and services rendered before the termination date."

Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department.

## XVII. COMPLIANCE WITH UNIFORM FUNDING CRITERIA.

A. Throughout the term of this Agreement, Grantee shall:

1. submit all reports of annual audits and agreed upon procedures required by Section 12-6-3(A)-(B) NMSA 1978 by the due dates established in 2.2.2 NMAC, reports of which must be a public record pursuant to Section 12-6-5(A) NMSA 1978 within forty-five days of delivery to the State Auditor;
2. have a duly adopted budget for the current fiscal year approved by its budgetary oversight agency (if any);
3. timely submit all required financial reports to its budgetary oversight agency (if any); and
4. have adequate accounting methods and procedures to expend grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds.

B. In the event Grantee fails to comply with the requirements of Paragraph A of this Article XVII, the Department may take one or more of the following actions:

1. suspend new or further obligations pursuant to Article VI(A) of this Agreement;
2. require the Grantee to develop and implement a written corrective action plan pursuant to Article VI(D) of this Agreement to remedy the non-compliance;
3. impose special grant conditions to address the non-compliance by giving the Grantee notice of such special conditions in accordance with Article III of this Agreement; the special conditions shall be binding and effective on the date that notice is deemed to have been given pursuant to Article III; or
4. terminate this Agreement pursuant to Article V(A) of this Agreement.

## ARTICLE XVIII. SEVERANCE TAX BOND AND GENERAL OBLIGATION BOND PROJECT CLAUSES

A. Grantee acknowledges and agrees that the underlying appropriation for the Project is a severance tax bond or general obligation bond appropriation, and that the associated bond proceeds are administered by the New Mexico State Board of Finance (SBOF), an entity separate and distinct from the Department. Grantee acknowledges and agrees that (i) it is Grantee's sole and absolute responsibility to determine through SBOF staff what (if any) conditions are currently imposed on the Project; (ii) the Department's failure to inform Grantee of a SBOF imposed condition does not affect the validity or enforceability of the condition; (iii) the

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SBOF may in the future impose further or different conditions upon the Project; (iv) all SBOF conditions are effective without amendment of this Agreement; (v) all applicable SBOF conditions must be satisfied before the SBOF will release to the Department funds subject to the condition(s); and (vi) the Department's obligation to reimburse Grantee from the Project is contingent upon the then current SBOF conditions being satisfied.

B. Grantee acknowledges and agrees that the SBOF may in its sole and absolute discretion remove a project's assigned bond proceeds if the project doesn't proceed sufficiently. Entities must comply with the requirement to encumber five percent (5%) of Project funds within six months of bond issuance as certified by the grantee in the Bond Questionnaire and Certification documents submitted to the SBOF. Failure to comply may result in the bond proceeds reassignment to a new ready project. If this should occur this grant agreement will be suspended until the entity has demonstrated readiness as determined by the SBOF and the Department.

C. Grantee acknowledges and agrees that this Agreement is subject to the SBOF's Bond Project Disbursements rule, NMAC 2.61.6, as may be amended or re-codified. The rule provides definitions and interpretations of grant language for the purpose of determining whether a particular activity is allowable under the authorizing language of the agreement.

[THIS SPACE LEFT BLANK INTENTIONALLY]

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**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the date of execution by the Department.

**GRANTEE**

Alan Webber (Nov 4, 2024 11:59 MST)

Signature of Official with Authority to Bind Grantee

City of Santa Fe

Entity Name

By: Alan Webber

(Type or Print Name)

Its: Mayor

(Type or Print Title)

Nov 4, 2024

Date

**DEPARTMENT OF TRANSPORTATION**

By:

Its: Cabinet Secretary or Designee

Date

**REVIEWED AND APPROVED AS TO FORM AND LEGAL SUFFICIENCY BY THE DEPARTMENT'S OFFICE OF GENERAL COUNSEL**

DocuSigned by:

Aaron Frankland
Deputy General Counsel

3B498DD07FBC44A...

By: Aaron Frankland or Designee

Its: Deputy General Counsel

04/22/24

Date

**IN WITNESS WHEREOF**, the parties have executed this Capital Appropriation Project as of the dates set forth below.

CITY OF SANTA FE:

**SEE ABOVE**

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

GERALYN CARDENAS, INTERIM CITY CLERK

GB MTG 10/30/2024 XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Jun 14, 2024 09:14 MDT)

SENIOR ASSISTANT CITY ATTORNEY

FINANCE DIRECTOR:

Emily K. Oster

_____

EMILY OSTER

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**STATE OF NEW MEXICO**
**CAPITAL GRANT PROJECT**
**Request for Payment Form**
**Exhibit 1**

| | | | |
|---|---|---|---|
| **I.** | **Grantee Information** | **II.** | **Payment Computation** |
| | (Make sure information is complete & accurate) | A. | Payment Request No. |
| A. | Grantee: | B. | Grant Amount: |
| B. | Address: | C. | AIPP Amount *(If Applicable)*: |
| | (Complete Mailing, including Suite, if applicable) | D. | Funds Requested to Date: |
| | | E. | Amount Requested this Payment: |
| | City State Zip | F. | Reversion Amount (*If Applicable*): |
| | | G. | Grant Balance: |
| C. | Phone No: | H. | ☐ GF ☐ GOB ☐ STB (*attach wire if first draw*) |
| D. | Grant No: | I. | ☐ Final Request for Payment (*if Applicable*) |
| E. | Project Title: | | |
| F. | Grant Expiration Date: | | |

**III.** **Fiscal Year :**

*(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)*

**IV.** ☐ **Reporting Certification:** I hereby certify to the best of my knowledge and belief, that database reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with Article VIII of the Capital Outlay Grant Agreement.

**V.** ☐ **Compliance Certification:** Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

| | |
|---|---|
| **Grantee Fiscal Officer** or **Fiscal Agent** (*if applicable*) | **Grantee Representative** |
| Printed Name | Printed Name |
| Date: | Date: |

**(State Agency Use Only)**

**Vendor Code:** **Fund No.:** **Loc No.:**

I certify that the State Agency financial and vendor file information agree with the above submitted information.

| | | | |
|---|---|---|---|
| Division Fiscal Officer | Date | Division Project Manager | Date |

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# NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
# EXHIBIT 2

**Notice of Obligation to Reimburse Grantee [# 1]**

DATE: [_____]

TO: Department Representative: [_____, _____]
FROM: Grantee: [_____]
Grantee Official Representative: [_____]

SUBJECT: Notice of Obligation to Reimburse Grantee
Grant Number: [_____]
Grant Termination Date: [_____]

As the designated representative of the Department for Grant Agreement number [_____] entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): [_____]
The Amount of this Notice of Obligation: [_____]
The Total Amount of all Previously Issued Notices of Obligation: [_____]
The Total Amount of all Notices of Obligation to Date: [_____]
*Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.*

Department Rep. Approver: [_____]
Title: [PROJECT MANAGER]
Signature: [_____]
Date: [_____]

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

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**The City of Santa Fe shall agree to comply with the following Provisions:**

1. Assume the lead role for the Project.
2. Be responsible for all applicable design, environmental and archaeological clearances, and right-of-way acquisition, in accordance with current local, state, federal laws, Uniform Relocation Act, and current design practices and specifications.
3. Be responsible for project development, project construction, construction management, and testing.
4. Utilize the Project Control Number in all correspondence and submittals to the Department.
5. Adopt a written resolution of support for the Project, including as applicable an assumption of ownership, liability, and maintenance responsibility for the scope, or related amenities and required funding to support the Project.
6. Complete the Project using current American Public Works Association (APWA) specifications, implemented Grantee's design standards and specifications, or Department specifications.
7. Use Rental Rate Blue Book rates, if not provided in the Department established equipment rates, in the implementation of this Project. Any equipment rates not found in the Department established rates shall be reimbursed at the Blue Book rates.

**The City of Santa Fe shall agree to comply with the following Lighting and Signal Provisions as applicable:**

1. After subject signal system(s) has/have been constructed, make provisions for and provide, at its own expense, all electrical energy, routine maintenance such as lamp replacement, emergency shutdown in case of accidental damage or equipment failure and make any repairs necessary due to accidental damage to, or equipment failure of, the signal head and poles.
2. In the event that accidental damage or equipment failure should occur, provide for equipment shut down/or emergency traffic control as needed. In addition, should the accidental damage or equipment failure involve the Controller (and cabinet) or the loop detection system, promptly notify the Traffic Technical Support Bureau of the Department.
3. In the event that the traffic signal should be rendered completely inoperable as a result of accidental damage, secure the intersection with stop signs at all approach legs until such time as the traffic signal is made operable.
4. Make ample future provisions in its budget each year for the cost of maintaining and providing energy to the traffic signals and telephone service to the signal system and intersection lighting.
5. At its own expense, maintain the signal controller and control equipment (the "Controller") including and maintenance of the machine vision vehicle detection system with cameras and emergency vehicle pre-empt system and repair or replace the Controller in the event the Controller and/or cabinet is damaged or there is an equipment failure.
6. After the installation of the roadway lighting system, if any, provide any and all utilities, maintenance, and such other items as may be necessary of continued satisfactory operation of said subject lighting system.
7. Make all timing adjustments to the Signal Control equipment and review the Signal System(s) for efficient and satisfactory operation.
8. Obtain approval from the Department for all signal equipment prior to installation.
9. Require the construction contractor to name the Department and the Grantee as an additional insured in the construction contractor's general liability policy.
10. Enter into a Signalization and Lighting Agreement with the Department's Traffic Technical Support Bureau as required.

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1.

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Public Works Department / PARKS | 4/30/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| WIP CONSTRUCTION - MEDIAN IMPROVEMENTS PH I | 3559980 | 572970 | CIP2433001 | 1,170,000 | |
| | | | | | |
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| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| NM DOT - MEDIAN IMPROVEMENTS PH I | 35599880 | 490150 | CIP2433001 | (1,170,000) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ - | $ - |

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

NM DOT GRANT AWARD VIA DFA IN THE AMOUNT OF $1,170,000 FOR MEDIAN IMPROVEMENTS. EXPIRING 06/30/26

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| | |
| | |
| | |
| | |
| TOTAL: | 0 |

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

| | | | |
|---|---|---|---|
| Halona Crowe | 4/30/2024 | Andy Hopkins | Oct 1, 2024 |
| Prepared By *{print name}* | Date | Budget Officer: Andy J. Hopkins | Date |
| Melissa McDonald | Sep 26, 2024 | | |
| Division Director Signature *{optional}* | Date | Finance Director *{≤ $5,000}* | Date |
| Regina Wheeler (Sep 29, 2024 07:26 MDT) | Sep 29, 2024 | | |
| Department Director Signature: Regina A. Wheeler | Date | City Manager *{≤ $60,000}* | Date |

# City of Santa Fe New Mexico

## *Finance Department*

## Project Ledger Request Form

Date of Request: 7/3/2024

Project Title: Median Phase 1 Improvements

Project Type: ☑ CIP ☑ Grant ☐ Internal Tracking

Project ID: CIP2433001

Grant ID: _____

Approved By: _____

(Finance Use Only)

Department: Public Works Project Manager: Scott Overlie Ext: _____

Project Date Range: 5/1/2024 to 6/30/2026 ☐ Create Fixed Asset

---

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

Funding Source: STB - NM DOT % of Funding: _____

MUNIS ORG: 3559980 MUNIS OBJ: 572970 Awarded Amount: 1,170,000

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

**Expense String Phase:**

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

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

Phase: Phase 1 MUNIS ORG: 3559980 MUNIS OBJ: 490150

**Grants Only (list all grants if applicable):**

Grantor Name: STB - NM DOT Awarded Amount: 1,170,000

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

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

Grantor Name: _____ Awarded Amount: _____

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

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

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

**Signature:** Scott Overlie
Scott Overlie (Sep 24, 2024 10:23 MDT)

**Email:** saoverlie@santafenm.gov

**Signature:** Sam Moody

**Email:** sxmoody@santafenm.gov

# City of Santa Fe

## Summary of Contract, Agreement, Amendment & Lease

**All applicable fields to be completed by department (complete 1.b only if you are processing an amendment):**

**1.a** Munis Contract: 3204794 Procurement # (RFP/ITB# If any):

Contractor: New Mexico State Department of Transportation

*Procurement Method/Vehicle:* *Small Purchase* ☐ *RFP* ☐ *ITB* ☐ *Sole Source* ☐ *GSA* ☐ *Cooperative* ☐ Exempt ☐ SWPA/Existing ☐

Description/Title: 22-G3165 Appropriation Grant COSF Median Beautification Project

Contract: ☒ Agreement: ○ Lease/Rent: ○ Amendment: ○

Term Start Date: upon signature Term End Date: 6/30/2026 Total Contract Amount: 1,170,000.00

☐ Approved by Council *(If over the City Manager's approval threshold, you must go through GB)*

Contract / Lease:

**1.b** Amendment #: to the Original Contract/Lease #

Increase/(Decrease) Amount $:

Extend Expiration Date to:

☐ Approved by Council *(If the original went through GB, all amendments must go through GB regardless of the amendment reason)* Date:

Amendment is for:

**2. HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate** (option: attach spreadsheet if multiple amendments)

New Mexico DOT grant for City of SF Median Beautification design and construction- Phase I

**3. Procurement History:**

Purchasing Officer Review: Date:

Comment & Exceptions:

**4. Funding Source:** STB - NM DOT **Org / Object:** 3559980/490150

Andy Hopkins Oct 1, 2024

Budget Officer Approval: Date:

Comment & Exceptions:

**5. Grant History (if applicable):**

Grants Administrator Approval: Matthew Bonifer Matthew Bonifer (Oct 1, 2024 11:56 MDT) **Date** Oct 1, 2024

***Staff Contact who Completed This Form:*** Scott Overlie Phone #: 505-231-6194

**To be recorded by City Clerk:**

Clerk #

Email: saoverlie@santafenm.gov

Date of Execution:

ITT Representative (attesting that all information is reviewed) Title Date

**Signature:** XAVIER VIGIL
XAVIER VIGIL (Nov 4, 2024 11:53 MST)

**Email:** xivigil@santafenm.gov

INTERGOVERNMENTAL SERVICES AGREEMENT
BETWEEN CITY OF SANTA FE AND
NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT
FOR FISCAL AGENT SERVICES

---

**WHEREAS,** the State of New Mexico appropriated funding for the purposes of improvements in the City of Santa Fe ("City") to the State of New Mexico, Department of Finance and Administration, Local Government Division, in the laws of Laws of 2021, Chapter 138, as detailed below ("Projects");

**WHEREAS,** NCNMEDD acknowledges that the appropriations for the Projects are intended for City;

**WHEREAS,** City, a municipality within Santa Fe County and the State of New Mexico, agrees to engage North Central New Mexico Economic Development District ("NCNMEDD") in providing fiscal agency services in relation to the Projects.

**NOW, THEREFORE**, the parties do mutually agree as follows:

This Agreement is entered into by and between City and NCNMEDD pursuant to the following purposes, conditions, and terms:

**A. PURPOSE**

The purpose of this Agreement is for NCNMEDD to provide fiscal agent services in connection with the Projects as specifically appropriated under New Mexico Legislative Appropriation Agreements identified as follows:

| ApprID | Leg. Session | Appropriation Title | Year | Ch | Sect | Agency | | Amount | Project Description |
|---|---|---|---|---|---|---|---|---|---|
| F2900 | 2021 | SANTA FE PARKS UPGRADE | 2021 | 138 | 29/341 | 341 | Finance & Administration | 1,000,000 | to plan, design, construct, repair, improve and equip parks in Santa Fe in Santa Fe county; |
| F2902 | 2021 | SANTA FE TIERRA CONTENTA TRAIL CONSTRUCT | 2021 | 138 | 29/343 | 341 | Finance & Administration | 300,000 | to plan, design and construct a trail in the Tierra Contenta subdivision in Santa Fe in Santa Fe county; |
| F2903 | 2021 | SANTA FE MIDTOWN INFRA DES CONSTRUCT | 2021 | 138 | 29/344 | 341 | Finance & Administration | 1,000,000 | to plan, design, construct and improve infrastructure for the midtown Santa Fe property in Santa Fe in Santa Fe county; |
| F2899 | 2021 | SANTA FE HOMEBOUND MEALS PROGRAM IMPROVE | 2021 | 138 | 29/340 | 341 | Finance & Administration | 250,000 | to plan, design, renovate, construct, improve and equip a facility for a meals program serving homebound and special needs individuals in Santa Fe in Santa Fe county; |
| F2901 | 2021 | SANTA FE SOUTHSIDE TEEN CTR CONSTRUCT | 2021 | 138 | 29/342 | 341 | Finance & Administration | 1,805,000 | to plan, design, construct, furnish and equip a teen and resource center on the south side of Santa Fe in Santa Fe county; |

Other projects may be included as agreed upon in writing and by amendment between the Parties.

**B. SCOPE OF WORK**

NCNMEDD's services in support of the above purpose shall be to provide fiscal agency services associated with the Projects, including:

1. NCNMEDD Fiscal Agency Services:

- Ensure that grant funds are expended in compliance with all applicable laws, regulations, and grant agreement and the transactions are appropriately accounted for in compliance with such laws, regulations, and grant agreement;
- Ensure safeguarding of grant funds and assets acquired with grant funds and proper accounting thereof in compliance with applicable laws, regulations, and grant agreement;
- Act as liaison between City and appropriate New Mexico state agencies as needed;
- Complete all required quarterly and financial reporting with information provided by City;
- Review and sign-off on project invoices to the appropriate State agency in a timely manner; and

- Work with the State on providing direct project reimbursements to City and act as a facilitator for such reimbursements as needed.

2. City Role and Responsibilities
   - City understands it remains ultimately responsible for executing and complying with all applicable laws, regulations, and grant agreement requirements such as flow down provisions, executing procurement responsibilities, and subcontractor management, as well as project, grant, and financial management.

**C. TIMEFRAME**

Work pursuant to this Agreement shall be effective no sooner than the date of last party signature below, and shall conclude upon notice by either party pursuant to paragraph I, but no later than one month following the reversion date of the appropriations, except as amended and mutually agreed upon in writing.

**D. COMPENSATION:**

NCNMEDD has agreed to provide the agreed upon services at three percent (3%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects, as those amounts were appropriated. Billing for services to City shall occur by NCNMEDD no more than on a monthly basis. The City will not use funds from this grant to make such payments.

**E. RECORDS AND RECOVERY:**

NCNMEDD shall maintain appropriate records of services rendered during the Agreement term and retain them for a period of three (3) years after the grant has been closed.

**F. ACCESS TO INFORMATION**

City and its contractors and subcontractors shall provide information, as needed, for purposes and work described in this Agreement. NCNMEDD will be included and copied on all invoices and reports, prior to City's submission to the appropriate State agency.

**G. OWNERSHIP OF PROJECTS**

All documents, capital improvements, and project assets produced pursuant to this Agreement shall be the property of City which shall assume full administrative responsibility for the life of the project; or the State grant agreement required period, whichever comes first.

**H. LIMITATION OF LIABILITY**

This Agreement shall not create a general liability of the constituent members of NCNMEDD.

City shall hold NCNMEDD harmless with respect to any damages, expenses, or claims arising or in connection with any negligent acts, errors, or omissions performed by City under this Agreement. This term shall not limit NCNMEDD liability with respect to NCNMEDD's negligence or willful misconduct.

**I. MODIFICATION AND TERMINATION**

Any modifications or amendments to this Agreement shall be in writing, and when signed by both parties shall be made part of the Agreement. This Agreement may be terminated by either party upon thirty (30) days written notice to the other.

**J. CERTIFICATION**

City shall comply with the requirements of all applicable laws, rules, and regulations, and shall assume full responsibility for payment of federal, state, and local taxes and contributions imposed or required under Social Security, Workers Compensation and income tax laws. City is required to follow all State procurement regulations and it is City obligation and responsibility to follow all State requirements as certified in the project bond questionnaire process and as included in associated State grant agreements, including reporting and drawdown requirements, such documents to be filed for each project in conjunction with this agreement.

**K. ADEQUATE APPROPRIATIONS**

Performance of this agreement is contingent upon sufficient appropriations and authorization being made for the performance of this Agreement. If sufficient appropriations and authorization are not made, this Agreement shall terminate immediately upon written notice being given by NCNMEDD to City. NCNMEDD's decision as to whether sufficient appropriations are available shall be accepted by City and shall be final. If NCNMEDD proposes an amendment to the Agreement to unilaterally reduce its Fiscal Agency Services, City shall have the option to terminate the Agreement or agree to negotiate for reduced Fiscal Agency Services: within thirty (30) days of receipt of the proposed amendment.

**L. PENALTIES**

The Procurement Code, NMSA 1978, Sections 13-1-28 to -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.

**M. NOTICES**

Any notice required to be given to either party by this Agreement 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: City
City Manager John Blair
City of Santa Fe
200 Lincoln
Santa Fe, New Mexico, 87501j

To NCNMEDD:
Monica Abeita Executive Director NCNMEDD
3900 Paseo del Sol
Santa Fe, NM 87507

**N. DISPUTE RESOLUTION**

The parties to this agreement agree that in the event of a dispute that may arise hereunder, which dispute cannot be reasonably resolve, they will submit to mediation by a neutral mediator, the cost of which will be borne equally by both parties. Disputes that cannot be resolved by mediation shall be subject to the laws of the State of New Mexico under the jurisdiction of the First Judicial District Court.

**O. BREACH AND DEFAULT**

If either party commits a breach or default in the performance or observance of any of its obligations under this agreement and such breach or default continues and is not corrected within thirty (30) days of written notification of such breach or default by either party to the other, the non-breaching or non-defaulting party shall have the right to terminate this agreement by giving notice to the breaching or defaulting party.

**P. ASSIGNMENT**

No portion of this agreement may be assigned to another party without the express written consent of the City and NCNMEDD.

APPROVED THIS 19th DAY OF December, 2023, BY CITY.

NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT:

BY: Monica Abeita 12/8/23

Monica Abeita, Executive Director Date

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Waiver as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

ALAN WEBBER, MAYOR

DATE: Dec 19, 2023

ATTEST:

Geralyn Cardenas (Dec 19, 2023 14:06 MST)

GERALYN CARDENAS, INTERIM CITY CLERK XIV

GB MTG 12/13/23

CITY ATTORNEY'S OFFICE:

Erin McSherry

Erin McSherry (Dec 8, 2023 13:36 MST)

ERIN MCSHERRY, CITY ATTORNEY

Munis Contract#_____
Original Contract Item#___23-0688____
SWPA/GSA/Coop/RFP/ITB #: _____

**CITY OF SANTA FE**
**AMENDMENT No. 1 TO**
**Intergovernmental Service Agreement**
**ITEM#23-0688**

This AMENDMENT No 1 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add an additional twenty-two (22) Capital appropriations as seen on Exhibit A.

2. COMPENSATION:

Article D, of the Agreement is amended in its entirety as follows:

NCNMEDD has agreed to provide the agreed upon services at one percent (1%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects, as those amounts were appropriated. Billing for services to City shall occur by NCNMEDD no more than on a monthly basis. The City will not use funds from these Capital appropriations to make such payments.

3. CONTRACT IN FULL FORCE.

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

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

CITY OF SANTA FE:

Alan Webber (Mar 14, 2024 10:01 MDT)

ALAN WEBBER, MAYOR

DATE: Mar 14, 2024

NCNMEDD

Monica Abeita

MONICA ABEITA
EXECUTIVE DIRECTOR

Executive Director
TITLE

DATE: Feb. 20. 2024

ATTEST:

Geralyn Cardenas (Mar 14, 2024 11:32 MDT)

GERALYN CARDENAS, INTERIM CITY CLERK
**GB MTG 03/13/2024** XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Feb 16, 2024 13:08 MST)

SENIOR ASSISTANT CITY ATTORNEY

# EXHIBIT A

| Approp ID | Leg. Session | Appropriation Title | Approp. Amount | Reversion Date | Agency | Bond Series |
|---|---|---|---|---|---|---|
| 22-G2419 | 2022 | Jemez Road Construction | $ 400,000 | 6/30/2026 | NMED | STB23SC |
| 22-G3010 | 2022 | SF Fire Fleet Equip / Upgrade Improv | $ 120,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3012 | 2022 | Harrison Rd Improve Construct | $ 100,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3016 | 2022 | Homebound Meals Program Improve | $ 200,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3017 | 2022 | Midtown Property Infra Improve | $ 1,100,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3018 | 2022 | SWAN Park Phase 2 Construct | $ 380,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3019 | 2022 | Tierra Contenta Trail Improve | $ 300,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3165 | 2022 | Median Beautify Phase 1 Design | $ 1,170,000 | 6/30/2026 | DOT | STB23SC |
| 22-G3169 | 2022 | Governor Miles Rd. Construct | $ 300,000 | 6/30/2026 | DOT | STB23SC |
| 22-G3170 | 2022 | Pacheco Street Improve | $ 150,000 | 6/30/2026 | DOT | STB23SC |
| G22-5353 | 2022 | Mary Esther Gonzales Senior Ctr- Equip | $ 235,630 | 6/30/2026 | ALTSD | STB22SC- GO Bonds |
| G22-5354 | 2022 | Pasatiemo Senior Ctr- Equip | $ 65,805 | 6/30/2026 | ALTSD | STB22SC- GO Bonds |
| 23-H3200 | 2023 | Santa Fe Building Upgrade | $ 210,000 | 6/30/2027 | DFA | General Fund |
| 23-H3201 | 2023 | SF Fire Station #2 Construction | $ 3,995,000 | 6/30/2027 | DFA | General Fund |
| 23-H3202 | 2023 | SF Homebound Meals Faculty Ren | $ 200,000 | 6/30/2027 | DFA | General Fund |
| 23-H3203 | 2023 | SF Midtown Infa. Improvement | $ 4,900,000 | 6/30/2027 | DFA | General Fund |
| 23-H3204 | 2023 | SF Muni Rec Sports Cmplx Field Const. | $ 50,000 | 6/30/2027 | DFA | General Fund |
| 23-H3205 | 2023 | SF Pickleball Cmplx Ft. Marcy Constr. | $ 650,000 | 6/30/2027 | DFA | General Fund |
| 23-H3206 | 2023 | SF SWAN Park Phase 2 Improvement | $ 2,400,000 | 6/30/2027 | DFA | General Fund |
| 23-H3207 | 2023 | SF Water History Park Improvement | $ 350,000 | 6/30/2027 | DFA | General Fund |
| 23-H3359 | 2023 | Governor Miles Road Improvement | $ 210,000 | 6/30/2027 | DOT | General Fund |
| 23-H3360 | 2023 | Pacheco Street Improvement | $ 350,000 | 6/30/2027 | DOT | General Fund |

Munis Contract#_____
Original Contract Item#___23-0688_____
SWPA/GSA/Coop/RFP/ITB #: _____

**CITY OF SANTA FE**
**AMENDMENT No. 2 TO**
**Intergovernmental Service Agreement**
**ITEM#23-0688**

This AMENDMENT No 2 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add an additional three (3) capital appropriations as seen on Exhibit B.

2. CONTRACT IN FULL FORCE.

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

IN WITNESS WHEREOF, the parties have executed this Amendment No.2 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

Alan Webber (Apr 11, 2024 21:17 MDT)

ALAN WEBBER, MAYOR

DATE: Apr 11, 2024

CONTRACTOR:
NCNMEDD

Monica Abeita

MONICA ABEITA
EXECUTIVE DIRECTOR

Executive Director
TITLE

April 2, 2024

DATE:

ATTEST:

GERALYN CARDENAS (Apr 12, 2024 09:03 MDT)

GERALYN CARDENAS, INTERIM CITY CLERK

GB MTG 04/10/2024 XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Apr 4, 2024 09:38 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

FINANCE DIRECTOR

# EXHIBIT B

| | | | |
|---|---|---|---|
| 23-ZH9[illegible]98 | for Santa Fe to purchase security cameras and security systems at municipal parks | $ | 95,000.00 |
| 23-ZH9900 | to purchase equipment and to provide arson investigation training to fire department three in Santa Fe | $ | 125,000.00 |
| 23-ZH9901 | for sanitization and deep cleaning of all municipal swimming pools in Santa Fe | $ | 75,000.00 |

Original Contract Item# 23-0688
SWPA/GSA/Coop/RFP/ITB #: N/A

**CITY OF SANTA FE**
**AMENDMENT No. 3 TO**
**Intergovernmental Service Agreement**
**ITEM#23-0688**

This AMENDMENT No 3 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add twenty-two (22) capital appropriations as seen on Exhibit A.

2. CONTRACT IN FULL FORCE.

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

IN WITNESS WHEREOF, the parties have executed this Amendment No.3 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

Alan Webber (Nov 15, 2024 09:56 MST)

ALAN WEBBER, MAYOR

DATE: Nov 15, 2024

CONTRACTOR:
NCNMEDD

Monica Abeita
Monica Abeita (Oct 11, 2024 13:22 MDT)

MONICA ABEITA
EXECUTIVE DIRECTOR

DATE: Oct 11, 2024

ATTEST:

Andrea Salazar
Andrea Salazar (Nov 15, 2024 11:02 MST)

ANDREA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Oct 11, 2024 13:26 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

FINANCE DIRECTOR

# EXHIBIT A

| Approp ID | Leg. Session | Appropriation Title | Approp. Amount | Reversion Date | Funding Agency | Funding Source |
|---|---|---|---|---|---|---|
| I2455 | 2024 | Paseo Real Wastewater Facility | $1,600,000 | 30-Jun-28 | NMED | General Fund |
| I2457 | 2024 | Jemez Rd Sewer | $210,000 | 30-Jun-28 | NMED | General Fund |
| I2458 | 2024 | Vereda de Velencia WWater | $160,000 | 30-Jun-2028 | NMED | General Fund |
| I3023 | 2024 | Police Dept. Equipment Purchase | $250,000 | 30-Jun-2026 | DFA | General Fund |
| I3134 | 2024 | Fire Stn 2 Construct | $250,000 | 30-Jun-2028 | DFA | General Fund |
| I3136 | 2024 | Soccer Valley MRC Construct | $3,425,000 | 30-Jun-2028 | DFA | General Fund |
| I3138 | 2024 | Los Prados Park | $438,000 | 30-Jun-2028 | DFA | General Fund |
| I3141 | 2024 | Fire SCBA Equip Purchase | $250,000 | 30-Jun-2026 | DFA | General Fund |
| I3142 | 2024 | Ft Marcy Park Ren | $5,000,000 | 30-Jun-2028 | DFA | General Fund |
| I3143 | 2024 | Permanent and Transitional Housing | $400,000 | 30-Jun-2028 | DFA | General Fund |
| I3144 | 2024 | Railyard Bldg. Upgrade | $100,000 | 30-Jun-2028 | DFA | General Fund |
| I3145 | 2024 | Railyard Multipurpose Bldg | $175,000 | 30-Jun-2028 | DFA | General Fund |
| I3146 | 2024 | Regional Airport Phase 2 Improve | $2,000,000 | 30-Jun-2028 | DFA | General Fund |
| I3147 | 2024 | River Park Pedestrian Bridge | $240,000 | 30-Jun-2028 | DFA | General Fund |
| I3318 | 2024 | NM599-Airport Access Road | $4,500,000 | 30-Jun-2028 | NMDOT | General Fund |
| I3319 | 2024 | Rufina St. & Lopez Lane Intersection | $50,000 | 30-Jun-2028 | NMDOT | General Fund |
| I3320 | 2024 | Paseo del Sol Extension | $50,000 | 30-Jun-2028 | NMDOT | General Fund |
| I3321 | 2024 | St. Michael's Rail Trail Underpass | $100,000 | 30-Jun-2028 | NMDOT | General Fund |
| I4219 | 2024 | El Museo Improvements | $126,950 | 30-Jun-2026 | DFA | Severance Tax Bond |
| I4220 | 2024 | Homebound Meals | $100,000 | 30-Jun-2028 | DFA | General Fund |
| I4221 | 2024 | Municipal Court Renovations | $29,843 | 30-Jun-2028 | DFA | General Fund |
| I4222 | 2024 | Supportive Housing | $844,470 | 30-Jun-2026 | DFA | General Fund |

**FIR No. 10634.1**

**FISCAL IMPACT REPORT**

**General Information:**

**(Check)** **Bill:** _____ **Resolution:** X

**Short Title(s):** Authorized Representatives and Agents for DFA Appropriation ID Number G3165, NMDOT Control Number C5223165

**Sponsor(s):** Councilor Amanda Chavez

**Reviewing Department(s):** Public Works Department

**Staff Completing FIR:** Regina Wheeler **Date:** 12/11/2024
**Phone:** (505) 955-6622

**Reviewed by City Attorney:** _____ **Date:** Jan 8, 2025

**Reviewed by Finance Director:** Emily K. Oster **Date:** Jan 9, 2025

**Summary:**
The Resolution designates authorized representatives and agents for New Mexico Department of Finance and Administration (DFA) appropriation ID Number G3165, New Mexico Department of Transportation (NMDOT) Control Number C5223165 ("Grant Agreement"). The Grant Agreement makes available one million one hundred seventy thousand dollars ($1,170,000), appropriated by the New Mexico Legislature for a project to plan, design, construct, landscape and make phase 1 improvements to medians on arterial and collector roads for the city of Santa Fe in Santa Fe County.

**Departments Affected:**
Public Works Department.

**Consequences of Not Enacting Legislation:**
If this legislation is not adopted, the City will not satisfy Article X. B. (v) of the Grant Agreement, which requires the Governing Body adopt a resolution authorizing the person identified as the official representative of the City to sign the Grant Agreement and to sign Requests for Payment. Additionally, without the adoption of this Resolution the City would not receive NMDOT's funding in the amount of one million one hundred and seventy thousand dollars ($1,170,000).

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**
The Governing Body will separately be approving the agreement through a later action.

**Performance and Administrative Implications:**
The plan, design, construction, landscape and phase 1 improvements of the project in association with this Grant Agreement will be undertaken by the Public Works Department and the grant will be administered with support from the Public Works Department and Finance Department staff.

**Fiscal Implications:**

**Amendment No. 1 to the Intergovernmental Agreement states that "NCNMEDD has agreed to provide the agreed upon services at one percent (1%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects". If the total agreement amount of one million, one hundred seventy thousand dollars ($1,170,000) is expended, then NCNMEDD will receive eleven thousand seven hundred dollars ($11,700) as one percent (1%) of the dollar amount the City expends for the Project. The Governing Body will be approving the agreement through a separate action.

**Fiscal Impact**

X Check here if no fiscal impact

**Expenditures**

| Expenditure Type | FYE 2025 | FYE 2026 | FYE 2027 | Require BAR (Y/N) | Recurring (R) or Non-recurring (NR) | Fund | 3-Year Total Cost |
|---|---|---|---|---|---|---|---|
| Personnel and Benefits* | $ | $ | $ | | | | |
| Capital Outlay | $ | $ | $ | | | | |
| Contractual/ Professional Services | $ | $ | $ | | | | |
| Operating | $ | $ | $ | | | | $ |
| Total: | $ | $ | $ | | | | $ |

**Expenditure Narrative:**
**** See Fiscal Implications Section**

**Revenue**

| Revenue Type | FYE 2025 | FYE 2026 | FYE 2027 | Recurring (R) or Non-recurring (NR) | Fund |
|---|---|---|---|---|---|
| General Fund | $ | $ | $ | | |
| Special Revenue | $ | $ | $ | | |
| CIP | $ | $ | $ | | |
| Enterprise | $ | $ | $ | | |
| Internal Service | $ | $ | $ | | |
| Trust and Agency | $ | $ | $ | | |
| Federal | $ | $ | $ | | |
| Other | $ | $ | $ | | |
| Total | $ | $ | $ | | |

**Revenue Narrative:**

**Signature:** Regina Wheeler
Regina Wheeler (Jan 9, 2025 17:17 MST)

**Email:** rawheeler@santafenm.gov

# CITY OF SANTA FE

## Memorandum

**Date:** November 5, 2024

**To:** Governing Body, Public Works and Utilities Committee, Finance Committee

**From:** Regina Wheeler, Public Works Department Director RW

**RE:** Authorized Representatives and Agents for DFA, Appropriation ID number I3321 and NMDOT Control Number C5243321

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**EXECUTIVE SUMMARY:**
The Resolution designates authorized representatives and agents for New Mexico Department of Finance and Administration (DFA), appropriation ID Number I3321 and New Mexico Department of Transportation (NMDOT) Control Number C5243321 ("Grant Agreement"). The Grant Agreement makes available one hundred thousand dollars ($100,000), appropriated by the New Mexico State Legislature for a project to acquire rights of way for and to plan, design, and construct a pedestrian underpass on Saint Michael's Drive, a New Mexico Rail Runner Express railroad crossing, and a Santa Fe Rail Trail crossing.

**BACKGROUND:**
The project was ranked 18th in priority on the City's 2025-2029 Infrastructure Capital Improvement Plan. The total cost of the project is estimated at eight million dollars ($8,000,000), and, to date, four million nine hundred eighty-five thousand dollars ($4,985,000) has been funded.

The New Mexico Department of Transportation, through Article X. B. (v) of the Grant Agreement, requires that the City of Santa Fe as the grantee, to agree that the "governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment". Adoption of this Resolution will satisfy this requirement and allow the City to enter into the Grant Agreement. The Grant Agreement will be presented to the Governing Body for action separate from this Resolution; and this Resolution will not be implicated if the Governing Body does not later approve the grant agreement.

**ATTACHMENTS:**
Resolution
FIR

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2024-__**

**INTRODUCED BY:**

Councilor Amanda Chavez

**A RESOLUTION**

**AUTHORIZING REPRESENTATIVES AND AGENTS FOR NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION, APPROPRIATION ID NUMBER I3321, NEW MEXICO DEPARTMENT OF TRANSPORTATION CONTROL NUMBER C5243321, TO ACQUIRE RIGHTS OF WAY FOR AND TO PLAN, DESIGN, AND CONSTRUCT A PEDESTRIAN UNDERPASS ON SAINT MICHAEL'S DRIVE.**

**WHEREAS,** in the Laws of 2024, Senate Bill 275, the New Mexico Legislature made an appropriation to the New Mexico Department of Transportation ("NMDOT"), for funds from which NMDOT is making available to the City of Santa Fe ("Grantee") through the New Mexico Department of Finance and Administration Appropriation Number I3321, NMDOT Control Number C5243321 ("Agreement"), incorporated as Attachment A, in the amount of one hundred thousand dollars ($100,000), to acquire rights of way for and to plan, design, and construct a pedestrian underpass at the intersection of Saint Michael's Drive, a New Mexico Rail Runner Express railroad crossing, and a Santa Fe Rail Trail crossing in the city of Santa Fe and Santa Fe County; and

**WHEREAS,** the Governing Body adopted Resolution No. 2023-32 which identified St. Michael's Rail Trail Underpass Project as number eighteen on the Infrastructure and Capital Improvement plan for Fiscal Year 2025-2029; and

**WHEREAS,** Article X. B. (v) of the Agreement, states that "the Grantee's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment"; and

**WHEREAS,** Item Number 5, page 16 of 16 of "NMDOT Attachment A" of the Agreement, states that the Grantee shall "adopt a written resolution of support for the Project, including as applicable an assumption of ownership, liability, and maintenance responsibility for the scope, or related amenities and required funding to support the Project"; and

**WHEREAS,** in a letter dated August 24, 2023, the New Mexico Department of Finance and Administration ("DFA") took the position that it required the City to initiate a fiscal agent relationship in order for the City to utilize its current State Capital appropriations; and

**WHEREAS,** as a result of the DFA's position, the City entered into an intergovernmental services agreement, incorporated as Attachment B, with North Central Economic Development District ("NCEDD") for fiscal agent services, in which NCEDD agreed to review and sign Requests for Payment for permissible expenditures, on December 19, 2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE,** that whenever written notices, including written decisions, are to be given or received, related to the Agreement, the following provisions shall apply:

1. The person listed below, or their successor, is the Grantee's official representative authorized to sign the Agreement:

   Grantee: City of Santa Fe

   Name: Alan Webber

Title: Mayor

Address: PO Box 909

Santa Fe, NM, 87504-0909

Email: mayor@santafenm.gov

Telephone: (505) 955-6590

2. The person listed below, or their successor, is the Grantee's Fiscal Officer or Fiscal Agent concerning reviewing and signing Requests for Payment for permissible expenditures:

Grantee: City of Santa Fe

Name: Felicity Fonseca

Title: Community Development Director, North Central New Mexico Economic Development District

Address: 644 Don Gaspar Ave.

Santa Fe, NM 87505

Email: felicityf@ncnmedd.com

Telephone: (505) 356-9098

**BE IT FURTHER RESOLVED** that the Grantee supports the project, including as applicable an assumption of ownership, liability, and maintenance responsibility for the scope, or related amenities and required funding to support the project, as limited by law, including the limitations in the New Mexico Tort Claims Act.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:



_____

ERIN K. McSHERRY, CITY ATTORNEY

*Legislation/2025/Resolutions/C5243321 St. Michaels Rail Trail Underpass*

# Attachment A

**Contract Number: _____**
**Vendor Number: 0000054360**
**Control Number: C5243321**

**STATE OF NEW MEXICO**
**DEPARTMENT OF TRANSPORTATION**
**FUND 93100 CAPITAL APPROPRIATION PROJECT**

**THIS AGREEMENT** is between the Department of Transportation, hereinafter called the "Department" or abbreviation such as "NMDOT", and City of Santa Fe, hereinafter called the "Grantee". This Agreement is effective as of the date of the last party to sign it on the signature page below.

## RECITALS

**WHEREAS**, in the Laws of 2024, SB 275, Chapter 66, Section 33, Subsection 91, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

**WHEREAS**, the Department is granting to Grantee, and the Grantee is accepting the grant of, funds from this appropriation, in accordance with the terms and conditions of this Agreement; and

**WHEREAS,** pursuant to the NMSA 1978, Section 67-3-28, as amended, and State Highway Commission Policy No. 44, the Department has the authority to enter into this Grant Agreement.

## AGREEMENT

**NOW, THEREFORE,** in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

## ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

DFA Appropriation ID I3321 NMDOT Control Number C5243321 **$100,000**
APPROPRIATION REVERSION DATE: 6/30/2028
Laws of 2024, Chapter 66, Section 33, Subsection 91, One Hundred Thousand Dollars and No Cents ($100,000), to acquire rights of way for and to plan, design and construct a pedestrian underpass at the intersection of Saint Michael's drive, a New Mexico rail runner express railroad crossing and a Santa Fe rail trail crossing in Santa Fe in Santa Fe county.

The Grantee's total reimbursements shall not exceed One Hundred Thousand Dollars and No Cents $100,000 (the "Appropriation Amount") minus the allocation for Art in Public Places ("AIPP amount")[1], if applicable, (), which equals () (the "Adjusted Appropriation Amount").

In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I(A), the language of the laws cited herein shall control.

This project is referred to throughout the remainder of this Agreement as the "Project"; the information contained in Article I(A) is referred to collectively throughout the remainder of this Agreement as the "Project Description." Optional Attachment A sets forth additional or more stringent requirements and conditions, which are incorporated by this reference as if set forth fully herein. If Optional Attachment A imposes more stringent requirements than any requirement set forth in this Agreement, the more stringent requirements of Attachment A shall prevail, in the event of irreconcilable conflict. The Grantee shall reference the Project's number in all correspondence with and submissions to the Department concerning the Project, including, but not limited to, Requests for Payment and reports.

## ARTICLE II. LIMITATION ON DEPARTMENT'S OBLIGATION TO MAKE GRANT DISBURSEMENT TO GRANTEE

A. Upon the Effective Date of this Agreement, for permissible purposes within the scope of the Project Description, the Grantee shall only be reimbursed monies for which the Department has issued and the Grantee has received a Notice of Department's Obligation to Reimburse[2] Grantee (hereinafter referred to as "Notice of Obligation"). This Grant Agreement and the disbursement of any and all amounts of the above referenced Adjusted Appropriation Amount are expressly conditioned upon the following:

(i) Irrespective of any Notice of Obligation, the Grantee's expenditures shall be made on or before the Reversion Date and, if applicable, an Early Termination Date (i.e., the goods have been delivered and accepted or the title to the goods has been transferred to the Grantee and/or the services have been rendered for the Grantee); and

(ii) The total amount received by the Grantee shall not exceed the lesser of: (a) the Adjusted Appropriation Amount identified in Article I(A) herein or (b) the total of all amounts stated in the Notice(s) of Obligation evidencing that the Department has received and accepted the Grantee's Third Party Obligation(s), as defined in subparagraph iii of this Article II(A); and

(iii) The Grantee's expenditures were made pursuant to the State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the Project, hereinafter referred to as "Third Party Obligations"; and

(iv) The Grantee's submittal of timely Requests for Payment in accordance with the procedures set forth in Article IX of this Agreement; and

[1] The AIPP amount is "an amount of money equal to one percent or two hundred thousand dollars ($200,000), whichever is less, of the amount of money appropriated for new construction or any major renovation exceeding one hundred thousand dollars ($100,000)." Section 13-4A-4 NMSA 1978.

[2] "Reimburse" as used throughout this Agreement includes Department payments to the Grantee for invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee.

(v) In the event that capital assets acquired with Project funds are to be sold, leased, or licensed to or operated by a private entity, the sale, lease, license, or operating agreement:

a. must be approved by the applicable oversight entity (if any) in accordance with law; or
b. if no oversight entity is required to approve the transaction, the Department must approve the transaction as complying with law.

Prior to the sale, lease, license, or operating agreement being approved pursuant to Articles II(A)(v)(a) and II(A)(v)(b) herein, the Department may, in its sole and absolute discretion and unless inconsistent with State Board of Finance imposed conditions, reimburse the Grantee for necessary expenditures incurred to develop the Project sufficiently to make the sale, lease, license, or operating agreement commercially feasible, such as plan and design expenditures; and

(vi) The Grantee's submission of documentation of all Third Party Obligations and amendments thereto (including terminations) to the Department and the Department's issuance and the Grantee's receiving of a Notice of Obligation for a particular amount in accordance with the terms of this Agreement shall be governed by the following:

**a.** The Grantee shall submit to the Department one copy of all Third Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party **but prior to execution by the Grantee.**

b. Grantee acknowledges and agrees that if it chooses to enter into a Third Party Obligation prior to receiving a Notice of Obligation that covers the expenditure, it is solely responsible for such obligations.

c. The Department may, in its sole and absolute discretion, issue to Grantee a Notice of Obligation for the particular amount of that Third Party Obligation that only obligates the Department to reimburse Grantee's expenditures made on or before the Reversion Date or an Early Termination Date. The current Notice of Obligation form is attached to this Agreement as Exhibit 2.

d. The date the Department signs the Notice of Obligation is the date that the Department's Notice of Obligation is effective. After that date, the Grantee is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third Party Obligation and request the Third Party to begin work. Payment for any work performed or goods received prior to the effective date of the Notice of Obligation is wholly and solely the obligation of the Grantee.

B. The Grantee shall implement, in all respects, the Project. The Grantee shall provide all necessary qualified personnel, material, and facilities to implement the Project. The Grantee shall finance its share (if any) of the costs of the Project, including all Project overruns.

C. Project funds shall not be used for purposes other than those specified in the Project Description.

D. Unless specifically allowed by law, Project funds cannot be used to reimburse Grantee for indirect Project costs.

## ARTICLE III. NOTICE PROVISIONS AND GRANTEE AND DEPARTMENT DESIGNATED REPRESENTATIVES

Whenever written notices, including written decisions, are to be given or received, related to this Agreement, the following provisions shall apply.

The Grantee designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this Agreement:

Grantee: City of Santa Fe
Name: David Chapman
Title: Grants Administrator
Address: P.O. Box 909, Santa Fe, New Mexico 87504
Email: dachapman@ci.santa-fe.nm.us
Telephone: 505-955-2012

The Grantee designates the person(s) listed below, or their successor, as their Fiscal Officer or Fiscal Agent concerning all matters related to this Agreement:

Grantee: _____
Name: _____
Title: _____
Address: _____
Email: _____
Telephone: _____

The Department designates the persons listed below, or their successors, as the Points of Contact for matters related to this Agreement.

Department: Department of Transportation District 5 Office
Name: Amanda Nino
Title: Capital Outlay District Coordinator
Address: P.O. Box 4127, Santa Fe, NM 87502
Email: Amanda.Nino@dot.nm.gov
Telephone: 505-660-6357

The Grantee and the Department agree that either party shall send all notices, including written decisions, related to this Agreement to the above named persons by email or regular mail. In the case of mailings, notices shall be deemed to have been given and received upon the date of the receiving party's actual receipt or five calendar days after mailing, whichever shall first occur. In the case of email transmissions, the notice shall be deemed to have been given and received on the date reflected on the delivery receipt of email.

## ARTICLE IV. REVERSION DATE, TERM, DEADLINE TO EXPEND FUNDS

A. As referenced in Article I(A), the applicable law establishes a date by which Project funds must be expended by Grantee, which is referred to throughout the remainder of this Agreement as the "Reversion Date." Upon being duly executed by both parties, this Agreement shall be effective as of the date of execution by the Department. It shall terminate on 6/30/2028 the Reversion Date unless Terminated Before Reversion Date ("Early Termination") pursuant to Article V herein.

B. The Project's funds must be expended on or before the Reversion Date and, if applicable, Early Termination Date of this Agreement. For purposes of this Agreement, it is not sufficient for the Grantee to encumber the Project funds on its books on or before the Project's Reversion Date or Early Termination Date. Funds are expended and an expenditure has occurred as of the date that a particular quantity of goods are delivered to and received by the Grantee or title to the goods is transferred to the Grantee and/or as of the date particular services are rendered for the Grantee. Funds are ***not*** expended and an expenditure has ***not*** occurred as of the date they are encumbered by the Grantee pursuant to a contract or purchase order with a third party.

## ARTICLE V. EARLY TERMINATION

**A**. **Early Termination Before Reversion Date Due to Completion of the Project or Complete Expenditure of the Adjusted Appropriation or Violation of this Agreement**

Early Termination includes:

(i) Termination due to completion of the Project before the Reversion Date; or

(ii) Termination due to complete expenditure of the Adjusted Appropriation Amount before the Reversion Date; or

(iii) Termination for violation of the terms of this Agreement; or

(iv) Termination for suspected mishandling of public funds, including but not limited to, fraud, waste, abuse, and conflicts of interest.

Either the Department or the Grantee may early terminate this Agreement prior to the Reversion Date by providing the other party with a minimum of fifteen (15) days' advance, written notice of early termination. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(A).

**B**. **Early Termination Before Reversion Date Due to Non-appropriation**

The terms of this Agreement are expressly made contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. Throughout this Agreement the term "non-appropriate" or "non-appropriation" includes the following actions by the New Mexico Legislature: deauthorization, reauthorization or revocation of a prior authorization. The Legislature may choose to non-appropriate the Appropriation referred to in Article I and, if that occurs, the Department shall early terminate this Agreement for non-appropriation by giving the Grantee written notice of such termination, and such termination shall be effective as of the effective date of the law making the non-appropriation. The Department's decision as to whether sufficient appropriations or authorizations are available shall be accepted by the Grantee and shall be final. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(B).

**C**. **Limitation on Department's Obligation to Make Grant Disbursements to Grantee in the Event of Early Termination**

In the event of Early Termination of this Agreement by either party, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth Article II.

## ARTICLE VI. SUSPENSION OF NEW OR FURTHER OBLIGATIONS

A. The Department may choose, in its sole and absolute discretion, to provide written notice to the Grantee to suspend entering into new and further obligations. Upon the receipt of such written notice by the Grantee:

(i) The Grantee shall immediately suspend entering into new or further written obligations with third parties; and

(ii) The Department will suspend the issuance of any new or further Notice of Obligation under this Agreement; and

(iii) The Department may direct the Grantee to implement a corrective action plan in accordance with Article VI(D) herein.

B. In the event of Suspension of this Agreement, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II herein.

C. A suspension of new or further obligations under this Agreement shall remain in effect unless or until the date the Grantee receives written notice given by the Department informing the Grantee that the Suspension has been lifted or that the Agreement has been Early Terminated in accordance with Article V herein. If the Suspension is lifted, the Department will consider further requests for Notice of Obligation.

**D. Corrective Action Plan in the Event of Suspension**

In the event that the Department chooses, in its sole and absolute discretion to direct the Grantee to suspend entering into new or further written obligations with third parties pursuant to Article VI(A), the Department may, but is not obligated to, require the Grantee to develop and implement a written corrective action plan to remedy the grounds for the Suspension. Such corrective action plan must be approved by the Department and be signed by the Grantee. Failure to sign a corrective action plan or meet the terms and deadlines set forth in the signed corrective action plan, is hereby deemed a violation of the terms of this Agreement for purposes of Early Termination, Article V(A)(iii). The corrective action plan is in addition to, and not in lieu of, any other equitable or legal remedy, including but not limited to Early Termination.

## ARTICLE VII. AMENDMENT

This Agreement shall not be altered, changed, or amended except by instrument in writing duly executed by both the parties hereto.

## ARTICLE VIII. REPORTS

**A. Database Reporting**

The Grantee shall report quarterly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration (http://cpms.dfa.state.nm.us). Additionally, the Grantee shall certify on the Request for Payment form (Exhibit 1) that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Quarterly reports shall be due on the last day of the month that is 30 days prior to the end of the quarter following execution of this Agreement by the Department and ending during the quarter of the submission of the final request for reimbursement for the Project, or the following quarter.

**B. Requests for Additional Information/Project Inspection**

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

(i) request such additional information regarding the Project as it deems necessary; and

(ii) conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

## ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES

A. The Grantee shall request payment by submitting a Request for Payment, in the form attached hereto as Exhibit 1. Payment requests are subject to the following procedures:

(i) The Grantee must submit a Request for Payment; and

(ii) Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee showing that the expenditures are valid or are liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee for services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.

(iii) In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing. The Grantee is required to certify to the Department proof of payment to the third party contractor or vendor within ten (10) business days from the date of receiving reimbursement from the Department.

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of acceptance of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

C. **Deadlines**

Requests for Payments shall be submitted by Grantee to the Department on the earlier of:

(i) Immediately as they are received by the Grantee but at a minimum thirty (30) days from when the expenditure was incurred or liability of the Grantee was ~~a~~approved as evidenced by an unpaid invoice received by the Grantee from a third party contractor or vendor; or

(ii) Twenty (20) days from date of Early Termination; or

(iii) Twenty (20) days from the Reversion Date.

D. The Grantee's failure to abide by the requirements set forth in Article II and Article IX herein will result in the denial of its Request for Payment or will delay the processing of Requests for Payment. The Department has the right to reject a payment request for the Project unless and until it is satisfied that the expenditures in the Request for Payment are for permissible purposes within the meaning of the Project Description and that the expenditures and the Grantee are otherwise in compliance with this Agreement, including but not limited to, compliance with the reporting requirements and the requirements set forth in Article II herein to provide Third Party Obligations and the Deadlines set forth in Article IX herein. The Department's ability to reject any Request for Payment is in addition to, and not in lieu of, any other legal or equitable remedy available to the Department due to Grantee's violation of this Agreement.

## ARTICLE X. PROJECT CONDITIONS AND RESTRICTIONS; REPRESENTATIONS AND WARRANTIES

A. The following general conditions and restrictions are applicable to the Project:

(i) The Project's funds must be spent in accordance with all applicable state laws, regulations, policies, and guidelines, including, but not limited to, the State Procurement Code (or local procurement ordinance, where applicable).

(ii) The Project must be implemented in accordance with the New Mexico Public Works Minimum Wage Act, Section 13-4-10 through 13-4-17 NMSA 1978, as applicable. Every contract or project in excess of sixty thousand dollars ($60,000) that the Grantee is a party to for construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages and fringe benefits to be paid to various classes of laborers and mechanics, shall be based upon the wages and benefits that will be determined by the New Mexico Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed on contract work of a similar nature in the locality. Further, every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates and fringe benefit rates not less than those determined pursuant to Section 13-4-11 (B) NMSA 1978 to be the prevailing wage rates and prevailing fringe benefit rates issued for the project.

(iii) The Project may only benefit private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico, the "Anti-Donation Clause."

(iv) The Grantee shall not for a period of 10 years from the date of this agreement convert any property acquired, built, renovated, repaired, designed or developed with the Project's funds to uses other than those specified in the Project Description without the Department's and the Board of Finance's express, advance, written approval, which may include a requirement to reimburse the State for the cost of the project, transfer proceeds from the disposition of property to the State, or otherwise provide consideration to the State.

(v) The Grantee shall comply with all federal and state laws, rules and regulations pertaining to equal employment opportunity. In accordance with all such laws, rules and regulations the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with Grantee, be excluded

from participation in the Project, be denied benefits or otherwise be subject to discrimination under, any activity performed under this Agreement. If Grantee is found to be not in compliance with these requirements during the life of this Agreement, Grantee agrees to take appropriate steps to correct any deficiencies. The Grantee's failure to implement such appropriate steps within a reasonable time constitutes grounds for terminating this Agreement.

B. The Grantee hereby represents and warrants the following:

(i) The Grantee has the legal authority to receive and expend the Project's funds.

(ii) This Agreement has been duly authorized by the Grantee, the person executing this Agreement has authority to do so, and, once executed by the Grantee, this Agreement shall constitute a binding obligation of the Grantee, enforceable according to its terms.

(iii) This Agreement and the Grantee's obligations hereunder do not conflict with any law or ordinance or resolution applicable to the Grantee, the Grantee's charter (if applicable), or any judgment or decree to which the Grantee is subject.

(iv) The Grantee has independently confirmed that the Project Description, including, but not limited to, the amount and Reversion Date, is consistent with the underlying appropriation in law.

(v) The Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment.

(vi) The Grantee shall abide by New Mexico laws regarding conflicts of interest, governmental conduct and whistleblower protection. The Grantee specifically agrees that no officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who exercises any function or responsibility with respect to this Grant, during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed or goods to be received, pursuant to this Grant. Further, Grantee shall require all of its contractors to incorporate in all subcontracts the language set forth in this paragraph prohibiting conflicts of interest.

(vii) No funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of this or any agency or body in connection with the awarding of any Third Party Obligation and that the Grantee shall require certifying language prohibiting lobbying to be included in the award documents for all subawards, including subcontracts, loans and cooperative agreements. All subrecipients shall be required to certify accordingly.

## ARTICLE XI. STRICT ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS; PROJECT RECORDS

A. The Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles, and, if feasible, maintain a separate bank account or fund with a separate organizational code, for the funds to assure separate budgeting and accounting of the funds.

B. For a period of six (6) years following the Project's completion, the Grantee shall maintain all Project related records, including, but not limited to, all financial records, requests for proposals, invitations to bid, selection and award criteria, contracts and subcontracts, advertisements, minutes of pertinent meetings, as well

as records sufficient to fully account for the amount and disposition of the total funds from all sources budgeted for the Project, the purpose for which such funds were used, and such other records as the Department shall prescribe.

C. The Grantee shall make all Project records available to the Department, the Department of Finance and Administration, and the New Mexico State Auditor upon request. With respect to the funds that are the subject of this Agreement, if the State Auditor or the Department of Finance and Administration finds that any or all of these funds were improperly expended, the Grantee may be required to reimburse to the State of New Mexico, to the originating fund, any and all amounts found to be improperly expended.

## ARTICLE XII. IMPROPERLY REIMBURSED FUNDS

If the Department determines that part or all of the Appropriation Amount was improperly reimbursed to Grantee, including but not limited to, Project funds reimbursed to Grantee based upon fraud, mismanagement, misrepresentation, misuse, violation of law by the Grantee, or violation of this Agreement, the Grantee shall return such funds to the Department for disposition in accordance with law.

## ARTICLE XIII. LIABILITY

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act.

## ARTICLE XIV. SCOPE OF AGREEMENT

This Agreement constitutes the entire and exclusive agreement between the Grantee and Department concerning the subject matter hereof. The Agreement supersedes any and all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

## ARTICLE XV. REQUIRED NON-APPROPRIATIONS CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

The Grantee acknowledges, warrants, and agrees that Grantee shall include a “non-appropriations” clause in all contracts between it and other parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement that states:

“The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, the City of Santa Fe may immediately terminate this Agreement by giving Contractor written notice of such termination. The City of Santa Fe’s decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. Contractor hereby waives any rights to assert an impairment of contract claim against the City of Santa Fe or the Department of Transportation or the State of New Mexico in the event of immediate or Early Termination of this Agreement by the City of Santa Fe or the Department”

**ARTICLE XVI. REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT**

Grantee acknowledges, warrants, and agrees that Grantee shall include the following termination clause in all contracts that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement:

"This contract is funded in whole or in part by funds made available under a Department of Transportation Grant Agreement. Should the Department of Transportation early terminate the grant agreement, the City of Santa Fe may early terminate this contract by providing Contractor written notice of such termination. In the event of termination pursuant to this paragraph, the City of Santa Fe only liability shall be to pay Contractor for acceptable goods delivered and services rendered before the termination date."

Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department.

**XVII. COMPLIANCE WITH UNIFORM FUNDING CRITERIA.**

A. Throughout the term of this Agreement, Grantee shall:

1. submit all reports of annual audits and agreed upon procedures required by Section 12-6-3(A)-(B) NMSA 1978 by the due dates established in 2.2.2 NMAC, reports of which must be a public record pursuant to Section 12-6-5(A) NMSA 1978 within forty-five days of delivery to the State Auditor;
2. have a duly adopted budget for the current fiscal year approved by its budgetary oversight agency (if any);
3. timely submit all required financial reports to its budgetary oversight agency (if any); and
4. have adequate accounting methods and procedures to expend grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds.

B. In the event Grantee fails to comply with the requirements of Paragraph A of this Article XVII, the Department may take one or more of the following actions:

1. suspend new or further obligations pursuant to Article VI(A) of this Agreement;
2. require the Grantee to develop and implement a written corrective action plan pursuant to Article VI(D) of this Agreement to remedy the non-compliance;
3. impose special grant conditions to address the non-compliance by giving the Grantee notice of such special conditions in accordance with Article III of this Agreement; the special conditions shall be binding and effective on the date that notice is deemed to have been given pursuant to Article III; or
4. terminate this Agreement pursuant to Article V(A) of this Agreement.

**ARTICLE XVIII. SEVERANCE TAX BOND AND GENERAL OBLIGATION BOND PROJECT CLAUSES**

A. Grantee acknowledges and agrees that the underlying appropriation for the Project is a severance tax bond or general obligation bond appropriation, and that the associated bond proceeds are administered by the New Mexico State Board of Finance (SBOF), an entity separate and distinct from the Department. Grantee acknowledges and agrees that (i) it is Grantee's sole and absolute responsibility to determine through SBOF staff what (if any) conditions are currently imposed on the Project; (ii) the Department's failure to inform Grantee of a SBOF imposed condition does not affect the validity or enforceability of the condition; (iii) the

SBOF may in the future impose further or different conditions upon the Project; (iv) all SBOF conditions are effective without amendment of this Agreement; (v) all applicable SBOF conditions must be satisfied before the SBOF will release to the Department funds subject to the condition(s); and (vi) the Department's obligation to reimburse Grantee from the Project is contingent upon the then current SBOF conditions being satisfied.

B. Grantee acknowledges and agrees that the SBOF may in its sole and absolute discretion remove a project's assigned bond proceeds if the project doesn't proceed sufficiently. Entities must comply with the requirement to encumber five percent (5%) of Project funds within six months of bond issuance as certified by the grantee in the Bond Questionnaire and Certification documents submitted to the SBOF. Failure to comply may result in the bond proceeds reassignment to a new ready project. If this should occur this grant agreement will be suspended until the entity has demonstrated readiness as determined by the SBOF and the Department.

C. Grantee acknowledges and agrees that this Agreement is subject to the SBOF's Bond Project Disbursements rule, NMAC 2.61.6, as may be amended or re-codified. The rule provides definitions and interpretations of grant language for the purpose of determining whether a particular activity is allowable under the authorizing language of the agreement.

[THIS SPACE LEFT BLANK INTENTIONALLY]

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the date of execution by the Department.

**GRANTEE**

_____
Signature of Official with Authority to Bind Grantee

_____
Entity Name

By: _____
(Type or Print Name)

Its: _____
(Type or Print Title)

_____
Date

**DEPARTMENT OF TRANSPORTATION**

_____
By:

Its: Cabinet Secretary or Designee

_____
Date

**REVIEWED AND APPROVED AS TO FORM AND LEGAL SUFFICIENCY BY THE DEPARTMENT'S OFFICE OF GENERAL COUNSEL**

_____
By: Aaron Frankland or Designee

Its: Deputy General Counsel

_____
Date

CITY OF SANTA FE:

SEE PAGE 13 OF AGREEMENT

_____

ALAN WEBBER, MAYOR

DATE:_____

ATTEST:

_____

GERALYN CARDENAS, INTERIM CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Nov 5, 2024 13:35 MST)

_____

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

_____

EMILY OSTER, FINANCE DIRECTOR

**STATE OF NEW MEXICO**
**CAPITAL GRANT PROJECT**
**Request for Payment Form**
**Exhibit 1**

| | | | |
|---|---|---|---|
| **I.** | **Grantee Information** | **II.** | **Payment Computation** |
| | (Make sure information is complete & accurate) | A. | Payment Request No. |
| A. | Grantee: | B. | Grant Amount: |
| B. | Address: | C. | AIPP Amount *(If Applicable)*: |
| | (Complete Mailing, including Suite, if applicable) | D. | Funds Requested to Date: |
| | | E. | Amount Requested this Payment: |
| | | F. | Reversion Amount (If *Applicable*): |
| | City State Zip | G. | Grant Balance: |
| C. | Phone No: | H. | ☐ GF ☐ GOB ☐ STB (*attach wire if first draw*) |
| D. | Grant No: | I. | ☐ Final Request for Payment (*if Applicable*) |
| E. | Project Title: | | |
| F. | Grant Expiration Date: | | |

**III.** **Fiscal Year :** _____

*(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)*

**IV.** ☐ **Reporting Certification:** I hereby certify to the best of my knowledge and belief, that database reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with Article VIII of the Capital Outlay Grant Agreement.

**V.** ☐ **Compliance Certification:** Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

| | |
|---|---|
| **Grantee Fiscal Officer** or **Fiscal Agent** (*if applicable*) | **Grantee Representative** |
| Printed Name | Printed Name |
| Date: | Date: |

**(State Agency Use Only)**

**Vendor Code:** _____ **Fund No.:** _____ **Loc No.:** _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

| | | | |
|---|---|---|---|
| Division Fiscal Officer | Date | Division Project Manager | Date |

## NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
## EXHIBIT 2

**Notice of Obligation to Reimburse Grantee [# 1]**

DATE: [_____]

TO: Department Representative: [_____,_____]
FROM: Grantee: [_____]
Grantee Official Representative: [_____]

SUBJECT: Notice of Obligation to Reimburse Grantee
Grant Number: [_____]
Grant Termination Date: [_____]

As the designated representative of the Department for Grant Agreement number [_____] entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): [_____]
The Amount of this Notice of Obligation: [_____]
The Total Amount of all Previously Issued Notices of Obligation: [_____]
The Total Amount of all Notices of Obligation to Date: [_____]
*Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.*

Department Rep. Approver: [_____]
Title: [_____]
Signature: [_____]
Date: [_____]

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

## NMDOT ATTACHMENT A

**The City of Santa Fe shall agree to comply with the following Provisions:**

1. Assume the lead role for the Project.
2. Be responsible for all applicable design, environmental and archaeological clearances, and right-of-way acquisition, in accordance with current local, state, federal laws, Uniform Relocation Act, and current design practices and specifications.
3. Be responsible for project development, project construction, construction management, and testing.
4. Utilize the Project Control Number in all correspondence and submittals to the Department.
5. Adopt a written resolution of support for the Project, including as applicable an assumption of ownership, liability, and maintenance responsibility for the scope, or related amenities and required funding to support the Project.
6. Complete the Project using current American Public Works Association (APWA) specifications, implemented Grantee's design standards and specifications, or Department specifications.
7. Use Rental Rate Blue Book rates, if not provided in the Department established equipment rates, in the implementation of this Project. Any equipment rates not found in the Department established rates shall be reimbursed at the Blue Book rates.

**The City of Santa Fe shall agree to comply with the following Lighting and Signal Provisions as applicable:**

1. After subject signal system(s) has/have been constructed, make provisions for and provide, at its own expense, all electrical energy, routine maintenance such as lamp replacement, emergency shutdown in case of accidental damage or equipment failure and make any repairs necessary due to accidental damage to, or equipment failure of, the signal head and poles.
2. In the event that accidental damage or equipment failure should occur, provide for equipment shut down/or emergency traffic control as needed. In addition, should the accidental damage or equipment failure involve the Controller (and cabinet) or the loop detection system, promptly notify the Traffic Technical Support Bureau of the Department.
3. In the event that the traffic signal should be rendered completely inoperable as a result of accidental damage, secure the intersection with stop signs at all approach legs until such time as the traffic signal is made operable.
4. Make ample future provisions in its budget each year for the cost of maintaining and providing energy to the traffic signals and telephone service to the signal system and intersection lighting.
5. At its own expense, maintain the signal controller and control equipment (the "Controller") including and maintenance of the machine vision vehicle detection system with cameras and emergency vehicle pre-empt system and repair or replace the Controller in the event the Controller and/or cabinet is damaged or there is an equipment failure.
6. After the installation of the roadway lighting system, if any, provide any and all utilities, maintenance, and such other items as may be necessary of continued satisfactory operation of said subject lighting system.
7. Make all timing adjustments to the Signal Control equipment and review the Signal System(s) for efficient and satisfactory operation.
8. Obtain approval from the Department for all signal equipment prior to installation.
9. Require the construction contractor to name the Department and the Grantee as an additional insured in the construction contractor's general liability policy.
10. Enter into a Signalization and Lighting Agreement with the Department's Traffic Technical Support Bureau as required.

INTERGOVERNMENTAL SERVICES AGREEMENT
BETWEEN CITY OF SANTA FE AND
NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT
FOR FISCAL AGENT SERVICES

---

**WHEREAS,** the State of New Mexico appropriated funding for the purposes of improvements in the City of Santa Fe ("City") to the State of New Mexico, Department of Finance and Administration, Local Government Division, in the laws of Laws of 2021, Chapter 138, as detailed below ("Projects");

**WHEREAS,** NCNMEDD acknowledges that the appropriations for the Projects are intended for City;

**WHEREAS,** City, a municipality within Santa Fe County and the State of New Mexico, agrees to engage North Central New Mexico Economic Development District ("NCNMEDD") in providing fiscal agency services in relation to the Projects.

**NOW, THEREFORE**, the parties do mutually agree as follows:

This Agreement is entered into by and between City and NCNMEDD pursuant to the following purposes, conditions, and terms:

**A. PURPOSE**

The purpose of this Agreement is for NCNMEDD to provide fiscal agent services in connection with the Projects as specifically appropriated under New Mexico Legislative Appropriation Agreements identified as follows:

| ApprID | Leg. Session | Appropriation Title | Year | Ch | Sect | Agency | | Amount | Project Description |
|---|---|---|---|---|---|---|---|---|---|
| F2900 | 2021 | SANTA FE PARKS UPGRADE | 2021 | 138 | 29/341 | 341 | Finance & Administration | 1,000,000 | to plan, design, construct, repair, improve and equip parks in Santa Fe in Santa Fe county; |
| F2902 | 2021 | SANTA FE TIERRA CONTENTA TRAIL CONSTRUCT | 2021 | 138 | 29/343 | 341 | Finance & Administration | 300,000 | to plan, design and construct a trail in the Tierra Contenta subdivision in Santa Fe in Santa Fe county; |
| F2903 | 2021 | SANTA FE MIDTOWN INFRA DES CONSTRUCT | 2021 | 138 | 29/344 | 341 | Finance & Administration | 1,000,000 | to plan, design, construct and improve infrastructure for the midtown Santa Fe property in Santa Fe in Santa Fe county; |
| F2899 | 2021 | SANTA FE HOMEBOUND MEALS PROGRAM IMPROVE | 2021 | 138 | 29/340 | 341 | Finance & Administration | 250,000 | to plan, design, renovate, construct, improve and equip a facility for a meals program serving homebound and special needs individuals in Santa Fe in Santa Fe county; |
| F2901 | 2021 | SANTA FE SOUTHSIDE TEEN CTR CONSTRUCT | 2021 | 138 | 29/342 | 341 | Finance & Administration | 1,805,000 | to plan, design, construct, furnish and equip a teen and resource center on the south side of Santa Fe in Santa Fe county; |

Other projects may be included as agreed upon in writing and by amendment between the Parties.

**B. SCOPE OF WORK**

NCNMEDD's services in support of the above purpose shall be to provide fiscal agency services associated with the Projects, including:

1. NCNMEDD Fiscal Agency Services:

- Ensure that grant funds are expended in compliance with all applicable laws, regulations, and grant agreement and the transactions are appropriately accounted for in compliance with such laws, regulations, and grant agreement;
- Ensure safeguarding of grant funds and assets acquired with grant funds and proper accounting thereof in compliance with applicable laws, regulations, and grant agreement;
- Act as liaison between City and appropriate New Mexico state agencies as needed;
- Complete all required quarterly and financial reporting with information provided by City;
- Review and sign-off on project invoices to the appropriate State agency in a timely manner; and

- Work with the State on providing direct project reimbursements to City and act as a facilitator for such reimbursements as needed.

2. City Role and Responsibilities
   - City understands it remains ultimately responsible for executing and complying with all applicable laws, regulations, and grant agreement requirements such as flow down provisions, executing procurement responsibilities, and subcontractor management, as well as project, grant, and financial management.

**C. TIMEFRAME**

Work pursuant to this Agreement shall be effective no sooner than the date of last party signature below, and shall conclude upon notice by either party pursuant to paragraph I, but no later than one month following the reversion date of the appropriations, except as amended and mutually agreed upon in writing.

**D. COMPENSATION:**

NCNMEDD has agreed to provide the agreed upon services at three percent (3%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects, as those amounts were appropriated. Billing for services to City shall occur by NCNMEDD no more than on a monthly basis. The City will not use funds from this grant to make such payments.

**E. RECORDS AND RECOVERY:**

NCNMEDD shall maintain appropriate records of services rendered during the Agreement term and retain them for a period of three (3) years after the grant has been closed.

**F. ACCESS TO INFORMATION**

City and its contractors and subcontractors shall provide information, as needed, for purposes and work described in this Agreement. NCNMEDD will be included and copied on all invoices and reports, prior to City's submission to the appropriate State agency.

**G. OWNERSHIP OF PROJECTS**

All documents, capital improvements, and project assets produced pursuant to this Agreement shall be the property of City which shall assume full administrative responsibility for the life of the project; or the State grant agreement required period, whichever comes first.

**H. LIMITATION OF LIABILITY**

This Agreement shall not create a general liability of the constituent members of NCNMEDD.

City shall hold NCNMEDD harmless with respect to any damages, expenses, or claims arising or in connection with any negligent acts, errors, or omissions performed by City under this Agreement. This term shall not limit NCNMEDD liability with respect to NCNMEDD's negligence or willful misconduct.

**I. MODIFICATION AND TERMINATION**

Any modifications or amendments to this Agreement shall be in writing, and when signed by both parties shall be made part of the Agreement. This Agreement may be terminated by either party upon thirty (30) days written notice to the other.

**J. CERTIFICATION**

City shall comply with the requirements of all applicable laws, rules, and regulations, and shall assume full responsibility for payment of federal, state, and local taxes and contributions imposed or required under Social Security, Workers Compensation and income tax laws. City is required to follow all State procurement regulations and it is City obligation and responsibility to follow all State requirements as certified in the project bond questionnaire process and as included in associated State grant agreements, including reporting and drawdown requirements, such documents to be filed for each project in conjunction with this agreement.

**K. ADEQUATE APPROPRIATIONS**

Performance of this agreement is contingent upon sufficient appropriations and authorization being made for the performance of this Agreement. If sufficient appropriations and authorization are not made, this Agreement shall terminate immediately upon written notice being given by NCNMEDD to City. NCNMEDD's decision as to whether sufficient appropriations are available shall be accepted by City and shall be final. If NCNMEDD proposes an amendment to the Agreement to unilaterally reduce its Fiscal Agency Services, City shall have the option to terminate the Agreement or agree to negotiate for reduced Fiscal Agency Services: within thirty (30) days of receipt of the proposed amendment.

**L. PENALTIES**

The Procurement Code, NMSA 1978, Sections 13-1-28 to -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.

**M. NOTICES**

Any notice required to be given to either party by this Agreement 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: City
City Manager John Blair
City of Santa Fe
200 Lincoln
Santa Fe, New Mexico, 87501j

To NCNMEDD:
Monica Abeita Executive Director NCNMEDD
3900 Paseo del Sol
Santa Fe, NM 87507

**N. DISPUTE RESOLUTION**

The parties to this agreement agree that in the event of a dispute that may arise hereunder, which dispute cannot be reasonably resolve, they will submit to mediation by a neutral mediator, the cost of which will be borne equally by both parties. Disputes that cannot be resolved by mediation shall be subject to the laws of the State of New Mexico under the jurisdiction of the First Judicial District Court.

**O. BREACH AND DEFAULT**

If either party commits a breach or default in the performance or observance of any of its obligations under this agreement and such breach or default continues and is not corrected within thirty (30) days of written notification of such breach or default by either party to the other, the non-breaching or non-defaulting party shall have the right to terminate this agreement by giving notice to the breaching or defaulting party.

**P. ASSIGNMENT**

No portion of this agreement may be assigned to another party without the express written consent of the City and NCNMEDD.

APPROVED THIS 19th DAY OF December, 2023, BY CITY.

NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT:

BY: Monica Abeita 12/8/23

Monica Abeita, Executive Director Date

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Waiver as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

ALAN WEBBER, MAYOR

DATE: Dec 19, 2023

ATTEST:

Geralyn Cardenas (Dec 19, 2023 14:06 MST)

GERALYN CARDENAS, INTERIM CITY CLERK XIV

GB MTG 12/13/23

CITY ATTORNEY'S OFFICE:

Erin McSherry

Erin McSherry (Dec 8, 2023 13:36 MST)

ERIN MCSHERRY, CITY ATTORNEY

Munis Contract#_____
Original Contract Item#___23-0688____
SWPA/GSA/Coop/RFP/ITB #: _____

**CITY OF SANTA FE**
**AMENDMENT No. 1 TO**
**Intergovernmental Service Agreement**
**ITEM#23-0688**

This AMENDMENT No 1 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add an additional twenty-two (22) Capital appropriations as seen on Exhibit A.

2. COMPENSATION:

Article D, of the Agreement is amended in its entirety as follows:

NCNMEDD has agreed to provide the agreed upon services at one percent (1%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects, as those amounts were appropriated. Billing for services to City shall occur by NCNMEDD no more than on a monthly basis. The City will not use funds from these Capital appropriations to make such payments.

3. CONTRACT IN FULL FORCE.

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

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

CITY OF SANTA FE:

Alan Webber (Mar 14, 2024 10:01 MDT)

ALAN WEBBER, MAYOR

DATE: Mar 14, 2024

NCNMEDD

Monica Abeita

MONICA ABEITA
EXECUTIVE DIRECTOR

Executive Director
TITLE

DATE: Feb. 20. 2024

ATTEST:

Geralyn Cardenas (Mar 14, 2024 11:32 MDT)

GERALYN CARDENAS, INTERIM CITY CLERK
**GB MTG 03/13/2024** XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Feb 16, 2024 13:08 MST)

SENIOR ASSISTANT CITY ATTORNEY

# EXHIBIT A

| Approp ID | Leg. Session | Appropriation Title | Approp. Amount | Reversion Date | Agency | Bond Series |
|---|---|---|---|---|---|---|
| 22-G2419 | 2022 | Jemez Road Construction | $ 400,000 | 6/30/2026 | NMED | STB23SC |
| 22-G3010 | 2022 | SF Fire Fleet Equip / Upgrade Improv | $ 120,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3012 | 2022 | Harrison Rd Improve Construct | $ 100,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3016 | 2022 | Homebound Meals Program Improve | $ 200,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3017 | 2022 | Midtown Property Infra Improve | $ 1,100,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3018 | 2022 | SWAN Park Phase 2 Construct | $ 380,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3019 | 2022 | Tierra Contenta Trail Improve | $ 300,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3165 | 2022 | Median Beautify Phase 1 Design | $ 1,170,000 | 6/30/2026 | DOT | STB23SC |
| 22-G3169 | 2022 | Governor Miles Rd. Construct | $ 300,000 | 6/30/2026 | DOT | STB23SC |
| 22-G3170 | 2022 | Pacheco Street Improve | $ 150,000 | 6/30/2026 | DOT | STB23SC |
| G22-5353 | 2022 | Mary Esther Gonzales Senior Ctr- Equip | $ 235,630 | 6/30/2026 | ALTSD | STB22SC- GO Bonds |
| G22-5354 | 2022 | Pasatiemo Senior Ctr- Equip | $ 65,805 | 6/30/2026 | ALTSD | STB22SC- GO Bonds |
| 23-H3200 | 2023 | Santa Fe Building Upgrade | $ 210,000 | 6/30/2027 | DFA | General Fund |
| 23-H3201 | 2023 | SF Fire Station #2 Construction | $ 3,995,000 | 6/30/2027 | DFA | General Fund |
| 23-H3202 | 2023 | SF Homebound Meals Faculty Ren | $ 200,000 | 6/30/2027 | DFA | General Fund |
| 23-H3203 | 2023 | SF Midtown Infa. Improvement | $ 4,900,000 | 6/30/2027 | DFA | General Fund |
| 23-H3204 | 2023 | SF Muni Rec Sports Cmplx Field Const. | $ 50,000 | 6/30/2027 | DFA | General Fund |
| 23-H3205 | 2023 | SF Pickleball Cmplx Ft. Marcy Constr. | $ 650,000 | 6/30/2027 | DFA | General Fund |
| 23-H3206 | 2023 | SF SWAN Park Phase 2 Improvement | $ 2,400,000 | 6/30/2027 | DFA | General Fund |
| 23-H3207 | 2023 | SF Water History Park Improvement | $ 350,000 | 6/30/2027 | DFA | General Fund |
| 23-H3359 | 2023 | Governor Miles Road Improvement | $ 210,000 | 6/30/2027 | DOT | General Fund |
| 23-H3360 | 2023 | Pacheco Street Improvement | $ 350,000 | 6/30/2027 | DOT | General Fund |

Munis Contract#_____
Original Contract Item#___23-0688_____
SWPA/GSA/Coop/RFP/ITB #: _____

**CITY OF SANTA FE**
**AMENDMENT No. 2 TO**
**Intergovernmental Service Agreement**
**ITEM#23-0688**

This AMENDMENT No 2 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add an additional three (3) capital appropriations as seen on Exhibit B.

2. CONTRACT IN FULL FORCE.

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

IN WITNESS WHEREOF, the parties have executed this Amendment No.2 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

Alan Webber (Apr 11, 2024 21:17 MDT)

ALAN WEBBER, MAYOR

DATE: Apr 11, 2024

CONTRACTOR:
NCNMEDD

Monica Abeita

MONICA ABEITA
EXECUTIVE DIRECTOR

Executive Director
TITLE

April 2, 2024

DATE:

ATTEST:

GERALYN CARDENAS (Apr 12, 2024 09:03 MDT)

GERALYN CARDENAS, INTERIM CITY CLERK

GB MTG 04/10/2024 XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Apr 4, 2024 09:38 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

FINANCE DIRECTOR

# EXHIBIT B

| | | | |
|---|---|---|---|
| 23-ZH9[illegible]98 | for Santa Fe to purchase security cameras and security systems at municipal parks | $ | 95,000.00 |
| 23-ZH9900 | to purchase equipment and to provide arson investigation training to fire department three in Santa Fe | $ | 125,000.00 |
| 23-ZH9901 | for sanitization and deep cleaning of all municipal swimming pools in Santa Fe | $ | 75,000.00 |

Original Contract Item# 23-0688
SWPA/GSA/Coop/RFP/ITB #: N/A

**CITY OF SANTA FE**
**AMENDMENT No. 3 TO**
**Intergovernmental Service Agreement**
**ITEM#23-0688**

This AMENDMENT No 3 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add twenty-two (22) capital appropriations as seen on Exhibit A.

2. CONTRACT IN FULL FORCE.

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

IN WITNESS WHEREOF, the parties have executed this Amendment No.3 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

Alan Webber (Nov 15, 2024 09:56 MST)

ALAN WEBBER, MAYOR

DATE: Nov 15, 2024

CONTRACTOR:
NCNMEDD

Monica Abeita
Monica Abeita (Oct 11, 2024 13:22 MDT)

MONICA ABEITA
EXECUTIVE DIRECTOR

DATE: Oct 11, 2024

ATTEST:

Andrea Salazar
Andrea Salazar (Nov 15, 2024 11:02 MST)

ANDREA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Oct 11, 2024 13:26 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

FINANCE DIRECTOR

# EXHIBIT A

| Approp ID | Leg. Session | Appropriation Title | Approp. Amount | Reversion Date | Funding Agency | Funding Source |
|---|---|---|---|---|---|---|
| I2455 | 2024 | Paseo Real Wastewater Facility | $1,600,000 | 30-Jun-28 | NMED | General Fund |
| I2457 | 2024 | Jemez Rd Sewer | $210,000 | 30-Jun-28 | NMED | General Fund |
| I2458 | 2024 | Vereda de Velencia WWater | $160,000 | 30-Jun-2028 | NMED | General Fund |
| I3023 | 2024 | Police Dept. Equipment Purchase | $250,000 | 30-Jun-2026 | DFA | General Fund |
| I3134 | 2024 | Fire Stn 2 Construct | $250,000 | 30-Jun-2028 | DFA | General Fund |
| I3136 | 2024 | Soccer Valley MRC Construct | $3,425,000 | 30-Jun-2028 | DFA | General Fund |
| I3138 | 2024 | Los Prados Park | $438,000 | 30-Jun-2028 | DFA | General Fund |
| I3141 | 2024 | Fire SCBA Equip Purchase | $250,000 | 30-Jun-2026 | DFA | General Fund |
| I3142 | 2024 | Ft Marcy Park Ren | $5,000,000 | 30-Jun-2028 | DFA | General Fund |
| I3143 | 2024 | Permanent and Transitional Housing | $400,000 | 30-Jun-2028 | DFA | General Fund |
| I3144 | 2024 | Railyard Bldg. Upgrade | $100,000 | 30-Jun-2028 | DFA | General Fund |
| I3145 | 2024 | Railyard Multipurpose Bldg | $175,000 | 30-Jun-2028 | DFA | General Fund |
| I3146 | 2024 | Regional Airport Phase 2 Improve | $2,000,000 | 30-Jun-2028 | DFA | General Fund |
| I3147 | 2024 | River Park Pedestrian Bridge | $240,000 | 30-Jun-2028 | DFA | General Fund |
| I3318 | 2024 | NM599-Airport Access Road | $4,500,000 | 30-Jun-2028 | NMDOT | General Fund |
| I3319 | 2024 | Rufina St. & Lopez Lane Intersection | $50,000 | 30-Jun-2028 | NMDOT | General Fund |
| I3320 | 2024 | Paseo del Sol Extension | $50,000 | 30-Jun-2028 | NMDOT | General Fund |
| I3321 | 2024 | St. Michael's Rail Trail Underpass | $100,000 | 30-Jun-2028 | NMDOT | General Fund |
| I4219 | 2024 | El Museo Improvements | $126,950 | 30-Jun-2026 | DFA | Severance Tax Bond |
| I4220 | 2024 | Homebound Meals | $100,000 | 30-Jun-2028 | DFA | General Fund |
| I4221 | 2024 | Municipal Court Renovations | $29,843 | 30-Jun-2028 | DFA | General Fund |
| I4222 | 2024 | Supportive Housing | $844,470 | 30-Jun-2026 | DFA | General Fund |

**FIR No. 10630.1**

**FISCAL IMPACT REPORT**

**General Information:**

**(Check)** **Bill:** _____ **Resolution:** X

**Short Title(s):** Authorized Representatives and Agents for DFA Appropriation ID number I3321 NMDOT Control Number C5243321

**Sponsor(s):** Councilor Amanda Chavez

**Reviewing Department(s):** Public Works Department, Finance Department

**Staff Completing FIR:** Regina Wheeler, Public Works Director **Date:** 12/05/2024

**Phone:** (505) 955-6622

**Reviewed by City Attorney:** _____ **Date:** Jan 9, 2025

**Reviewed by Finance Director:** Emily K. Oster **Date:** Jan 9, 2025

**Summary:**
This Resolution designates authorized representatives and agents for New Mexico Department of Finance and Administration (DFA) appropriation ID Number I3321, New Mexico Department of Transportation (NMDOT) Control Number C5243321 ("Grant Agreement"). The Grant Agreement makes available one hundred thousand dollars ($100,000), appropriated by the New Mexico Legislature for a project to acquire rights of way for and the plan, design, and construction of a pedestrian underpass on Saint Michael's Drive, a New Mexico Rail Runner Express railroad crossing, and a Santa Fe Rail Trail Crossing.

**Departments Affected:**
Public Works Department.

**Consequences of Not Enacting Legislation:**
If this legislation is not adopted, the City will not satisfy Article X. B. (v) of the Grant Agreement, which requires the Governing Body adopt a resolution authorizing the person identified as the official representative of the City to sign the Grant Agreement and to sign Requests for Payment. Additionally, without the adoption of this Resolution the City would not receive NMDOT's funding from the Transportation Fund Grant Agreement in the amount of $100,000.

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**
The Governing Body will separately be approving the agreement through a later action.

**Performance and Administrative Implications:**
The plan, design, and construction of the project in association with this Grant Agreement will be undertaken by the Public Works Department and the grant will be administered with support from the Public Works Department staff.

**Fiscal Implications:**

** Amendment No. 1 to the Intergovernmental Agreement states that "NCNMEDD has agreed to provide the agreed upon services at one percent (1%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects." If the total agreement amount of one hundred thousand dollars ($100,000) is expended, then NCNMEDD will receive one thousand dollars ($1,000) as one percent (1%) of the dollar amount the City expends for the Project. The Governing Body will be approving the agreement through a separate action.

**Fiscal Impact**

X Check here if no fiscal impact

**Expenditures**

| Expenditure Type | FYE 2025 | FYE 2026 | FYE 2027 | Require BAR (Y/N) | Recurring (R) or Non-recurring (NR) | Fund | 3-Year Total Cost |
|---|---|---|---|---|---|---|---|
| Personnel and Benefits* | $ | $ | $ | | | | |
| Capital Outlay | $ | $ | $ | | | | |
| Contractual/ Professional Services | $ | $ | $ | | | | |
| Operating | $ | $ | $ | | | | $ |
| Total: | $ | $ | $ | | | | $ |

**Expenditure Narrative:**
**** See Fiscal Implications Section Above.**

**Revenue**

| Revenue Type | FYE 2025 | FYE 2026 | FYE 2027 | Recurring (R) or Non-recurring (NR) | Fund |
|---|---|---|---|---|---|
| General Fund | $ | $ | $ | | |
| Special Revenue | $ | $ | $ | | |
| CIP | $ | $ | $ | | |
| Enterprise | $ | $ | $ | | |
| Internal Service | $ | $ | $ | | |
| Trust and Agency | $ | $ | $ | | |
| Federal | $ | $ | $ | | |
| Other | $ | $ | $ | | |
| Total | $ | $ | $ | | |

**Revenue Narrative:**

**Signature:**

**Email:** rawheeler@santafenm.gov

CITY OF SANTA FE

# The Purchasing Memo

**Date: January 15, 2025**

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

**From:** Ben Valdez, Deputy Chief of Police B. Valdez, DC (Jan 15, 2025 19:19 MST)

**Via:** Paul Joye, Chief of Police Paul Joye (Jan 15, 2025 19:39 MST)

Randy Randall, Interim City Manager Randy Randall (Jan 15, 2025 21:18 MST)

**Subject:** FY25 Vehicle Purchase *Amendment*

**Vendor Name:** MHQ

**Munis Vendor Number:** 3527

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**ITEM AND ISSUE:**

The Santa Fe Police Department respectfully requests your review and approval of an additional $6,078.68 to MHQ for the upfitting of Two Ford F150s (Animal Services Trucks). Bringing the total FY25 Vehicle Purchase Amount from $1,707,653.26 to **$1,713,731.94.**

**BACKGROUND AND SUMMARY:**

The initial request was approved at Governing Body on 12/11/2024 for the total amount of $1,707,653.23. Staff later learned the equipment and installation for these two vehicles were not included in the initial request.

**PRIOR APPROVALS AND SUPPORTING INFORMATION:**

**FUNDING SOURCE:**

**Fund Name/Number:** General Fund/Fund 100

**Munis Org Name/Number:** Police Admin GF/ 1000310

**Munis Object Name/Number:** Vehicle Outfitting/ 570575

**Budget Officer / Designee:** Andy Hopkins **Date:** Jan 16, 2025

**Budget Officer Comment/Exceptions:** _____

**PROCUREMENT METHOD:**

The procurement method used was NMSA 1978, Section 13-1-129, Statewide Price Agreement SPA 20-00000-21-00030; expires on April 24, 2025

**Chief Procurement Officer (CPO) / Designee:** _____ **Date:** Jan 17, 2025

**CPO Comment/Exceptions:** _____

**ASSOCIATED APPROVALS:**

**IT Components included?** ☒ **Yes** | ☐ **No**

**Approval:** Eric Candelaria (Jan 17, 2025 09:25 MST) **Title:** Director, ITT **Date:** Jan 17, 2025

**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:**

Vendors Quote
Procurement document: Statewide Price Agreement
Original packet

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
**Suite C**
**Albuquerque, NM 87113**

MHQ WEST
EMERGENCY & SERVICE SOLUTIONS...
VEHICLES, GRAPHICS, EQUIPMENT & GEAR

CHALMERS Ford

# Quote

| Date | Estimate # |
|---|---|
| 1/6/2025 | 19869 |
| This quote expires in 90 days | |

| Name / Address | Ship To |
|---|---|
| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | Animal Control F-150 x2 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| | | Contact Name: Eric Sanchez<br>Contact Number: 505-210-2551<br>Contact E-mail: iesanchez@ci.santa-fe.nm.us<br>Vehicle/Year: 2024 Ford F-150 x2<br>Type: Animal Control<br>State Contract# 20-00000-21-00030 | | | |
| STATE CONTRACT NM | | State Contract# 20-00000-21-00030<br>Labor pages 48, 61 and 65. Parts pages 67-69.<br>Graphics pages 45-47. | | 0.00 | 0.00T |
| EMPS2STS2A | Soundoff Sig... | mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 6 LED, Single Color - Amber<br>MSRP $209.00 State Contract 36% off = $133.76 | 4 | 133.76 | 535.04 |
| EMPS2STS2B | Soundoff Sig... | mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 6 LED, Single Color - Blue<br>MSRP $209.00 State Contract 36% off = $133.76 | 4 | 133.76 | 535.04 |
| EMPS2STS4M | Soundoff Sig... | mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Dual Color - Blue/Amber<br>MSRP $206.00 State Contract 36% off = $131.84<br>(Rear Lights) | 16 | 131.84 | 2,109.44 |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
**Suite C**
**Albuquerque, NM 87113**

MHQ WEST
EMERGENCY & SERVICE SOLUTIONS...
VEHICLES, GRAPHICS, EQUIPMENT & GEAR

CHALMERS Ford

# Quote

| Date | Estimate # |
|---|---|
| 1/6/2025 | 19869 |
| This quote expires in 90 days | |

| Name / Address | Ship To |
|---|---|
| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | Animal Control F-150 x2 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| CM-F15-SL-LED | Troy | 2020-24 F150 \| 2020-24 F250 \| 2018-24 Expedition - Ht. adjustable seat mnt w/slide arm & docking station mount<br>MSRP $729.00<br>State Contract 20% off = $583.20 | 2 | 583.20 | 1,166.40 |
| Labor NM | MHQ of New... | Installation Labor (Install Customer Supplied Kennel Inserts) | 14 | 115.00 | 1,610.00T |

| | |
|---|---|
| **Subtotal** | $5,955.92 |
| **Sales Tax (7.625%)** | $122.76 |
| **Total** | $6,078.68 |

DocuSign Envelope ID: DCA0C829-FC1D-4FB0-937F-D7D07FA5E434



# State of New Mexico
# General Services Department
# Purchasing Division

## Statewide Price Agreement Amendment

**Awarded Vendor:**
**17 Vendors**

Number: **20-00000-21-00030**

Amendment No.: **Four**

Term: **April 25, 2022 – April 24, 2025**

**Ship To:**
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Invoice:**
**As Requested at Time of Order**

Procurement Specialist: **Karen G. Acosta Gonzalez** KGA

Telephone No.: **(505) 372-9264**

Email: **Karen.Acosta-Gonzal@gsd.nm.gov**

Title: **Police Vehicle Equipment, Parts and Labor**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from April 25, 2024 to April 24, 2025 at the same price, terms and conditions for the following vendors:**

**(AA) BJW Ventures, LLC dba Accessories Unlimited**
**(AB) Advanced Communications and Electronics**
**(AC) Kevin Kocharoff dba Blue Sky Upfitting, LLC**
**(AD) Code 3 Service, LLC**
**(AE) Dana Safety Supply, Inc.**
**(AF) Chalmers Ford, Inc. dba MHQ**
**(AG) Enchanted Technology Solutions, LLC**
**(AH) Federal Signal Corporation**
**(AI) Frontline Upfitting, LLC**
**(AK) Motorola Solutions, Inc.**
**(AM) Organ Mountain Graphix, LLC**
**(AO) State of Emergency Upfitting, LLC**
**(AP) Gonzales, Joshua dba The Wrap Lab**
**(AQ) WAC Upfitters, LLC**
**(AR) West Mesa Auto Craft, Inc.**
**(AS) Mobile Communications America, Inc.**

**Vendor (AL) New Mexico Emergency Products at the same terms and conditions with a price increase as shown on Page 2.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Dorothy Mendonca

Date: 4/23/2024

Dorothy Mendonca
New Mexico State Purchasing Agent



VL

DocuSign Envelope ID: 0435B55D-D8C7-47D1-AFCD-0345CB9EF2ED



(AF) 0000051541
Chalmers Ford DBA MHQ
West 5601 Balloon Fiesta Parkway Suite C
Albuquerque, NM 87113
505-821-0667
jgranger@mhqwest.com

**Payment Term:** Net 30

**Delivery:** 30-120 days depending on product. Materials/Chip Shortages may affect these delivery times.

(AG) 0000135964
Enchanted Technology Solutions, LLC
6615 Sujeto Rd. NW
Albuquerque, NM 87120
(505) 946-8219
jeffg@ets.us.com

**Payment Term:** Net 30

**Delivery:** 4-6 Weeks or as requested

(AH) 0000091507
Federal Signal Corporation
2645 Federal Signal Drive
University Park, IL 60484
(708)534-3400
policefireorders@fedsig.com
service@fedsig.com

**Payment Term:** Net 30

**Delivery:** 30 days FOB

(AI) 0000165776
Frontline Upfitting LLC
3008 Walsh Loop SE
Rio Rancho NM 87124
(505) 980-0466
javis@frontlinenm.com

**Payment Term:** Net 30

**Delivery:** As Requested

(AJ) 0000137862
MFLL, Inc dba Melloy Ford
499 Emilio Lopez Rd
Los Lunas, NM 87031
505-866-3005
randy@melloyfleet.com

**Payment Term:** Net 10 days

**Delivery:** As Requested

State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: 20-00000-21-00030



| (AF) Don Chalmers Ford dba MHQ West continued | |
|---|---|
| **Putco**-Vehicle Lighting | www.putco.com MSRP - 10% |
| **Ranch Hand**-Vehicle Bumpers | www.ranchhand.com MSRP - 0% |
| **Raptor Products**-Weapon Locks | www.usaraptor.com MSRP - 10% |
| **Retrax**-Truck Accessories | www.retrax.com MSRP - 0% |
| **Rigid Industries**-Vehicle Lighting | www.ridgidindustries.com MSRP - 10% |
| **RKI**-Tool Box Storage | www.rki-us.com MSRP - 0% |
| **Rockland Products**-Storage Systems. | www.rocklandcustomproducts.com MSRP - 0% |
| **Safety LLC**-First Aid Kits | www.safetynm.com MSRP - 0% |
| **Safety Vision**-in car camera | www.safetyvision.com MSRP - 0% |
| **Samlex**-Power inverters | www.samlexamerica.com MSRP - 0% |
| **Santa Cruz**- Gun Locks | www.santacruzgunlocks.com MSRP - 20% |
| **Setina Mfg**-Prisoner Cage, weapon locks, storage | www.setina.com MSRP - 20% |
| **Smitty Built**-Winches | www.smittybilt.com MSRP - 0% |
| **SoundOff Signal**-Vehicle Lighting | www.soundoffsignal.com MSRP - 36% |
| **Southwest Iron Works**-custom fabrication | www.southwestironworks.com MSRP - 0% |
| **Stalker**- Radar, in car camera | www.stalkerradar.com MSRP - 10% |
| **Streamlight**-Flashlights | www.streamlight.com MSRP - 20% |
| **Strong Suit** -Gloves | www.strongsuitgloves.com MSRP - 0% |
| **Super Springs**-Vehicle Accessories | www.superspringsinternational.com MSRP - 0% |
| **Survival Armor**-Armor | www.survivalarmor.com MSRP - 0% |
| **Synnex**-Computers/Accessories | www.synnex.com MSRP - 0% |
| **Tessco**-communications accessories | www.tessco.com MSRP - 0% |
| **Tiger Tough**-Seat covers | www.tigertough.com MSRP - 0% |
| **Tomar**-Vehicle Lighting | www.tomar.com MSRP - 20% |
| **Topper Town**-camper shells | www.toppertownabq.com MSRP - 0% |
| **Troy Products**-Consoles, partitions, computer mounts | www.troyproducts.com MSRP - 20% |
| **Truck Vault**-Storage Solutions | www.truckvault.com MSRP - 10% |
| **Tuffy Products**-Storage Solutions | www.tuffyporducts.com MSRP - 0% |
| **Unity Spotlights**-Scene Lighting | www.unitusa.com MSRP - 10% |
| **UWS**-truck storage boxes | www.uwsta.com MSRP - 0% |
| **Wanco**-message boards | www.wanco.com MSRP - 0% |
| **Warn**-Winches | www.warn.com MSRP - 0% |
| **Watchguard**-video in car/body | www.watchguardvideo.com MSRP - 0% |
| **Waytek Wire**-Wiring Accessories | www.waytekwire.com MSRP - 0% |
| **Weather Guard**-tool boxes | www.weathguard.com MSRP - 0% |
| **Western**-Snow Plows | www.westernplows.com MSRP - 0% |
| **Westin**-push bumper, partitions, accessories | www.westinautomotive.com MSRP - 20% |
| **Whelen**-Vehicle Lighting | www.whelen.com MSRP - 36% |

City of Santa Fe

# AGENDA

**REGULAR MEETING OF THE GOVERNING BODY**
**DECEMBER 11, 2024 5:00 PM**
**COUNCIL CHAMBERS, CITY HALL**
**200 LINCOLN AVENUE**

## PROCEDURES FOR GOVERNING BODY MEETING

**Viewing:** Members of the public may view the meeting through the Government Channel on Comcast Channel 28 and Comcast HD928 or may stream the meeting live on the City of Santa Fe's YouTube channel at https://www.youtube.com/user/cityofsantafe. The YouTube live stream can be accessed at this address from most smartphones, tablets, or computers.

The video recording of this and all past meetings of the Governing Body will also remain available for viewing at any time on the City's YouTube channel at https://www.youtube.com/user/cityofsantafe. Staff is available to help members of the public access pre-recorded Governing Body meetings on-line at any time during normal business hours. Please call 955-6521 for assistance.

**Radio Broadcast:** The meeting can be heard on radio station KSFR 101.1.

**Written Public Comment:** Members of the public may submit written comments on legislation by clicking on the comment bubble to the right of the meeting on the public portal at https://santafe.primegov.com/public/portal until 5 p.m. the day before the meeting.

**Live Public Comment:** Members of the public may provide public comment in person during *Petitions from the Floor, Public Comment, Final Action on Legislation,* or *Public Hearings*.

7. **APPROVAL OF CONSENT AGENDA**

8. **PRESENTATIONS**

   a. Municipal Court Bi-Annual Update (Judge Chad Chittum, Municipal Court Judge; cdchittum@santafenm.gov)

9. **ACTION ITEMS: CONSENT AGENDA**

   a. Request for Approval of the November 4, 2024, Special Governing Body Meeting Minutes. (Geralyn Cardenas, Assistant City Clerk; gfcardenas@santafenm.gov)

   **Committee Review:**
   Governing Body: 12/11/2024

   b. Request for Approval of the November 13, 2024 Regular Governing Body Meeting Minutes. (Geralyn Cardenas, Assistant City Clerk; gfcardenas@santafenm.gov)

   **Committee Review:**
   Governing Body: 12/11/2024

   c. Request for Approval of the November 25, 2024, Special Governing Body Meeting Minutes. (Geralyn Cardenas, Assistant City Clerk; gfcardenas@santafenm.gov)

   **Committee Review:**
   Governing Body: 12/11/2024

   d. Request for Approval of a Grant Agreement with the New Mexico Department of Transportation to Fund the End Driving While Impaired Project, Buckle Up, Click it or Ticket Project, and Selective Traffic Enforcement Program, Summer Enforcement Period Project in the Total Amount of $82,835 through September 30, 2025. (Amanda Montano, Police Captain: admontano@santafenm.gov)

Finance Committee: 12/9/2024
Governing Body: 12/11/2024

ad. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of $1,389,478 from GRT in Excess of Budgeted Estimates and Available Fund Balances to Fund Retention Incentives in an Amount Equivalent to $1,000 per City Employee. (Bernadette Salazar, HR Department Director, bjsalazar@santafenm.gov; Andy Hopkins, Budget Officer, ajhopkins@santafenm.gov)

**Committee Review:**
Finance Committee: 12/09/2024
Governing Body: 12/11/2024

ae. Request for Approval of the Purchase of 26 Police Vehicles Including Equipment and Labor Costs Associated with Each Vehicle in the Total Amount of $1,707,653.26 from Chalmers Ford and MHQ.(Ben Valdez, Deputy Chief of Police, bpvaldez@santafenm.gov, 505-955-5040)

**Committee Review:**
Finance Committee: 12/9/2024
Governing Body Committee: 12/11/2024

af. Request for Approval of a Memorandum of Agreement with the International Association of Firefighters – Local 2059 to Provide a One-Time Retention Incentive to Sworn Firefighter Positions Who Have Agreed to Remain Employed with the City through June 30, 2025, in the Amount of $1,000 Per Eligible Bargaining Unit Employee. (Brian Moya, Fire Chief, bjmoya@santafenm.gov)

**Committee Review:**
Finance Committee: 12/9/2024
Governing Body: 12/11/2024

ag. Request for Approval of a Memorandum of Agreement with Local 3999 City of Santa Fe Employees of the American Federation of State, County and Municipal Employees, Council 18, AFL-CIO for a One-time Retention Incentive Payment in the Amount of $1,000 Per Eligible Bargaining Unit Employee Who Have Agreed to Remain Employed with the City through June 30, 2025. (Bernadette Salazar, Human Resources Director,

CITY OF SANTA FE

**Date:** December 3, 2024

**To:** Governing Body
Finance Committee

**Via:** Randy Randall, Interim City Manager Randy Randall (Dec 3, 2024 17:21 MST)
Paul Joye, Chief of Police

**From:** Ben Valdez, Deputy Chief of Police B. Valdez, DC (Dec 3, 2024 16:48 MST)

**Subject:** **FY25 Vehicle Purchase**

**Vendor Name(s):** **Don Chalmers Ford (1693), MHQ (3527), Code 3 Service (8602)**

**ITEM AND ISSUE:** Request for the Approval of FY25 Police Vehicle Purchase Request. Total Amount is $1,707,653.26 for the 26 vehicles to include equipment and labor costs associated with each vehicle. (Ben Valdez, Deputy Chief of Police, bpvaldez@santafenm.gov, 505-955-5040)

**Action Requested:** **Police Vehicle Purchase**

**BACKGROUND AND SUMMARY:**
As part of the annual fleet replacement, the Santa Fe Police Department is requesting the purchase of 26 vehicles, to include the purchase of the equipment and labor costs associated with each vehicle. The 26 police vehicles and associated equipment is imperative to maintain the operational capability of the Police Department. The following is the list of vehicles to be purchased.

| VEHICLES | COSTS | ORG# | OBJ# |
|---|---|---|---|
| Ford Police Interceptor (8) | $401,000.00 | 100/2230310 | 570950 |
| Ford F150 (2) | $88,420.00 | 2230310 | 570950 |
| Ford Mavrick (12) | $387,210.00 | 2230310 | 570950 |
| Ford Mavrick (4) | $121,152.40 | 2230310 | 570950 |
| Total costs for 26 vehicles: | **$997,782.40** | | |

| EQUIPMENT | COSTS |
|---|---|
| ➢ Vehicle emergency/safety equipment, emergency lights, radio speaker, etc. | $542,707.75 |
| ➢ Radios | $167,163.11 |

Total costs for equipment and installation: **$709,870.86**

**Grand total purchase cost: Vehicles, equipment and installation** **$1,707,653.26**

**Ford Police Interceptor Utility EcoBoost**
Eight Police Interceptor Utility vehicles will be purchased to replace the current Police Interceptor sedans that need replacement for the Patrol Section. The vehicles will be up fitted with the latest communication equipment including

police radios, mobile data terminals, and modems to work with our Dispatch Communications System, Records Management System and in car camera system.

The vehicle platform can accommodate varying sizes and compositions of officers while wearing protective and duty equipment. The ingress/egress for the vehicle does not require the officer to crouch down when entering the vehicle or to exit the vehicle from a crouched position. This can assist with minimizing issues with back pain, neck pain, and leg strain caused by entering/exiting the vehicle and minimizes lost time due to employee injuries. This remains a challenge with large statured officers who are issued a Police Interceptor sedan or a Ford Fusion sedan and often requires them being placed in an Interceptor Utility if available.

The vehicle also provides sufficient secured storage space to accommodate communications equipment, duty equipment while also making it readily available for deployment or service when needed. The vehicle platform is also able to safely operate within the manufacturers recommended payload capacity and gross vehicle weight rating (GVWR) without causing excessive brake, tire, and transmission wear when police vehicle equipment is installed, and duty equipment is loaded for duty use.

The vehicle comes standard as an all-wheel drive drivetrain providing improved handling stability and traction in all driving conditions. This is well suited for our community as we see all seasons. It is also the only vehicle, worldwide, that is engineered to meet the 75-mph rear-impact crash test that provides significant officer protection during a rear impact crash. Rear impact crashes are prone to occur while conducting traffic enforcement on roadways while a vehicle is parked on or alongside the roadway.

The Department was transitioning all Patrol and Administrative vehicles to a hybrid vehicle fleet as vehicles are identified for replacement. This is an effort to maximize the fuel savings for our Department, to lower the impact of emissions caused by our vehicles and maintain an operational fleet with emergency response capability that is suitable to stand up to the rigorous work environment for law enforcement vehicles.

Approval was granted to purchase a significant number of pursuit rated hybrid vehicles in FY22, but due to supply chain issues surrounding hybrid and electric vehicle manufacturing our order was delayed. In addition, the cost per vehicle increased significantly when the order was pushed to manufacturing year 2023. This caused the Department to change the hybrid vehicle engine to a fuel efficient EcoBoost engine, which is the next best option.

The supply chain challenges surrounding the hybrid platform remains. We will evaluate returning to transitioning hybrid vehicles once the supply chain is able to facilitate the timely manufacturing and delivery of the vehicles to avoid unexpected increases in purchase cost. Because of the need to replace the remaining aging vehicles in our fleet and the exhaustion of our reserve fleet, we need to quickly add as many vehicles to our fleet as possible until we can build up our reserve once more.

**Ford F150 Truck**

Two trucks will be purchased to replace the remaining two Animal Services trucks in need of replacement. The full-size truck platform is needed to accommodate the transport of impounded animals. A slide in kennel will be upfitted to the vehicle to facilitate safe transport. In addition, the vehicle must be capable of towing a horse trailer when needed to deploy for horses and livestock running at large.

The vehicle requires four-wheel drive capability to complete the above tasks in inclement weather and in areas where roads are not well maintained within our jurisdiction.
The vehicle will be up fitted with the latest communication equipment including police radio, mobile data terminal, and modem to work with our Dispatch Communications System and Records Management System.

We are evaluating transitioning to the F150 platform from the F250 platform for Animal Services due to cost increases on new model year trucks. If the F150 is successful, we will replace the existing F250s with F150s when the time comes for replacement in a few years.

**Ford Maverick Trucks**
Sixteen Ford Maverick Trucks will be purchased to replace twelve Public Safety Aide trucks and four Crime Scene Unit vehicles. The Mavericks will be equipped with the 2.0 liter EcoBoost engine with all-wheel drive providing improved handling stability and traction in all driving conditions. This is well suited for our community as we see all seasons.

This platform is being utilized by a neighboring law enforcement agency in the area and others around the country for use by safety aides and other support units. One of our determining factors was the cost of F150 trucks has nearly doubled since the prior Public Safety Aide vehicle purchase in 2020.

The Public Safety Aide Mavericks will also be equipped with a 4K towing package, to allow the towing of utility trailers, speed sign trailers and mobile video trailers. The truck bed will have a cover to secure traffic cones and other equipment used to support police operations.

The Crime Scene Mavericks will be equipped with a camper shell to allow transport of crime scene equipment and evidence items that need to be submitted.

The Maverick trucks will be up fitted with the latest communication equipment including police radio, mobile data terminal, and modem to work with our Dispatch Communications System and Records Management System.

The Maverick truck is offered in a hybrid platform, but the supply chain challenges concerning electric and hybrid vehicles also exists for this platform. In addition, the 4K towing package is not available on the hybrid platform.

**PROCUREMENT METHOD:**
NM Statewide Price Agreement [Chalmers Ford] # 00-00000-20-00088 AF which expires on March 4, 2025.
CES Contract #2020-31A-C103-All [Chalmers Ford]
CES Contract #2020-31A-C112-All [Chalmers Ford]
NM Statewide Price Agreement [MHQ of NM] # 20-00000-21-00030 which expires on April 24, 2025.
NM Statewide Price Agreement [Code 3 Service] # 10-00000-20-00048 which expires on November 17, 2026.

**Chief Procurement Officer Approval:** _____ **Date:** Dec 5, 2024
**Comment/Exceptions:** _____
**Supporting Information:**

**CONTRACT NUMBER:** N/A

**$$$$$ SOURCE/REVENUE:** ☒**Expense** | ☐**Revenue**
**Fund Name/Number**: General Fund/Fund 100
**Munis Org Name/Number:** Police Admin GF/1000310
**Munis Object Name/Number:** Vehicles/570950

**Fund Name/Number**: Law Enforcement/Fund 223
**Munis Org Name/Number:** Police Admin (Spec Rev)/2230310
**Munis Object Name/Number:** Vehicles/570950

**Fund Name/Number**: General Fund/Fund 100
**Munis Org Name/Number:** Police Admin GF/2230310
**Munis Object Name/Number:** Vehicle Outfitting/570575

**Fund Name/Number**: Law Enforcement/Fund223
**Munis Org Name/Number:** Police Admin (Spec Rev)/2230310
**Munis Object Name/Number:** Vehicle Outfitting/570575

**Fund Name/Number**: General Fund/Fund 100
**Munis Org Name/Number:** Police Admin GF/1000310
**Munis Object Name/Number:** Data Processing Eqp Inv Exempt/572800

**Budget Officer Approval:** Andy Hopkins **Date:** Dec 4, 2024
**Comment/Exceptions:** _____

**Grant ☐Yes | ☒ No**
**Grant #:** N/A
**Grant Manager/Accounting Officer Approval:** _____ **Date:** _____
**Comment/Exceptions:** _____

**Project ☐Yes | ☒ No**
**Project Ledger #:** N/A

**CAPITAL ASSET (will this procurement result in a tangible item that costs more than $5,000**
**☒Yes | ☐ No**
**Asset # (if known):** _____

**Repair or Replacement of Existing Equipment:**
**☐Yes | ☒ No ~If yes -> ☐Repair | ☐ Replacement**
**Please explain:** N/A

**Capital Project:**
**(New and improvement projects that are going to cost $10,000 or more)**
**☐ Yes | ☒ No**
**Anticipated length of project:** _____
**Asset Manager Approval** _____ **Date:** _____
**Comment/Exceptions:** _____

**Was this service deemed construction: ☐ Yes | ☒ No**
**Department Approvals:**
IT Components: **☒ Yes | ☐ No**
Vehicles: **☒ Yes | ☐ No**
Facilities, Furniture, Fixtures, Equipment: **☐ Yes | ☒ No**
**Approval:** Eric Candelaria (Dec 5, 2024 11:19 MST) **Title:** Director, ITT **Date:** Dec 5, 2024
**Approval:** David Jaramillo (Dec 5, 2024 17:07 MST) **Title:** Fleet section Manager **Date:** Dec 5, 2024
**Comment & Exceptions:** _____

**Department Contract Administrator Contact Info:** Anna Marie Bowen, 505-955-5122

**ATTACHMENTS:**
Vendor Quotes
SPA's

CHALMERS
Real Value. Real People. Real Simple. Ford

# Proposal

2500 Rio Rancho Blvd
Rio Rancho, NM 87124

QUOTE TO: City of Santa Fe PD

SHIPPED TO: Ford F-150 Regular Cab 4x4- Oxford White
141" Wheelbase

| | |
|---|---|
| PROPOSAL # | 111424-6 |
| PROPOSAL DATE | November 14th, 2024 |
| MEMBER PO #. | |
| TERMS | Due on Receipt |
| SALES REP | Jocelyn Hernandez |
| SHIPPED VIA | Pick UP |
| F.O.B. | |
| PREPAID or COLLECT | |

| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|
| | Statewide Price Agreement #: 00-00000-20-00088 | | |
| 2 | Item #8 Truck, ½ ton, extended cab, short wheel base, 4 x 4 | $ 37,792.00 | $ 75,584.00 |
| | Options: | | $ - |
| 2 | C: Axle ratios, optional | $ 770.00 | $ 1,540.00 |
| 2 | P: Engine: Other 3.5L ECOBOOST | $ 3,195.00 | $ 6,390.00 |
| 2 | AL: Mirrors: power | $ 495.00 | $ 990.00 |
| 2 | AU: Remote keyless entry | $ 350.00 | $ 700.00 |
| 2 | AW: Running boards | $ 780.00 | $ 1,560.00 |
| 2 | CA: Window Tint | $ 350.00 | $ 700.00 |
| 2 | CB: Regular Cab | $ (1,250.00) | $ (2,500.00) |
| 2 | CI: Blind Spot Detection | $ 375.00 | $ 750.00 |
| 2 | CK: Running Boards | $ 980.00 | $ 1,960.00 |
| 2 | CY: Reverse Sensing | $ 375.00 | $ 750.00 |
| 1 | Chalmers Ford Discount | $ (4.00) | $ (4.00) |
| | | | $ - |
| Valid for 90 days | | SUBTOTAL | 88,420.00 |
| **Subject to prior sale** | | | |
| | | | $88,420.00 PAY THIS AMOUNT |

**DIRECT ALL INQUIRIES TO:**
Jocelyn Hernandez
505-610-3770
jhernandez@chalmersford.com

Ford | COMMERCIAL VEHICLE CENTER

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# State of New Mexico
# General Services Department
# Purchasing Division

## Statewide Price Agreement Amendment

**Awarded Vendor:**
**10 Vendors**

Number: **00-00000-20-00088**

Amendment No.: **Seventeen**

Term: **March 5, 2021 – March 4, 2025**

**Ship To:**
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Invoice:**
**As Requested**

Procurement Specialist: **Karen G. Acosta Gonzalez** KGA

Telephone No.: **(505) 372-9264**

Email: **Karen.Acosta-Gonzal@gsd.nm.gov**

Title: **Automotive Vehicles – SUVs & Trucks**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**Correct the expiration date in the body of Amendment No. Sixteen:**

**From: May 4, 2025 To: March 4, 2025.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Natalie Martinez

Date: 3/6/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

X **This Agreement was signed on behalf of the State Purchasing Agent**

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(AF) Don Chalmers Ford

| Item | Make/Model | Current Price | New Price |
|---|---|---|---|
| 1 | Escape Base AWD | $22,968.00 | $29,544.00 |
| 2 | Edge AWD SE | $28,543.00 | $36,611.00 |
| 3 | Explorer Base 4x4 | $27,303.00 | $36,380.00 |
| 4 | Expedition 4x4 SSV | $40,818.00 | $49,601.00 |
| 4a | Expedition 4x4 XL | $42,675.00 | $54,196.00 |
| 5 | Edge FWD – No Longer Available, Replace with AWD | $26,733.00 | $36,822.00 |
| 6 | Ranger XL 4x4 | $23,715.00 | $29,486.00 |
| 7 | F150 4x4 Regular Cab | $24,106.00 | $34,984.00 |
| 8 | F150 4x4 Extended Cab | $23,909.00 | $37,792.00 |
| 9 | F150 4x4 Crew Cab | $27,071.00 | $39,983.00 |
| 10 | F250 4x4 Regular Cab | $25,020.00 | $44,089.00 |
| 11 | F250 4x4 Extended Cab LWB | $28,109.00 | $46,385.00 |
| 12 | F250 4x4 Crew Cab LWB | $29,442.00 | $47,892.00 |
| 13 | F350 Regular Cab 4x4 LWB | $27,701.00 | $45,040.00 |
| 14 | F350 4x4 Extended Cab LWB | $30,484.00 | $47,324.00 |
| 15 | F350 4x4 Crew Cab LWB | $31,800.00 | $48,835.00 |
| 16 | F350 CC SRW LWB Crew | $30,890.00 | $45,464.00 |
| 17 | F350 CC DRW LWB Regular Cab | $27,525.00 | $47,712.00 |
| 20 | F450 CC DRW 4x2 | $35,981.00 | $54,822.00 |
| 21 | F550 CC DRW 4x2 17500 GVWR | $36,855.00 | $55,995.00 |
| 23 | F550 CC DRW 4x2 19500 GVWR | $39,785.00 | $57,990.00 |
| 24 | F650 CC DRW 4x2 | $55,131.00 | $74,160.00 |

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State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: **00-00000-20-00088**



| **Vendor:** | **(AF) Don Chalmers Ford dba MHQ of NM** |
|---|---|

| Item | Approx. Qty. | Unit |
|---|---|---|
| 8 | 64 | Each |

| Article and Description | Unit Price |
|---|---|
| **Truck, ½ ton, extended cab/quad cab/super cab, short wheel base, 4 x 4** | |
| Base Cost: Per Unit, FOB, Dealer's Place of Business | **$23,909.00** |
| Net Cost: Per Unit, FOB, Santa Fe, NM | **$23,909.00** |
| Model: **F-150 EXTENDED CAB** | |
| Make: **FORD** Wheelbase: **145.4** | |
| Engine: **3.3L** HP: **290** Torque: **263** | |
| MPG: City: **19** HWY: **25** | |

**Minimum Specifications:**

Axle: Front disconnect front axle with heavy-duty transfer case and factory std.
Backup camera
Bed: Short
Bluetooth/Hands free
Bumper: Heavy-duty rear step bumper
Color: Factory standard to be determined by ordering agency
Engine: Gas
Floor vinyl covering
Fuel tanks: **Maximum** fuel capacity available
Glass: Factory standard tint all around
Gross vehicle weight rating: **6,000**
Horsepower: **280** Torque: **253**
Keys: Three (3) ignition keys total, two (2) of which must be fobs
Power doors locks/power windows
Seats: Front-dual reclining split bench cloth; Rear-manufacturer's standard
Skid plates: Factory
Tilt wheel/cruise control
Tires: On-off road radials (all season not acceptable). Full size spare tire/wheel included
Transmission: Heavy-duty, automatic
Wheel base: **131" with a 6 1/2' bed**
Windshield wipers: Intermittent with washer

| **Item 8 Options: (Option Content subject to compatibility)** | | | |
|---|---|---|---|
| A. | 2 wheel drive in lieu of 4 x 4 (all-season tires) (no skid plates) | (deduct) | **$1,500.00** |
| B. | Air bag lock | (add) | **N/A** |
| C. | Axle ratios, optional | (add) | **$770.00** |
| D. | Bed **REMOVAL** | (add) | **$525.00** |
| E. | Bed cover: Hard **SINGLE PIECE** | (add) | **$2,520.00** |
| | Bed cover: Hard **DIAMOND BACK** | (add) | **$3,250.00** |

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| | | | |
|---|---|---|---|
| F. | Bed cover: Hard, tri-fold **EXTANG** | (add) | **$1,195.00** |
| G. | Bed liner: Drop-in (black only) | (add) | **$495.00** |
| H. | Bed liner: Spray-on (black only) | (add) | **$695.00** |
| I. | Bed mounted side cargo box | (add) | **$950.00** |
| J. | Bumper: Replace front bumper with winch mount and grill guard | (add) | **$2,250.00** |
| K. | Carpet with floor mats | (add) | **$445.00** |
| L. | Color other than factory standard production: (5 unit minimum) | (add) | **$2,500.00** |
| M. | Cruise control | (deduct) | **$100.00** |
| N. | Electric Powered Engine | (add) | **N/A** |
| O. | Electric/Gasoline Powered Engine **POWERBOOST 3.5L HYBRID** | (add) | **$5,495.00** |
| P. | Engine: Other **Diesel** | (add) | **$4,995.00** |
| | Engine: Other **2.7L** | (add) | **$2,695.00** |
| | Engine: Other **5.0L** | (add) | **$2,095.00** |
| | Engine: Other **3.5L ECOBOOST** | (add) | **$3,195.00** |
| Q. | Factory standard skid plates | (deduct) | **$200.00** |
| R. | Floor mats: All Weather | (add) | **$350.00** |
| S. | Fuel Tanks: Standard fuel capacity | (deduct) | **$205.00** |
| T. | Fuel: B-20 (Biodiesel) | (add) | **N/A** |
| U. | Fuel: Bi fuel CNG | (add) | **N/A** |
| V. | Fuel: Bi-fuel prep | (add) | **N/A** |
| W. | Fuel: Bi-fuel Propane | (add) | **N/A** |
| X. | Fuel: Bi-fuel, CNG | (add) | **N/A** |
| Y. | Fuel: Dedicated CNG | (add) | **N/A** |
| Z. | Fuel: Dedicated LPG | (add) | **N/A** |
| AA. | Grill Guard **LATE AVAILABILTY** | (add) | **$1,950.00** |
| AB. | Heavy Duty Jack | (add) | **N/A** |
| AC. | Heavy-duty louvered headache rack (white) Rawson-Koenig | (add) | **$950.00** |
| AD. | Heavy duty payload package | (add) | **$1,995.00** |
| AE. | Keys: Additional | (add) | **$350.00** |
| AF. | Light bar: Roof width with 10 LED's: Code 3 of Federal Signal (User agency must specify location at time of order) | (add) | **$1,850.00** |
| AG. | Light bar: Roof width with 16 LED's: Code 3 or Federal Signal (User agency must specify location at time of order) | (add) | **$2,150.00** |
| AH. | Limited slip differential or functional equivalent | (add) | **$770.00** |
| AI. | Locking rear differential | (add) | **$770.00** |
| AJ. | Mileage charge: one (1) way delivery of unit to area(s) other than Santa Fe, NM **PER MILE** | (add) | **$2.00** |
| AK. | Mirrors: power | (add) | **STD** |
| AL. | Mirrors: tow, trailer, power **MANUAL TELESCOPING/ MANUAL FOLDING** | (add) | **$495.00** |
| AM. | Overhead material rack, 1,300 lb. | (add) | **$2,200.00** |
| AN. | Police lighting: Marked | (add) | **$18,500.00** |
| AO. | Police lighting: Unmarked | (add) | **$16,500.00** |
| AP. | Police partition | (add) | **$2,200.00** |

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| | | | |
|---|---|---|---|
| AQ. | Police special service package | (add) | **N/A** |
| AR. | Police wiring harness | (add) | **$1,450.00** |
| AS. | Power door locks/power windows | (deduct) | **$100.00** |
| AT. | Premium Radio **B+O SOUND SYSTEM** | (add) | **$910.00** |
| AU. | Remote keyless entry | (add) | **$350.00** |
| AV. | Remote Start **FACTORY** | (add) | **$395.00** |
| | Remote Start **AFTERMARKET** | (add) | **$650.00** |
| AW. | Running boards | (add) | **$780.00** |
| AX. | Seat: Front bucket | (add) | **$495.00** |
| AY. | Seats: Cloth bucket no center console | (add) | **N/A** |
| AZ. | Snow Plow: 7 1/2' (snow plow prep package required) Consult to verify front axle meets minimum requirements for certification | (add) | **$9,100.00** |
| BA. | Snow plow prep package | (add) | **$550.00** |
| BB. | Spotlight: 6-inch (each) **HALOGEN** | (add) | **$595.00** |
| | Spotlight: 6-inch (each) **LED** | (add) | **$695.00** |
| BC. | Spreader, Salt | (add) | **N/A** |
| BD. | Tailgate, integral step | (add) | **$530.00** |
| BE. | Tire mount: Full size spare, in-bed with #3 master pad lock (agency will specify install location) | (add) | **$925.00** |
| BF. | Tires: 6 ply on/off road **FACTORY** | (add) | **$495.00** |
| | Tires: 6 ply on/off road **AFTERMARKET** | (add) | **$1,650.00** |
| BG. | Tires: All-season tires | (deduct) | **STD** |
| BH. | Tires: Full size spare | (add) | **STD** |
| BI. | Tires: Load range E all terrain **AFTERMARKET** | (add) | **$1,650.00** |
| BJ. | Toolbox: Heavy Duty, In bed chest-type single lid, steel, Weather Guard or Rawson-Koenig | (add) | **$950.00** |
| BK. | Toolbox: Heavy Duty, In bed chest-type single lid, UWS | (add) | **$950.00** |
| BL. | Toolbox: Light Duty, In bed chest-type single lid, steel, Delta Job Box | (add) | **$950.00** |
| BM. | Toolbox: Heavy Duty, Steel cross (dual lid) Weather Guard or Rawson-Koenig | (add) | **$1,070.00** |
| BN. | Toolbox: Light Duty, Steel cross (dual lid) Delta Job Box | (add) | **$1,070.00** |
| BO. | Toolbox: Heavy duty, Steel cross saddle (single lid) Weather Guard or Rawson-Koenig | (add) | **$950.00** |
| BP. | Toolbox: Light duty, Steel cross saddle (single lid) Delta Job Box | (add) | **$950.00** |
| BQ. | Trailer brake controller, factory | (add) | **$460.00** |
| BR. | Trailer brake controller, after market | (add) | **$560.00** |
| BS. | Trailer towing package and Class 3 receiver hitch, less ball mount | (add) | **$1,290.00** |
| BT. | Trailer towing package and Class 4 receiver hitch, less ball mount | (add) | **$1,650.00** |
| BU. | Vinyl seats | (deduct) | **$50.00** |
| BV. | Warranty: Factory, 5 years – 125,000 miles for motor and drive train, $100.00 deductible maximum. Up charge for diesel extended warranty | (add) | **$3,985.00** |
| BW. | Warranty: Factory, 5 years – 100,000 miles for motor and drive train, $100.00 deductible maximum | (add) | **$3,185.00** |
| BX. | Warranty: Factory, 5 years – 75,000 miles, $100.00 deductible maximum | (add) | **$2,095.00** |

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| | | | |
|---|---|---|---|
| BY. | Wheel locks (installed by customer) | (add) | **$100.00** |
| BZ. | Winch: 8,000 lb. capacity, planetary gear driven, electric, 5/16" cable, hook and guide | (add) | **$2,150.00** |
| CA. | Window tint: Darker than MFG standard | (add) | **$350.00** |
| CB. | Regular Cab | (deduct) | **$1,250.00** |
| CC. | Crew Cab | (add) | **$4,800.00** |
| CD. | Delivery Concepts Hot/Cold Unit | (add) | **$21,995.00** |
| CE. | STX Appearance Group | (add) | **$1,380.00** |
| CF. | STX - 20 " wheel option | (add) | **$1,100.00** |
| CG. | Cab Steps - Tubular | (add) | **$600.00** |
| CH. | Trailer Brake Controller | (add) | **$460.00** |
| CI. | Blind Spot Detection | (add) | **$375.00** |
| CJ. | Carpet/ Floor Mats | (add) | **$245.00** |
| CK. | Running Boards - Black Platform/ Factory | (add) | **$980.00** |
| CL. | Running Boards - Chrome/ Angular/ Factory | (add) | **$650.00** |
| CM. | Running Boards - Local – Nerf-Bar - Tube Style | (add) | **$650.00** |
| CN. | Running Boards - Power Deployable - Factory | (add) | **$1,420.00** |
| CO. | Running Boards - Power Deployable - Local installed | (add) | **$1,950.00** |
| CP. | Rear Privacy Glass - Factory | (add) | **$200.00** |
| CQ. | Moon-roof - Factory | (add) | **$1,695.00** |
| CR. | Engine Block Heater | (add) | **$120.00** |
| CS. | Weather Tech Mats - Front and Rear | (add) | **$360.00** |
| CT. | Class IV hitch/ XL and XLT only | (add) | **$305.00** |
| CU. | Max Trailer Tow Package | (add) | **$1,550.00** |
| CV. | Power Telescoping Mirrors | (add) | **$495.00** |
| CW. | Remote Start: Factory | (add) | **$295.00** |
| CX. | Snow Plow Prep/ Local | (add) | **$650.00** |
| CY. | Reverse Sensing | (add) | **$375.00** |
| CZ. | Delete Power Group/ Roll Ups | (deduct) | **$500.00** |
| DA. | Power Inverter: 110/400w Outlet | (add) | **$390.00** |
| DB. | 2kw Power to the box - non-hybrid | (add) | **$1,195.00** |
| DC. | 7.2kw Power to the box - requires Hybrid | (add) | **$950.00** |
| DD. | B&O Sound System | (add) | **$610.00** |
| DE. | B&O Unleashed | (add) | **$795.00** |
| DF. | Under seat Storage | (add) | **$315.00** |
| DG. | Back Up Alarm | (add) | **$150.00** |
| DH. | Kicker Sub-Woofer | (add) | **$895.00** |
| DI. | Commercial Topper Side Doors | (add) | **$2,850.00** |
| DJ. | Factory Console | (add) | **$650.00** |
| DK. | Diamond Back -Topper (SWAT Style) | (add) | **$2,395.00** |
| DL. | Cargo Master | (add) | **$1,750.00** |
| DM. | Level Kit | (add) | **$850.00** |
| DN. | Bed Cover, Hard, Single Piece | (add) | **$2,195.00** |
| DO. | Bed Cover, Hard, Diamond Back Cover | (add) | **$3,325.00** |

# Chalmers Ford — PROPOSAL

2500 Rio Rancho Blvd
Rio Rancho, NM 87124

QUOTE TO: City of Santa Fe PD

| | |
|---|---|
| PROPOSAL # | 081024-1 |
| PROPOSAL DATE | October 30th,2024 |
| MEMBER PO #. | |
| CES PO# | |
| TERMS | Due on Receipt |
| SALES REP | Jocelyn Hernandez |
| SHIPPED VIA | Pick UP |
| F.O.B. | |
| PREPAID or COLLECT | |

SHIPPED TO: **2024 Ford Explorer Interceptors AWD-Agate Black**
**3.0L Ecoboost V6**

Sales Tax Rate: 0.00%

| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|
| | Statewide Price Agreement Amendment 00-00000-20-00088 | | |
| 8 | **Item 3: Utility Vehicle, full-size, 4 door, 4x4** | $ 36,380.00 | $ 291,040.00 |
| | Options: | | $ - |
| 8 | AK: Seats: Cloth bucket no center console-Police Interceptor PKG | $ 5,400.00 | $ 43,200.00 |
| 8 | AL: Spotlight: 6-inch LED | $ 695.00 | $ 5,560.00 |
| 8 | AN: Trailer towing package | $ 945.00 | $ 7,560.00 |
| 8 | AW: Window tint: Darker than MFG Standard | $ 350.00 | $ 2,800.00 |
| 8 | BF: Remote Keyless Entry Fobs- Factory | $ 425.00 | $ 3,400.00 |
| 8 | BN: BLIS-Blind Sport | $ 695.00 | $ 5,560.00 |
| 8 | BQ: Police Engine Idle Feature | $ 290.00 | $ 2,320.00 |
| 8 | BR: Reverse Sensing #76B | $ 395.00 | $ 3,160.00 |
| 8 | CJ: Upgrade to Explorer Police Interceptor w/ 3.0L Engine | $ 6,550.00 | $ 52,400.00 |
| | | | $ - |
| 8 | Chalmers Ford Discount | $ (2,000.00) | $ (16,000.00) |
| | | | $ - |

**Units in stock**

**Valid for 90 days**

| | |
|---|---|
| SUBTOTAL | 401,000.00 |
| TAX | 0.00 |
| FREIGHT | |
| PAY THIS AMOUNT | $401,000.00 |

**DIRECT ALL INQUIRIES TO:**
Jocelyn Hernandez
505-610-3770
jhernandez@chalmersford.com

DocuSign Envelope ID: 5E916DD3-BEE4-462A-A316-B70A8425C1E4



# State of New Mexico
# General Services Department
# Purchasing Division

## Statewide Price Agreement Amendment

**Awarded Vendor:**
**10 Vendors**

Number: **00-00000-20-00088**

Amendment No.: **Seventeen**

Term: **March 5, 2021 – March 4, 2025**

**Ship To:**
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Invoice:**
**As Requested**

Procurement Specialist: **Karen G. Acosta Gonzalez** KGA

Telephone No.: **(505) 372-9264**

Email: **Karen.Acosta-Gonzal@gsd.nm.gov**

Title: **Automotive Vehicles – SUVs & Trucks**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**Correct the expiration date in the body of Amendment No. Sixteen:**

**From: May 4, 2025 To: March 4, 2025.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Natalie Martinez

Date: 3/6/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

X **This Agreement was signed on behalf of the State Purchasing Agent**

State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: **00-00000-20-00088**



**Awarded Vendors:**

**(AA) 0000047770**
**Albuquerque Motor Company**
**dba Melloy Dodge**
**9621 Coors Blvd NW**
**Albuquerque, NM 87114**
**(505) 239-2811**
**Jcassell@melloydodge.com**

**Delivery: 120-180 Days**

**(AB) 0000049896**
**Bob Turner's Ford Country**
**dba Power Ford**
**1101 Montano Rd NE**
**Albuquerque, NM 87107**
**(505) 449-1268**
**Mbeltran@myforddealer.com**

**Delivery:**

**(AC) 0000054961**
**Bruckner Truck Sales, Inc.**
**8101 Daytona Rd.**
**Albuquerque, NM 87121**
**(505) 839-5907**
**rlinson@brucknertruck.com**

**Delivery: 30-150 Days depending on Specification & Configuration**

**(AD) 0000045857**
**Clark Truck Equipment Co.**
**PO Box 3483**
**Albuquerque, NM 87190**
**(505) 880-8222**
**Kevin@CTE-NM.com**

**Delivery: As Requested**

**(AE) 0000094627**
**Construction Truck Equipment, LLC**
**PO Box 16020**
**Albuquerque, NM 87191**
**(505) 292-8018**
**dfrederick747@gmail.com**

**Delivery: As Required**

**(AF) 0000051541**
**Don Chalmers Ford**
**dba MHQ of NM**
**2500 Rio Rancho Blvd SE**
**Rio Rancho, NM 87124**
**(505) 890-2153**
**Tcullen@chalmersford.com**

**Delivery: As requested- subject to Ford Motor Company production schedules**

(AF) Don Chalmers Ford

| Item | Make/Model | Current Price | New Price |
|---|---|---|---|
| 1 | Escape Base AWD | $22,968.00 | $29,544.00 |
| 2 | Edge AWD SE | $28,543.00 | $36,611.00 |
| 3 | Explorer Base 4x4 | $27,303.00 | $36,380.00 |
| 4 | Expedition 4x4 SSV | $40,818.00 | $49,601.00 |
| 4a | Expedition 4x4 XL | $42,675.00 | $54,196.00 |
| 5 | Edge FWD – No Longer Available, Replace with AWD | $26,733.00 | $36,822.00 |
| 6 | Ranger XL 4x4 | $23,715.00 | $29,486.00 |
| 7 | F150 4x4 Regular Cab | $24,106.00 | $34,984.00 |
| 8 | F150 4x4 Extended Cab | $23,909.00 | $37,792.00 |
| 9 | F150 4x4 Crew Cab | $27,071.00 | $39,983.00 |
| 10 | F250 4x4 Regular Cab | $25,020.00 | $44,089.00 |
| 11 | F250 4x4 Extended Cab LWB | $28,109.00 | $46,385.00 |
| 12 | F250 4x4 Crew Cab LWB | $29,442.00 | $47,892.00 |
| 13 | F350 Regular Cab 4x4 LWB | $27,701.00 | $45,040.00 |
| 14 | F350 4x4 Extended Cab LWB | $30,484.00 | $47,324.00 |
| 15 | F350 4x4 Crew Cab LWB | $31,800.00 | $48,835.00 |
| 16 | F350 CC SRW LWB Crew | $30,890.00 | $45,464.00 |
| 17 | F350 CC DRW LWB Regular Cab | $27,525.00 | $47,712.00 |
| 20 | F450 CC DRW 4x2 | $35,981.00 | $54,822.00 |
| 21 | F550 CC DRW 4x2 17500 GVWR | $36,855.00 | $55,995.00 |
| 23 | F550 CC DRW 4x2 19500 GVWR | $39,785.00 | $57,990.00 |
| 24 | F650 CC DRW 4x2 | $55,131.00 | $74,160.00 |

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State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: **00-00000-20-00088**



| **Vendor:** | **(AF) Don Chalmers Ford dba MHQ of NM** |
|---|---|

| **Item** | **Approx. Qty.** | **Unit** |
|---|---|---|
| 3 | 50 | Each |

| **Article and Description** | **Unit Price** |
|---|---|
| **Utility vehicle, full-size, 4 door, 4 x 4** | |
| Base Cost: Per Unit, FOB, Dealer's Place of Business | **$27,303.00** |
| Net Cost: Per Unit, FOB, Santa Fe, NM | **$27,303.00** |
| Model: **EXPLORER** | |
| Make: **FORD** Wheelbase: **119.1** | |
| Engine: **2.3L** HP: **300** Torque: **310** | |
| MPG: City: **21** HWY: **28** | |

**Minimum Specifications:**
Backup camera
Bluetooth/Hands free
Color: Factory standard to be determined by ordering agency
Defogger: Electric, rear window with wiper, factory installed
Floor vinyl covering
Fuel tanks: **Maximum** fuel capacity available
Glass: Factory standard tint all around
Horsepower: **290** Torque: **260**
Keys: Three (3) ignition keys total, two (2) of which must be fobs
Mirrors: Outside right/left below eye level. Inside-non glare day/night
Power door locks/power windows
Radio: MFG standard
Seats: Front, dual reclining cloth. Rear, cloth for 2 passengers
Tilt wheel/cruise control
Tires: Factory Standard
Top: Full cover, solid construction
Transmission: Automatic
Trim-interior: Color coordinated with exterior
Wheel base: **116"**
Windshield wipers: Intermittent with washer

| **Item 3 Options: (Option Content subject to compatibility)** | | | |
|---|---|---|---|
| A. | 2 wheel drive in lieu of 4 x 4 (all-season tires) (no skid plates) | (deduct) | **$1,200.00** |
| B. | Air bag lock | (add) | **N/A** |
| C. | Brake controller | (add) | **N/A** |
| D. | Cargo bulkhead screen behind driver | (add) | **$650.00** |
| E. | Cargo bulkhead screen behind second seat | (add) | **$1,250.00** |
| F. | Carpet w/floor mats | (add) | **STD** |
| G. | Color other than factory standard production: (5 unit minimum) | (add) | **$2,500.00** |
| H. | Electric Powered Engine | (add) | **N/A** |

State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: **00-00000-20-00088**



| | | | |
|---|---|---|---|
| I. | Electric/Gasoline Powered Engine **INC. LIMITED PKG** | (add) | **$17,600.00** |
| J. | Engine: Other Gas **ST MODEL 3.0L** | (add) | **$18,400.00** |
| K. | Factory standard skid plates | (add) | **N/A** |
| L. | Floor mats: All Weather | (add) | **$350.00** |
| M. | Full size spare | (add) | **N/A** |
| N. | Grill Guard | (add) | **N/A** |
| O. | Heavy Duty Jack | (add) | **N/A** |
| P. | Keys: Additional | (add) | **$350.00** |
| Q. | Light bar: Roof width with 10 LED's: Code 3 of Federal Signal (User agency must specify location at time of order) **AMBER ONLY** | (add) | **$1,950.00** |
| R. | Light bar: Roof width with 16 LED's: Code 3 or Federal Signal (User agency must specify location at time of order) | (add) | **$2,450.00** |
| S. | Limited slip differential or functional equivalent | (add) | **N/A** |
| T. | Locking rear differential | (add) | **N/A** |
| U. | Mileage charge: one (1) way delivery of unit to area(s) other than Santa Fe, NM **PER MILE** | (add) | **$2.00** |
| V. | Mirrors: heated, outside **XLT PKG** | (add) | **$2,000.00** |
| W. | Mirrors: power | (add) | **STD** |
| X. | Mirrors: tow, trailer, power | (add) | **N/A** |
| Y. | Police lighting: Marked | (add) | **$18,500.00** |
| Z. | Police lighting: Unmarked | (add) | **$16,500.00** |
| AA. | Police partition | (add) | **$2,000.00** |
| AB. | Police special service package | (add) | **$5,400.00** |
| AC. | Police wiring harness | (add) | **$1,340.00** |
| AD. | Power door locks/power windows | (deduct) | **STD** |
| AE. | Premium Radio **INC. XLT PKG** | (add) | **$2,000.00** |
| AF. | Remote keyless entry | (add) | **STD** |
| AG. | Remote Start | (add) | **$650.00** |
| AH. | Running boards | (add) | **$450.00** |
| AI. | Seat: Front bucket | (add) | **STD** |
| AJ. | Seat: Third | (add) | **STD** |
| AK. | Seats: Cloth bucket no center console **POLICE INTERCEPTOR PKG** | (add) | **$5,400.00** |
| AL. | Spotlight: 6-inch (each) **HALOGEN** | (add) | **$595.00** |
| | Spotlight: 6-inch (each) **LED** | (add) | **$695.00** |
| | Spotlight: 6-inch (each) **ARGES** | (add) | **$1,250.00** |
| AM. | Spreader, Salt | (add) | **N/A** |
| AN. | Trailer towing package and Class 3 receiver hitch, less ball mount | (add) | **$945.00** |
| AO. | Trailer towing package and Class 4 receiver hitch, less ball mount | (add) | **N/A** |
| AP. | Two-speed Transfer Case | (add) | **N/A** |
| AQ. | Vinyl seats | (deduct) | **N/A** |
| AR. | Warranty: Factory, 5 years – 125,000 miles for motor and drive train, $100.00 deductible maximum. Up charge for diesel extended warranty | (add) | **$2,850.00** |
| AS. | Warranty: Factory, 5 years – 100,000 miles for motor and drive train, $100.00 deductible maximum | (add) | **$2,450.00** |

State of New Mexico
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| | | | |
|---|---|---|---|
| AT. | Warranty: Factory, 5 years – 75,000 miles, $100.00 deductible maximum | (add) | $1,950.00 |
| AU. | Winch 8,000 lb. front mount | (add) | $1,650.00 |
| AV. | Wheel locks (installed by customer) | (add) | $100.00 |
| AW. | Window tint: Darker than MFG standard | (add) | $350.00 |
| AX. | Engine Block Heater | (add) | $120.00 |
| AY. | Prewiring for Grill/ LED lights #60A | (add) | $75.00 |
| AZ. | Front Interior Windshield Warning Lights | (add) | $1,345.00 |
| BA. | Side Marker LED Lights | (add) | $390.00 |
| BB. | Passenger-Side LED Spotlight | (add) | $595.00 |
| BC. | Deflector Plate #76D | (add) | $435.00 |
| BD. | Hidden Door Lock Plunger w/Rear inop #52P | (add) | $195.00 |
| BE. | Rear Door Handles Inop/Locks inop #68G | (add) | $115.00 |
| BF. | Remote Keyless Entry FOBS- Factory | (add) | $425.00 |
| BG. | 1st and 2nd row Carpeting #16C | (add) | $325.00 |
| BH. | 2nd row Cloth Seats #88F | (add) | $160.00 |
| BI. | Rear Console Plate | (add) | $65.00 |
| BJ. | Ballistic Door Panels- Front Level III- Driver | (add) | $1,985.00 |
| BK. | Ballistic Door Panels- Front Level III- Driver + Pass | (add) | $3,570.00 |
| BL. | Ballistic Door Panels- Front Level IV- Driver | (add) | $2,715.00 |
| BM. | Ballistic Door Panels- Front Level IV- Driver + Pass | (add) | $5,230.00 |
| BN. | BLIS- Blind Spot Monitoring w/Cross Traffic Alert | (add) | $695.00 |
| BO. | Pre-Collision Assist | (add) | $185.00 |
| BP. | Perimeter Anti-Theft Alarm | (add) | $190.00 |
| BQ. | Police Engine Idle Feature- #47A | (add) | $290.00 |
| BR. | Reverse Sensing #76B | (add) | $395.00 |
| BS. | Noise Suppression Kit #68F | (add) | $245.00 |
| BT. | Noise Suppression Bonds (Ground Straps) | (add) | $125.00 |
| BU. | Amber Safety Lighting Package | (add) | $2,900.00 |
| BV. | Unmarked Build | (add) | $12,900.00 |
| BW. | Extra Keys w/o FOB | (add) | $80.00 |
| BX. | Extra Key w/FOB | (add) | $225.00 |
| BY. | Extended Warranty 5/75- Powertrain Only | (add) | $2,150.00 |
| BZ. | Extended Warranty 5/100- Premium- Zero Deductible | (add) | $3,870.00 |
| CA. | Door Decals Graphics Package (Front Doors) | (add) | $850.00 |
| CB. | 2-wheel drive | (deduct) | $500.00 |
| CC. | Wrap- 4 doors White | (add) | $1,327.00 |
| CD. | Wrap- 2 doors White | (add) | $995.00 |
| CE. | Police Perimeter Alert- Auto-locking/Window Rollup | (add) | $750.00 |
| CF. | Rear Camera- on demand | (add) | $290.00 |
| CG. | Driver side LED- Whelan Brand Upgrade | (add) | $150.00 |
| CH. | Rear- air Delete (credit) | (deduct) | $300.00 |
| CI. | Wheel Locks | (add) | $125.00 |
| CJ. | Upgrade to Explorer Police Interceptor w/ 3.3L Engine | (add) | $6,550.00 |

# Chalmers Ford — PROPOSAL

2500 Rio Rancho Blvd
Rio Rancho, NM 87124

QUOTE TO: City of Santa Fe PD

SHIPPED TO: 2024 Ford Maverick XLT AWD - Oxford White
2.0L Ecoboost AWD

| | |
|---|---|
| PROPOSAL # | 062724-1 |
| PROPOSAL DATE | October 30th, 2024 |
| MEMBER PO #. | |
| TERMS | Due on Receipt |
| SALES REP | Jocelyn Hernandez |
| SHIPPED VIA | Pick UP |
| F.O.B. | |
| PREPAID or COLLECT | |

Sales Tax Rate: 0.00%

| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|
| | **Ces Contract #2024-23-C112-All** | | |
| 4 | 2024 Ford Maverick XLT AWD - Oxford White | $ 30,345.00 | $ 121,380.00 |
| | Options: | | $ - |
| | - Oxford White | | $ - |
| | - XLT Trim | | $ - |
| | - Full Size Spare | | $ - |
| | - Trailer Hitch | | $ - |
| | | | $ - |
| 4 | Government Discount (2%)- Ordered Unit | $ (606.90) | $ (2,427.60) |
| | | | $ - |
| 4 | All-Weather Floor Mats | $ 200.00 | $ 800.00 |
| | | | $ - |
| 4 | Tint | $ 350.00 | $ 1,400.00 |
| | | | $ - |
| | | | $ - |
| **Quote Valid for 90 Days** | | SUBTOTAL | 121,152.40 |
| **Units in stock/** | | TAX | 0.00 |
| | | FREIGHT | |
| | | | $121,152.40 PAY THIS AMOUNT |

**DIRECT ALL INQUIRIES TO:**
Jocelyn Hernandez
505-610-3770
jhernandez@chalmersford.com

# COST PROPOSAL

Category 1 - Lot 1 - Vehicles - Car, SUV, Van Trucks, Police Car and Related

Vehicles - Car, SUV, Van, Trucks, Police Car and Related

Chalmers Ford

2024-23

| Product Name | Product Description | Unit Of Measure | All Regions | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Region 6 | Region 7 | Region 8 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Small Sedans and Station Wagons | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Midsize Sedans ans Stations Wagons | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Large Sedans ans Stations Wagons | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Minivans GVRW of 8500 lbs or less | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Full -Size Van, GVRW of 10000 lbs or less, including cargo van | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Small GVRW of 6000 lbs or less | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Large GVRW of 6000 to 8500 lbs | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Large GVRW of 8501 to 10000 lbs | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Sport-Utility Vehicles | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Alternative -Fuel Vehicles | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Hybrid-Electric | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Severe Duty Emergency and Law Enforcement Vehicles (sedans, pickups, utility vehicles, vans) | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Police Cars | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % |
| Cab and Chassis Vehicles GVRW of 10,000 lbs or less | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Bodies for Vehicles GVRW of 10,000 lbs or less | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 5 % | 5 % | 5 % | 5 % | 5 % | 5 % | 5 % | 5 % | 5 % |
| Small Sedans and Station Wagons | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Midsize Sedans ans Stations Wagons | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Large Sedans ans Stations Wagons | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Minivans GVRW of 8500 lbs or less | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Full -Size Van, GVRW of 10000 lbs or less, including cargo van | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Small GVRW of 6000 lbs or less | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Large GVRW of 6000 to | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |

| Product Name | Product Description | Unit Of Measure | All Regions | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Region 6 | Region 7 | Region 8 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Pickup Trucks Large GVRW of 8501 to 10000 lbs | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Sport-Utility Vehicles | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Alternative -Fuel Vehicles | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Hybrid-Electric | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Severe Duty Emergency and Law Enforcement Vehicles (sedans, pickups, utility vehicles, vans) | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Police Cars | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % |
| Cab and Chassis Vehicles GVRW of 10,000 lbs or less | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Bodies for Vehicles GVRW of 10,000 lbs or less | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Optional equipment | Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Hourly Rates for Installation of Accessories and Equipment | Hourly Rate | cost | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 |
| Hourly Rates for Paint and Body Services | Hourly Rate | cost | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 |
| Hourly Service Rates for Maintenance and Repairs | Hourly Rate | cost | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 |
| Replacement Parts, Materials and Supplies | Percent of Discount off Printed/Published Price Sheets | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Maintenance Service Plans | Percent of Discount off Printed/Published Price Sheets | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Extended Warranty | Percent of Discount off Printed/Published Price Sheets | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Vehicle Delivery Cost | Cost per mile from Dealer to CES Member | cost | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 |
| Emergency Road Side Service | Hourly Rate | cost | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 |
| Emergency Road Side Service | Cost per mile | cost | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 |
| Used Vehicle Purchase Options - Wholesale Blue Book Option | Dealer discount not to exceed a maximum of XX.XX% | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Offeror's Support for CES Pricing | Offerors Support for CES Pricing, Percent of difference between CES price and individual entity price from Form "Offeror Support for CES" that was uploaded to Response Format under Mandatory Response Section - General Response. | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Alternative Costing O/P | Alternative Methods of Costing - Specialized/Custom- percent of overhead/markup and profit added to cost | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Alternative Costing CES Discount | Discounts Offered Off Alternative Costing Methods (cost plus profit and overhead) Less Rate of Discount | Percent | 4 % | 4 % | 4 % | 4 % | 4 % | 4 % | 4 % | 4 % | 4 % |

# Chalmers Ford — PROPOSAL

2500 Rio Rancho Blvd
Rio Rancho, NM 87124

QUOTE TO: City of Santa Fe PD

SHIPPED TO: (12) 2024 Ford Maverick XLT AWD - Oxford White 2.0L Gas

| | |
|---|---|
| PROPOSAL # | 062424-1 |
| PROPOSAL DATE | October 30th, 2024 |
| MEMBER PO #. | |
| TERMS | Due on Receipt |
| SALES REP | Jocelyn Hernandez |
| SHIPPED VIA | Pick UP |
| F.O.B. | |
| PREPAID or COLLECT | |

Sales Tax Rate: 0.00%

| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|
| | **CES Contract#2020-31A-C103-All** | | |
| 12 | 2024 Ford Maverick XLT AWD - Oxford White<br>Options:<br>- Oxford White<br>- XLT Trim<br>- 2.0L Gas Engine<br>- Full Size Spare<br>- Trailer Hitch<br>- 4K Tow Package | $ 30,875.00 | $ 370,500.00 |
| 12 | CES Discount (2%)- Ordered unit | $ (617.50) | $ (7,410.00) |
| 12 | Tri Fold Bed Cover | $ 1,460.00 | $ 17,520.00 |
| 12 | All-weather Floor Mats | $ 200.00 | $ 2,400.00 |
| 12 | Tint | $ 350.00 | $ 4,200.00 |

**Quote Valid for 90 Days**

**Units in stock**

| | |
|---|---|
| SUBTOTAL | 387,210.00 |
| TAX | 0.00 |
| FREIGHT | |
| | $387,210.00 PAY THIS AMOUNT |

**DIRECT ALL INQUIRIES TO:**
Jocelyn Hernandez
505-610-3770
jhernandez@chalmersford.com

# COST PROPOSAL

Category 1 - Lot 1 - Vehicles - Car, SUV, Van Trucks, Police Car and Related

Vehicles - Car, SUV, Van, Trucks, Police Car and Related

Chalmers Ford

2024-23

| Product Name | Product Description | Unit Of Measure | All Regions | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Region 6 | Region 7 | Region 8 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Small Sedans and Station Wagons | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Midsize Sedans ans Stations Wagons | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Large Sedans ans Stations Wagons | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Minivans GVRW of 8500 lbs or less | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Full -Size Van, GVRW of 10000 lbs or less, including cargo van | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Small GVRW of 6000 lbs or less | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Large GVRW of 6000 to 8500 lbs | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Large GVRW of 8501 to 10000 lbs | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Sport-Utility Vehicles | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Alternative -Fuel Vehicles | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Hybrid-Electric | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Severe Duty Emergency and Law Enforcement Vehicles (sedans, pickups, utility vehicles, vans) | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Police Cars | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % |
| Cab and Chassis Vehicles GVRW of 10,000 lbs or less | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Bodies for Vehicles GVRW of 10,000 lbs or less | Fleet Option - Percent of Discount off Printed/Published Price Sheets | Percent | 5 % | 5 % | 5 % | 5 % | 5 % | 5 % | 5 % | 5 % | 5 % |
| Small Sedans and Station Wagons | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Midsize Sedans ans Stations Wagons | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Large Sedans ans Stations Wagons | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Minivans GVRW of 8500 lbs or less | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Full -Size Van, GVRW of 10000 lbs or less, including cargo van | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Small GVRW of 6000 lbs or less | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Pickup Trucks Large GVRW of 6000 to | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |

| Product Name | Product Description | Unit Of Measure | All Regions | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Region 6 | Region 7 | Region 8 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Pickup Trucks Large GVRW of 8501 to 10000 lbs | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Sport-Utility Vehicles | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Alternative -Fuel Vehicles | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Hybrid-Electric | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Severe Duty Emergency and Law Enforcement Vehicles (sedans, pickups, utility vehicles, vans) | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Police Cars | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % |
| Cab and Chassis Vehicles GVRW of 10,000 lbs or less | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Bodies for Vehicles GVRW of 10,000 lbs or less | Off the Lot Option - Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Optional equipment | Percent of Discount off Printed/Published Price Sheets | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Hourly Rates for Installation of Accessories and Equipment | Hourly Rate | cost | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 |
| Hourly Rates for Paint and Body Services | Hourly Rate | cost | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 | $ 120 |
| Hourly Service Rates for Maintenance and Repairs | Hourly Rate | cost | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 | $ 185 |
| Replacement Parts, Materials and Supplies | Percent of Discount off Printed/Published Price Sheets | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Maintenance Service Plans | Percent of Discount off Printed/Published Price Sheets | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Extended Warranty | Percent of Discount off Printed/Published Price Sheets | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Vehicle Delivery Cost | Cost per mile from Dealer to CES Member | cost | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 | $ 2.5 |
| Emergency Road Side Service | Hourly Rate | cost | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 | $ 250 |
| Emergency Road Side Service | Cost per mile | cost | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 | $ 5 |
| Used Vehicle Purchase Options - Wholesale Blue Book Option | Dealer discount not to exceed a maximum of XX.XX% | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Offeror's Support for CES Pricing | Offerors Support for CES Pricing, Percent of difference between CES price and individual entity price from Form "Offeror Support for CES" that was uploaded to Response Format under Mandatory Response Section - General Response. | Percent | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % | 2 % |
| Alternative Costing O/P | Alternative Methods of Costing - Specialized/Custom- percent of overhead/markup and profit added to cost | Percent | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % | 10 % |
| Alternative Costing CES Discount | Discounts Offered Off Alternative Costing Methods (cost plus profit and overhead) Less Rate of Discount | Percent | 4 % | 4 % | 4 % | 4 % | 4 % | 4 % | 4 % | 4 % | 4 % |

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
**Suite C**
**Albuquerque, NM 87113**

MHQ WEST
EMERGENCY & SERVICE SOLUTIONS...
VEHICLES, GRAPHICS, EQUIPMENT & GEAR
CHALMERS Ford

# Quote

| Date | Estimate # |
|---|---|
| 10/3/2024 | 18846 |
| This quote expires in 90 days | |

| Name / Address | Ship To |
|---|---|
| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | Animal Control F-150 x2 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| | | Contact Name: Eric Sanchez<br>Contact Number: 505-210-2551<br>Contact E-mail: iesanchez@ci.santa-fe.nm.us<br>Vehicle/Year: 2024 Ford F-150 x2<br>Type: Animal Control<br>State Contract# 20-00000-21-00030 | | | |
| STATE CONTRACT NM | | State Contract# 20-00000-21-00030<br>Labor pages 48, 61 and 65. Parts pages 67-69.<br>Graphics pages 45-47. | | 0.00 | 0.00T |
| ENFLBS1254 | Sound Off Si... | 54" nForce SoundOff Lightbar Dual Color Blue/Amber<br>MSRP $4,874.00 State Contract 36% Off = $3,119.36<br><br>QSF037488 | 2 | 3,119.365 | 6,238.73 |
| ETCPMP801 | Soundoff Sig... | 800 Series Multi-purpose Control Panel and Switch Module w/ 8 Button Programming and Directional Arrow Function; includes Power Module & 35 selectable icon stickers<br>MSRP $300.00<br>State Contract 36% = $192.00 | 2 | 192.00 | 384.00 |
| CH8.1.20 | 911 Circuits | 8 Circuits, Hot, Timed or Ignition, current capability 120 amps 20 foot outputs MSRP $750.00 State Contract 20% = $600.00 | 2 | 600.00 | 1,200.00 |
| Labor NM | MHQ of New... | Installation Labor (Install Customer Supplied Kennel Inserts) | 28 | 115.00 | 3,220.00T |
| GRAPHICS LEVEL 4 | MHQ Graphics | Graphics price made from materials | 2 | 499.995 | 999.99 |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
**Suite C**
**Albuquerque, NM 87113**

MHQ WEST
EMERGENCY & SERVICE SOLUTIONS...
VEHICLES, GRAPHICS, EQUIPMENT & GEAR
CHALMERS Ford

# Quote

| Date | Estimate # |
|---|---|
| 10/3/2024 | 18846 |
| This quote expires in 90 days | |

| Name / Address | Ship To |
|---|---|
| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | Animal Control F-150 x2 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| Labor GR | MHQ Graphics | Graphics Production | 2 | 92.00 | 184.00T |
| Labor GR | MHQ Graphics | Graphics Installation | 12 | 92.00 | 1,104.00T |

| | |
|---|---|
| **Subtotal** | $13,330.72 |
| **Sales Tax (7.625%)** | $343.74 |
| **Total** | $13,674.46 |

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# State of New Mexico
# General Services Department
# Purchasing Division

## Statewide Price Agreement Amendment

**Awarded Vendor:**
**17 Vendors**

Number: **20-00000-21-00030**

Amendment No.: **Four**

Term: **April 25, 2022 – April 24, 2025**

**Ship To:**
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Invoice:**
**As Requested at Time of Order**

Procurement Specialist: **Karen G. Acosta Gonzalez** KGA

Telephone No.: **(505) 372-9264**

Email: **Karen.Acosta-Gonzal@gsd.nm.gov**

Title: **Police Vehicle Equipment, Parts and Labor**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from April 25, 2024 to April 24, 2025 at the same price, terms and conditions for the following vendors:**

**(AA) BJW Ventures, LLC dba Accessories Unlimited**
**(AB) Advanced Communications and Electronics**
**(AC) Kevin Kocharoff dba Blue Sky Upfitting, LLC**
**(AD) Code 3 Service, LLC**
**(AE) Dana Safety Supply, Inc.**
**(AF) Chalmers Ford, Inc. dba MHQ**
**(AG) Enchanted Technology Solutions, LLC**
**(AH) Federal Signal Corporation**
**(AI) Frontline Upfitting, LLC**
**(AK) Motorola Solutions, Inc.**
**(AM) Organ Mountain Graphix, LLC**
**(AO) State of Emergency Upfitting, LLC**
**(AP) Gonzales, Joshua dba The Wrap Lab**
**(AQ) WAC Upfitters, LLC**
**(AR) West Mesa Auto Craft, Inc.**
**(AS) Mobile Communications America, Inc.**

**Vendor (AL) New Mexico Emergency Products at the same terms and conditions with a price increase as shown on Page 2.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Dorothy Mendonca

Date: 4/23/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: 20-00000-21-00030



**(AF) Don Chalmers Ford dba MHQ West**
**Statewide Price Agreement # 20-00000-21-00030**
**Discount off parts catalog or list price for all related vehicle equipment, both emergency and non-emergency products**

| Vendor | Percentage Off List Price |
|---|---|
| **4 Wheel Parts**-Automotive Parts | www.4wheelparts.com MSRP - 0% |
| **911 Circuits**-Wire harness and accessories | www.911circuits.com MSRP - 20% |
| **Able 2 Products** - Emergency Lighting | www.able2products.com MSRP - 25% |
| **Admiral Camper**-camper shells/accessories | www.admiralcampers.com MSRP - 0% |
| **Aervoe**-Safety devices | www.aervoe.com MSRP - 0% |
| **Alamo Auto Supply**-Vehicle Accessories | www.alamoauto.com MSRP - 0% |
| All other **Open Market** items | MSRP - 0% |
| **Amazon**-variety of products required for builds | www.amazon.com MSRP-0% |
| **American Aluminum**-K9 /Prisoner Transport | www.ezrideronline.com MSRP - 10% |
| **Angel Armor LLC**-Ballistic Panels | www.angelarmor.com MSRP - 0% |
| **ARB**-Off road accessories | www.arbusa.com MSRP - 0% |
| **Asset Works**-Fuel Management | www.assetworks.com MSRP - 0% |
| **ATC Campers**-camper shells/access. | www.atctruckcovers.com MSRP - 0% |
| **B & B Enterprises**-custom vehicle equip. | www.bbenterprisesinc.com MSRP - 20% |
| **Bendix King**-communication equip. | www.bktechnologies.com MSRP - 0% |
| **Better Built**-tool boxes | www.lifebetterbuilt.com MSRP - 0% |
| **Brookings Ind.**-Emergency Vehicle Equip. | www.brookingindustries.com MSRP - 25% |
| **Brother Printers**-computer printers | www.brother-usa.com MSRP - 10% |
| **Bull Dog Winch**-vehicle winches | www.bulldogwinch.com MSRP - 0% |
| **Cargo Glide**-vehicle storage | www.cargoglide.com MSRP - 10% |
| **Coban**-In Car/Body Cameras | www.safefleet.net MSRP - 0% |
| **Code 3**-Emergency vehicle lighting | www.code3esg.com MSRP - 20% |
| **Cool Cop**-officer cooling access. | www.coolcop.com MSRP - 0% |
| **Cradle Point**-Computer Modems | www.cradlepoint.com MSRP - 0% |
| **Curt**-vehicle accessories | www.curtmfg.com MSRP - 0% |
| **D & R Manufacturing**-Emergency Vehicle Lighting | www.dandrmanufacturing.com MSRP - 15% |
| **Dakota Bodies**-Vehicle Service Bodies | www.dakotabodies.com MSRP - 0% |
| **Decked**-Vehicle Storage | www.decked.com MSRP - 10% |
| **Dell**-computers | www.dell.com MSRP - 0% |
| **Digital Ally**-Cameras in car/body | www.digitalallyinc.com MSRP - 0% |
| **ECCO**-Vehicle Lighting | www.eccoesg.com MSRP - 10% |
| **Extang**-Truck Covers | www.extang.com MSRP - 0% |
| **Extendo Bed**-Storage Systems | www.extendobed.com MSRP - 0% |
| **Fab Fours**-Push Bumpers | www.fabfours.com MSRP - 0% |
| **Federal Signal**-Vehicle Lighting/Accessories | www.fedsig.com MSRP - 36% |
| **Feniex Industries**-Vehicle Lighting | www.feniex.com MSRP - 15% |
| **Ford Motor Company**-Auto Parts | www.parts.ford.com MSRP-0% |
| **FRC**-Scene Ligthing | www.fireresearch.com MSRP - 0% |

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| (AF) Don Chalmers Ford dba MHQ West continued | |
|---|---|
| **Gamber Johnson**-Consoles, Dock and Access. | www.gamberjohnson.com MSRP - 20% |
| **Getac**-Computers | www.geta.com MSRP - 0% |
| **General Motors**-Auto Parts | www.gm.com MSRP-0% |
| **Go Light**-Scene Lighting | www.golight.com MSRP - 10% |
| **Go Rhino**-Push Bumpers/Access | www.gorhino.com MSRP - 20% |
| **Harris**-Two Way Radios | www.l3harris.com MSRP - 0% |
| **Havis-Console**-Dock, K9, Prisoner Tran. | www.havis.com MSRP - 20% |
| **Highway Products**-Vehicle Bodies | www.highwayproducts.com MSRP - 0% |
| **Innovative**-Consoles/Storage | www.idsmp.com MSRP - 10% |
| **Jackson Creek**-Animal Control | www.Jacksoncreekmfg.com MSRP - 0% |
| **Jotto Desk**-Docks Consoles, Weapon Mounts | www.gojotto.com MSRP - 20% |
| **Kent D Bruce LLC**-Havis/Whelen | www.kdbco.com MSRP - 0% |
| **Kenwood**-Two Way Radios | www.comms.kenwood.com MSRP - 0% |
| **Kussmaul**-Vehicle Battery Chargers | www.kussmaul.com MSRP - 10% |
| **Kustom Signals Radar**- Video in car/Body | www.kustomsignals.com MSRP - 10% |
| **L3 Mobile Vision**-Video in Car/Body | www.safefleent.net MSRP - 0% |
| **Laguna Seats**-Prisoner Seats | www.laguna3p.com MSRP - 10% |
| **Leer**-Campers/Accessories | www.leer.com MSRP - 0% |
| **Lenco**-Armored Vehicle Parts | www.lencoarmor.com MSRP - 0% |
| **Line-X**-Bed Lining | www.linex.com MSRP - 0% |
| **LKQ**-Reconditioned auto parts | www.lkqonline.com MSRP - 0% |
| **L-Tron**-Electronic Scanner | www.l-tron.com MSRP - 0% |
| **Mopar**-Auto Parts | www.mopar.com MSRP-0% |
| **MHQ Graphics**-Graphics | www.mhqwest.com MSRP - 40% |
| **MHQ** Shop Supplies | www.mhqwest.com MSRP - 0% |
| **MHQ** Window Tint | www.mhqwest.com MSRP - 10% |
| **Motorola**-Two Way Radios | www.motorola.com MSRP - 0% |
| **MPH Industries**-Vehicle Radars | www.mphindustries.com MSRP - 0% |
| **NAPA**-Auto Parts | www.napaonline.com MSRP - 0% |
| **NextBelt**-Belt Accessories | www.nexbelt.com MSRP - 5% |
| **Night Stick**-Flashlights | www.nightstick.com MSRP - 0% |
| **OPS/Ezstak**-Storage Solutions | www.opspublicsafety.com /www.ezstak.com MSRP - 15% |
| **Panasonic**-Computers | www.panasonic.com MSRP - 0% |
| **Panorama**-Antennas | www.panorama-antennas.com MSRP - 0% |
| **Parsec Technologies**-Antennas | www.parsec-t.com MSRP - 0% |
| **Pelican Products**-Storage Products | www.pelican.com MSRP - 10% |
| **Poly Plannar**-Vehicle Speakers | www.polyplanar.com MSRP - 0% |
| **PTS**-Prisoner Seats | www.prisonertransportsystems.com MSRP - 15% |
| **Pro-Gard**-Prisoner Cages, seats, weapon locks | www.pro-gard.com MSRP - 20% |
| **Propper**-Clothing | www.propper.com MSRP - 0% |
| **ProVision**-In Car Video | www.provisionusa.com MSRP - 0% |

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State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: 20-00000-21-00030



| (AF) Don Chalmers Ford dba MHQ West continued | |
|---|---|
| **Putco**-Vehicle Lighting | www.putco.com MSRP - 10% |
| **Ranch Hand**-Vehicle Bumpers | www.ranchhand.com MSRP - 0% |
| **Raptor Products**-Weapon Locks | www.usaraptor.com MSRP - 10% |
| **Retrax**-Truck Accessories | www.retrax.com MSRP - 0% |
| **Rigid Industries**-Vehicle Lighting | www.ridgidindustries.com MSRP - 10% |
| **RKI**-Tool Box Storage | www.rki-us.com MSRP - 0% |
| **Rockland Products**-Storage Systems. | www.rocklandcustomproducts.com MSRP - 0% |
| **Safety LLC**-First Aid Kits | www.safetynm.com MSRP - 0% |
| **Safety Vision**-in car camera | www.safetyvision.com MSRP - 0% |
| **Samlex**-Power inverters | www.samlexamerica.com MSRP - 0% |
| **Santa Cruz**- Gun Locks | www.santacruzgunlocks.com MSRP - 20% |
| **Setina Mfg**-Prisoner Cage, weapon locks, storage | www.setina.com MSRP - 20% |
| **Smitty Built**-Winches | www.smittybilt.com MSRP - 0% |
| **SoundOff Signal**-Vehicle Lighting | www.soundoffsignal.com MSRP - 36% |
| **Southwest Iron Works**-custom fabrication | www.southwestironworks.com MSRP - 0% |
| **Stalker**- Radar, in car camera | www.stalkerradar.com MSRP - 10% |
| **Streamlight**-Flashlights | www.streamlight.com MSRP - 20% |
| **Strong Suit** -Gloves | www.strongsuitgloves.com MSRP - 0% |
| **Super Springs**-Vehicle Accessories | www.superspringsinternational.com MSRP - 0% |
| **Survival Armor**-Armor | www.survivalarmor.com MSRP - 0% |
| **Synnex**-Computers/Accessories | www.synnex.com MSRP - 0% |
| **Tessco**-communications accessories | www.tessco.com MSRP - 0% |
| **Tiger Tough**-Seat covers | www.tigertough.com MSRP - 0% |
| **Tomar**-Vehicle Lighting | www.tomar.com MSRP - 20% |
| **Topper Town**-camper shells | www.toppertownabq.com MSRP - 0% |
| **Troy Products**-Consoles, partitions, computer mounts | www.troyproducts.com MSRP - 20% |
| **Truck Vault**-Storage Solutions | www.truckvault.com MSRP - 10% |
| **Tuffy Products**-Storage Solutions | www.tuffyporducts.com MSRP - 0% |
| **Unity Spotlights**-Scene Lighting | www.unitusa.com MSRP - 10% |
| **UWS**-truck storage boxes | www.uwsta.com MSRP - 0% |
| **Wanco**-message boards | www.wanco.com MSRP - 0% |
| **Warn**-Winches | www.warn.com MSRP - 0% |
| **Watchguard**-video in car/body | www.watchguardvideo.com MSRP - 0% |
| **Waytek Wire**-Wiring Accessories | www.waytekwire.com MSRP - 0% |
| **Weather Guard**-tool boxes | www.weathguard.com MSRP - 0% |
| **Western**-Snow Plows | www.westernplows.com MSRP - 0% |
| **Westin**-push bumper, partitions, accessories | www.westinautomotive.com MSRP - 20% |
| **Whelen**-Vehicle Lighting | www.whelen.com MSRP - 36% |

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
**Suite C**
**Albuquerque, NM 87113**

MHQ WEST
EMERGENCY & SERVICE SOLUTIONS...
VEHICLES, GRAPHICS, EQUIPMENT & GEAR

CHALMERS Ford

# Quote

| Date | Estimate # |
|---|---|
| 10/4/2024 | 19235 |
| This quote expires in 90 days | |

| Name / Address | Ship To |
|---|---|
| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | 2024 Ford PIU x10 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| STATE CONTRACT NM | | Contact Name:Eric Sanchez<br>Contact Number:505-231-0619<br>Contact E-mail: iesanchez@ci.santa-fe.nm.us<br>Vehicle/Year:2024 Ford PIU x8<br>Type: Patrol<br>State Contract# 20-00000-21-00030<br>Labor pages 48, 61 and 65. Parts pages 67-69.<br>Graphics pages 45-47. | | 0.00 | 0.00 |
| EMPLBSS148 | Soundoff Sig... | ***Emergency Lighting/Speakers***<br>mPower 48" LED lightbar, Dual color front Red/White Blue/White with 180 degree front scene light and rear amber arrow.<br>MSRP = $5,575.00 State Contract 36% Off = $3,568.00 | 8 | 3,568.035 | 28,544.28 |
| ENFRMS4BRW | Soundoff Sig... | QSF040569<br>Sound Off Signal 18 LEDWarning Module for nForce™, SAE Class 1, 10-16v, Tri Color - Blue/Red/White<br>MSRP $228.00 State Contract 36% off = $145.92<br>(Front Push Bar Lights) | 32 | 145.92 | 4,669.44 |
| ENT3B3RBW | SoundOff Sig... | Intersector Surface Mount Light, 9-32 Vdc, White Housing, 18 LED, Tricolor - Red/Blue/White<br>MSRP $372.00<br>State Contract 36% off = $238.08<br>***Side of Push Bar*** | 16 | 238.08 | 3,809.28 |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
**Suite C**
**Albuquerque, NM 87113**

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CHALMERS Ford

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| Date | Estimate # |
|---|---|
| 10/4/2024 | 19235 |
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| Name / Address | Ship To |
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| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | 2024 Ford PIU x10 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| ENT2B3RBW | Soundoff Sig... | Intersector Under Mirror Mount Light, 9-32 Vdc, w/ 4-Wedges, Mounting Gasket & Hardware, 18 LED, Tricolor - Red/Blue/White<br>MSRP $372.00<br>State Contract 36% off = $238.08<br>***Driver/Pass Mirror*** | 16 | 238.08 | 3,809.28 |
| ECVDMLTAL00 | SoundOff Sig... | obSERVE Dome Light - 6" Round, White and Red Night Light LEDs, White Lens<br>MSRP $137.00<br>State Contract 36% off = $87.68<br>*Hatch/Dome* | 8 | 87.68 | 701.44 |
| EMPAK | Soundoff Sig... | Rear 6 Module spoiler lights Rear Red/Amber & Blue/Amber<br>MSRP $2,239.00 State Contract 36% off = $1,432.96<br><br>QSF040573 | 8 | 1,432.96 | 11,463.68 |
| EMPS2STS5RBW | Soundoff Sig... | mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 18 LED, Tricolor - Red/Blue/White<br>MSRP $272.00 State Contract 36% off = $174.08<br>(License Plate) | 16 | 174.08 | 2,785.28 |
| PMP2BRK2LPV | Soundoff Sig... | Stud Mount License Plate Bracket Vertical mount for 4 inch<br>MSRP $52.00 State Contract 36% = $33.28 | 8 | 33.28 | 266.24 |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

**MHQ of New Mexico**
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CHALMERS Ford

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| 10/4/2024 | 19235 |
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| Name / Address | Ship To |
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| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | 2024 Ford PIU x10 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| EMPS2STS5RBW | Soundoff Sig... | mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 18 LED, Tricolor - Red/Blue/White<br>MSRP $272.00 State Contract 36% off = $174.08<br>(Rear Quarter WIndows) | 16 | 174.08 | 2,785.28 |
| PMP2BKDGAJ | Soundoff Sig... | 90 degree mpower Deck Bracket<br>MSRP $16.00 State Contract 36% = $10.24<br>(Rear Quarter WIndows) | 16 | 10.24 | 163.84 |
| ETFBSANFL | Sound Off Si... | Flashback Tail Flasher<br>MSRP $121.00 State Contract 36% off = $77.44 | 8 | 77.44 | 619.52 |
| ETSS100J | Soundoff Sig... | 100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt<br>MSRP $389.00<br>State Contract 36% = $248.96 | 8 | 248.96 | 1,991.68 |
| ETSKLF100 | Soundoff Sig... | LF Aftershock Siren System, includes: 100 Watt Speaker, 200 Watt Amplifier and Universal Bracket<br>MSRP $974.00 State Contract 36% off = $623.36 | 8 | 623.36 | 4,986.88 |
| | | ***Push Bumper/Wing Wraps*** | | | |
| 5344-4L51 | Go Rhino | 2020 Ford P.I. Utility Push Bumper with 4-Light - Soundoff Signal nForce - Light Not included<br>MSRP $599.03 State Contract 20% = $479.22 | 8 | 479.22 | 3,833.76 |
| 5344LWHD | Go Rhino | HD LOWER WRAP - STEEL, PROTECTIVE BEDLINER COATING | 8 | 374.32 | 2,994.56 |
| | | ***Console/Partition*** | | | |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

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| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | 2024 Ford PIU x10 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| CC-UV20-L-18 | Troy | 2020-24 PI Utility 18" L-Shape Console, 7" Slope, 11" Level (no floor plate needed, mounts directly to floor). If needed, includes AC-UV20-HC harness cover.<br>MSRP $601.00<br>State Contract 20% off = $480.80 | 8 | 480.80 | 3,846.40 |
| FP-MXTL2500 | Troy | 3" XTL2500/5000/APX6500 remote 05/07<br>MSRP $50.00<br>State Contract 20% Off $40.00 | 8 | 0.00 | 0.00 |
| FP-MXTL5000 | Troy | 3" XTL2500/5000/APX6500 One-piece, 05/07<br>MSRP $50.00<br>State Contract 20% Off $40.00 | 8 | 0.00 | 0.00 |
| FP-SO380R | Troy | 4" ETSA480 Blueprint remote head lights/sirMSRP $50.00<br>State Contract 20% Off $40.00 | 8 | 0.00 | 0.00 |
| FP-ETSA481 | Troy | Face Plate for a ETSA480 Series Soundoff Remote Mount | 8 | 0.00 | 0.00 |
| FP-USBC-2 | Troy | 2" face plate w/(2) USB-C 4 amp and USB 3 amp port<br>MSRP $80.00<br>State Contract 20% off = $64.00 | 8 | 64.00 | 512.00 |
| AC-INBHG | Troy | 4" internal dual beverage holder. Includes rubber fingers to keep cup stabilized.<br>MSRP $64.00<br>State Contract 20% off = $51.20 | 8 | 51.20 | 409.60 |

| | |
|---|---|
| **Subtotal** | |
| **Sales Tax (7.625%)** | |
| **Total** | |

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| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | 2024 Ford PIU x10 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| AC-PENPRTR-58-CC | Troy Products | Printer mount w/5x8 pad, bolts to console rear (AC-ARM-BKT, AC-ARM-PED-TB, AC-PENPRTR, AC-FOAM-58)<br>MSRP $495.00<br>state contract 20% off = $396.00 | 8 | 396.00 | 3,168.00 |
| CM-SDMT-SL-LED | Troy | Console side ht. adj. mount w/slide arm for docking station<br>MSRP $589.00<br>State Contract 20% off = $447.20 | 8 | 447.20 | 3,577.60 |
| GK11191B1SSVSCA | Setina | T-Rail Mount Blac-Rac 1<br>MSRP $919.00 State Contract 20% = $735.20 | 8 | 735.20 | 5,881.60 |
| 35-20045 | Westin | 2020 Ford Utility Front Defender Partition<br>MSRP $1597.62 State Contract 20% off = $1278.10 | 8 | 1,278.10 | 10,224.80 |
| QK0496ITU20 | Setina | 2020 Ford Interceptor Utility Full Transport Cover Seat Original Center-Pull Seat Belts<br>$1639.00 state contract 20% off = $1311.20 | 8 | 1,311.20 | 10,489.60 |
| WG-20-FDUV-SET | Troy | 2020-24 PI Utility \| 2020-24 Explorer Civilian driver/passenger side window guards, welded bars, vertical design<br>MSRP $343.00<br>State Contract 20% off = $274.40 | 8 | 274.40 | 2,195.20 |
| AC-20-UV-HATCH | Troy | 2020-24 PI Utility \| 2020-24 Explorer Civilian hatch window screen; square-hole punched<br>MSRP $173.00<br>State Contract 20% off = $138.40 | 8 | 138.40 | 1,107.20 |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
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| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | 2024 Ford PIU x10 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| | | ***Vault*** | | | |
| CP-GB403212-TL | Troy | Single-Drawer Weapon Box. Durango, Explorer, 40" W x 32" L x 12" H w/2 DL locking handles. Carpet top.<br>MSRP $1,929.00<br>State Contract 20% = $1,543.20 | 8 | 1,543.20 | 12,345.60 |
| CP-UV20-CARGO | TROY | 2020-24 PI Utility Standard tilt-up cargo mount w/gas shocks.<br>MSRP $950.00<br>state contract 20% off = $760.00 | 8 | 760.00 | 6,080.00 |
| AC-20-UV-TRAY | TROY | 2020-24 PI Utility electronics tray bolts to CP-UV20-CARGO<br>MSRP $319.00<br>state contract 20% off = $255.20 | 8 | 255.20 | 2,041.60 |
| | | ***Interior Electronics*** | | | |
| ENGSA5100RSP | SoundOff Sig... | bluePRINT® 500 Series Remote Control System with Button Control, 10-16v - 100 watt single-tone<br>MSRP $1749.00<br>State Contract 36% $1119.36 | 8 | 1,119.36 | 8,954.88 |
| ENGHNK02 | Soundoff Sig... | nERGY™ bluePRINT™ Remote Node Harness Kit<br>MSRP $71.00 State Contract 36% = $45.44 | 8 | 45.44 | 363.52 |
| ENGND04101 | Soundoff Sig... | nERGY™ bluePRINT™ Remote Node, 4 Active High/Low Inputs, 10 Outputs (50 Amps max)<br>MSRP $376.00 State Contract 36% off = $240.64 | 8 | 240.64 | 1,925.12 |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

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CHALMERS Ford

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| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | 2024 Ford PIU x10 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| ENGLMK008 | SOUNDOFF | bluePRINT Link® Micro Kit, includes Module and Vehicle Harness for Ford Transit 2020-2023, Ford Explorer / Police Interceptor Utility (PIU) 2016-2023, Ford F150 2017-2020 only, Ford F250-F550 without large infotainment screen 2017-2022, Ford Escape 2020-202<br>MSRP = $648.00<br>State Contract 36% Off = $414.72 | 8 | 414.72 | 3,317.76 |
| ENGSYMD01 | Soundoff Sig... | bluePRINT Sync® Module, includes GPS Antenna, ECE R10 Certified<br>MSRP $507.00<br>State Contract 36% = $324.48 | 8 | 324.48 | 2,595.84 |
| CH27.1.20 | 911 Circuits | Ch27 Harness with Single Stage Smart Start Timer and 20' Outputs MSRP $1215.00 State Contract 20% = $972.00 | 8 | 972.00 | 7,776.00 |
| BEE-III | MPH Inc | BEE III is the most compact radar available. It has the smallest detachable display, while retaining larger multicolored windows. BEE III is also waterproof and has the smallest antenna. Both pieces can be mounted anywhere in the patrol vehicle | 8 | 2,495.00 | 19,960.00 |
| ECVDMLTAL00 | SoundOff Sig... | obSERVE Dome Light - 6" Round, White and Red Night Light LEDs, White Lens<br>MSRP $137.00<br>State Contract 36% off = $87.68 | 8 | 87.68 | 701.44 |
| 4910LR-152-LTRK | L-Tron | Imaging Scanner<br>MSRP $540.10 State Contract 20% = $432.08 | 8 | 565.80 | 4,526.40 |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

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| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | 2024 Ford PIU x10 |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| | | ***Ballistic Armor*** | | | |
| A1-00261 | | "Ford, Police Interceptor Utiliy, Level lllA Front Door, Driver Side (2020 & Newer Models)" | 8 | 865.00 | 6,920.00 |
| A1-00262 | | "Ford, Police Interceptor Utiliy, Level lllA Front Door, Passenger Side (2020 & Newer Models)" | 8 | 865.00 | 6,920.00 |
| | | ***Shop Supp, Shipping,Labor*** | | | |
| SHOP SUPPLIES LV1 | MHQ of New... | Shop Supplies - includes relays, fuses, wire, connectors, loom, nuts, bolts, screws, heat shrink and ground studs. | 8 | 299.99625 | 2,399.97 |
| Shipping | | Shipping | 8 | 450.00 | 3,600.00 |
| Labor NM | MHQ of New... | Installation Labor ( 60 Hours per unit ) Customer Supplied Radio | 480 | 115.00 | 55,200.00T |
| GRAPHICS LEVEL 4 | MHQ Graphics | Graphics price made from materials | 8 | 500.00 | 4,000.00 |
| Labor GR | MHQ Graphics | Graphics Installation (5 hrs ea) | 40 | 90.00 | 3,600.00T |
| Labor GR | MHQ Graphics | Graphics Production | 8 | 90.00 | 720.00T |

| | |
|---|---|
| **Subtotal** | $268,784.57 |
| **Sales Tax (7.625%)** | $4,538.40 |
| **Total** | $273,322.97 |

# State of New Mexico
# General Services Department
# Purchasing Division

## Statewide Price Agreement Amendment

**Awarded Vendor:**
**17 Vendors**

Number: **20-00000-21-00030**

Amendment No.: **Four**

Term: **April 25, 2022 – April 24, 2025**

**Ship To:**
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Invoice:**
**As Requested at Time of Order**

Procurement Specialist: **Karen G. Acosta Gonzalez** KGA

Telephone No.: **(505) 372-9264**

Email: **Karen.Acosta-Gonzal@gsd.nm.gov**

Title: **Police Vehicle Equipment, Parts and Labor**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from April 25, 2024 to April 24, 2025 at the same price, terms and conditions for the following vendors:**

**(AA) BJW Ventures, LLC dba Accessories Unlimited**
**(AB) Advanced Communications and Electronics**
**(AC) Kevin Kocharoff dba Blue Sky Upfitting, LLC**
**(AD) Code 3 Service, LLC**
**(AE) Dana Safety Supply, Inc.**
**(AF) Chalmers Ford, Inc. dba MHQ**
**(AG) Enchanted Technology Solutions, LLC**
**(AH) Federal Signal Corporation**
**(AI) Frontline Upfitting, LLC**
**(AK) Motorola Solutions, Inc.**
**(AM) Organ Mountain Graphix, LLC**
**(AO) State of Emergency Upfitting, LLC**
**(AP) Gonzales, Joshua dba The Wrap Lab**
**(AQ) WAC Upfitters, LLC**
**(AR) West Mesa Auto Craft, Inc.**
**(AS) Mobile Communications America, Inc.**

**Vendor (AL) New Mexico Emergency Products at the same terms and conditions with a price increase as shown on Page 2.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Dorothy Mendonca

Date: 4/23/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

Purchasing Division: 1100 St. Francis Drive, Room 2016, Santa Fe, 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472

VL

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(AF) 0000051541
Chalmers Ford DBA MHQ
West 5601 Balloon Fiesta Parkway Suite C
Albuquerque, NM 87113
505-821-0667
jgranger@mhqwest.com

**Payment Term:** Net 30

**Delivery:** 30-120 days depending on product. Materials/Chip Shortages may affect these delivery times.

(AG) 0000135964
Enchanted Technology Solutions, LLC
6615 Sujeto Rd. NW
Albuquerque, NM 87120
(505) 946-8219
jeffg@ets.us.com

**Payment Term:** Net 30

**Delivery:** 4-6 Weeks or as requested

(AH) 0000091507
Federal Signal Corporation
2645 Federal Signal Drive
University Park, IL 60484
(708)534-3400
policefireorders@fedsig.com
service@fedsig.com

**Payment Term:** Net 30

**Delivery:** 30 days FOB

(AI) 0000165776
Frontline Upfitting LLC
3008 Walsh Loop SE
Rio Rancho NM 87124
(505) 980-0466
javis@frontlinenm.com

**Payment Term:** Net 30

**Delivery:** As Requested

(AJ) 0000137862
MFLL, Inc dba Melloy Ford
499 Emilio Lopez Rd
Los Lunas, NM 87031
505-866-3005
randy@melloyfleet.com

**Payment Term:** Net 10 days

**Delivery:** As Requested

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| Item | Approx. Qty | Unit | Description | Percentage Discount | Vendor |
|---|---|---|---|---|---|
| **043** | **1** | **%** | **Discount off most current parts catalog or list price for related accessories pertaining to interior accessories: Continued** | | |
| | | | Kustom Signals: kustomsignals.com | 10% Off List | (AQ) continued |
| | | | Mobileye: https://www.mobileye.com/ | 0% Off List | |
| | | | Pendaliner: penda.com | 5% Off List | |
| | | | Pro-Gard: www.pro-gard.com | 15% Off List | |
| | | | PTS: prisonertransportsystems.com | 15% Off List | |
| | | | Santa Cruz: santacruzgunlocks.com | 20% Off List | |
| | | | Setina: setina.com | 15% Off List | |
| | | | Stalker: stalkerradar.com | 5% Off List | |
| | | | Tekonsha: tekonsha.com | 10% Off List | |
| | | | Tiger Tough: www.tigertough.com | 5% Off List | |
| | | | Truck Vault: www.truckvault.com | 10% Off List | |
| | | | Tuffy Security Products: www.tuffyproducts.com | 10% Off List | |
| | | | WeatherGuard: www.weatherguard.com | 10% Off List | |
| | | | WeatherTech: www.weathertech.com | 10% Off List | |
| | | | Weboost: www.weboost.com | 5% Off List | |
| | | | Weiser Solutions: thinkweiser.com | 25% Off List | |
| | | | Window Tint | 10% Off List | |
| | | | | | |
| | | | See Page 70 for Discount Off Catalog List Prices | | (AR) |
| **044** | **1** | **Hourly** | **Labor/repair & installation cost per hour related to interior accessories** | **Unit Price** | |
| | | | | $ 100.00 | (AA) |
| | | | | $ 125.00 | (AB) |
| | | | | $ 95.00 | (AC) |
| | | | | $ 125.00 | (AD) |
| | | | | $ 115.00 | (AF) |
| | | | | $ 150.00 | (AG) |
| | | | | $ 110.00 | (AI) |
| | | | | $ 95.00 | (AL) |
| | | | | $ 95.00 | (AN) |
| | | | | $ 125.00 | (AO) |
| | | | | $ 99.00 | (AQ) |
| | | | | $ 85.00 | (AR) |

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State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: 20-00000-21-00030



| Item | Approx. Qty | Unit | Description | Unit Price | Vendor |
|---|---|---|---|---|---|
| **046** | **1** | **hourly** | **Labor/repair & installation cost per hour related to exterior accessories** | | |
| | | | | $ 100.00 | (AA) |
| | | | | $ 125.00 | (AB) |
| | | | | $ 95.00 | (AC) |
| | | | | $ 125.00 | (AD) |
| | | | See Pages 67-69 for Discount off parts catalog or list price | $ 115.00 | (AF) |
| | | | | $ 150.00 | (AG) |
| | | | | $ 110.00 | (AI) |
| | | | | $ 95.00 | (AL) |
| | | | | $ 95.00 | (AN) |
| | | | | $ 125.00 | (AO) |
| | | | | $ 99.00 | (AQ) |
| | | | | $ 85.00 | (AR) |

***** 46 Items Total *****

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**(AF) Don Chalmers Ford dba MHQ West**
**Statewide Price Agreement # 20-00000-21-00030**
**Discount off parts catalog or list price for all related vehicle equipment, both emergency and non-emergency products**

| Vendor | Percentage Off List Price |
|---|---|
| **4 Wheel Parts**-Automotive Parts | www.4wheelparts.com MSRP - 0% |
| **911 Circuits**-Wire harness and accessories | www.911circuits.com MSRP - 20% |
| **Able 2 Products** - Emergency Lighting | www.able2products.com MSRP - 25% |
| **Admiral Camper**-camper shells/accessories | www.admiralcampers.com MSRP - 0% |
| **Aervoe**-Safety devices | www.aervoe.com MSRP - 0% |
| **Alamo Auto Supply**-Vehicle Accessories | www.alamoauto.com MSRP - 0% |
| All other **Open Market** items | MSRP - 0% |
| **Amazon**-variety of products required for builds | www.amazon.com MSRP-0% |
| **American Aluminum**-K9 /Prisoner Transport | www.ezrideronline.com MSRP - 10% |
| **Angel Armor LLC**-Ballistic Panels | www.angelarmor.com MSRP - 0% |
| **ARB**-Off road accessories | www.arbusa.com MSRP - 0% |
| **Asset Works**-Fuel Management | www.assetworks.com MSRP - 0% |
| **ATC Campers**-camper shells/access. | www.atctruckcovers.com MSRP - 0% |
| **B & B Enterprises**-custom vehicle equip. | www.bbenterprisesinc.com MSRP - 20% |
| **Bendix King**-communication equip. | www.bktechnologies.com MSRP - 0% |
| **Better Built**-tool boxes | www.lifebetterbuilt.com MSRP - 0% |
| **Brookings Ind.**-Emergency Vehicle Equip. | www.brookingindustries.com MSRP - 25% |
| **Brother Printers**-computer printers | www.brother-usa.com MSRP - 10% |
| **Bull Dog Winch**-vehicle winches | www.bulldogwinch.com MSRP - 0% |
| **Cargo Glide**-vehicle storage | www.cargoglide.com MSRP - 10% |
| **Coban**-In Car/Body Cameras | www.safefleet.net MSRP - 0% |
| **Code 3**-Emergency vehicle lighting | www.code3esg.com MSRP - 20% |
| **Cool Cop**-officer cooling access. | www.coolcop.com MSRP - 0% |
| **Cradle Point**-Computer Modems | www.cradlepoint.com MSRP - 0% |
| **Curt**-vehicle accessories | www.curtmfg.com MSRP - 0% |
| **D & R Manufacturing**-Emergency Vehicle Lighting | www.dandrmanufacturing.com MSRP - 15% |
| **Dakota Bodies**-Vehicle Service Bodies | www.dakotabodies.com MSRP - 0% |
| **Decked**-Vehicle Storage | www.decked.com MSRP - 10% |
| **Dell**-computers | www.dell.com MSRP - 0% |
| **Digital Ally**-Cameras in car/body | www.digitalallyinc.com MSRP - 0% |
| **ECCO**-Vehicle Lighting | www.eccoesg.com MSRP - 10% |
| **Extang**-Truck Covers | www.extang.com MSRP - 0% |
| **Extendo Bed**-Storage Systems | www.extendobed.com MSRP - 0% |
| **Fab Fours**-Push Bumpers | www.fabfours.com MSRP - 0% |
| **Federal Signal**-Vehicle Lighting/Accessories | www.fedsig.com MSRP - 36% |
| **Feniex Industries**-Vehicle Lighting | www.feniex.com MSRP - 15% |
| **Ford Motor Company**-Auto Parts | www.parts.ford.com MSRP-0% |
| **FRC**-Scene Ligthing | www.fireresearch.com MSRP - 0% |

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State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: 20-00000-21-00030



| (AF) Don Chalmers Ford dba MHQ West continued | |
|---|---|
| **Gamber Johnson**-Consoles, Dock and Access. | www.gamberjohnson.com MSRP - 20% |
| **Getac**-Computers | www.geta.com MSRP - 0% |
| **General Motors**-Auto Parts | www.gm.com MSRP-0% |
| **Go Light**-Scene Lighting | www.golight.com MSRP - 10% |
| **Go Rhino**-Push Bumpers/Access | www.gorhino.com MSRP - 20% |
| **Harris**-Two Way Radios | www.l3harris.com MSRP - 0% |
| **Havis-Console**-Dock, K9, Prisoner Tran. | www.havis.com MSRP - 20% |
| **Highway Products**-Vehicle Bodies | www.highwayproducts.com MSRP - 0% |
| **Innovative**-Consoles/Storage | www.idsmp.com MSRP - 10% |
| **Jackson Creek**-Animal Control | www.Jacksoncreekmfg.com MSRP - 0% |
| **Jotto Desk**-Docks Consoles, Weapon Mounts | www.gojotto.com MSRP - 20% |
| **Kent D Bruce LLC**-Havis/Whelen | www.kdbco.com MSRP - 0% |
| **Kenwood**-Two Way Radios | www.comms.kenwood.com MSRP - 0% |
| **Kussmaul**-Vehicle Battery Chargers | www.kussmaul.com MSRP - 10% |
| **Kustom Signals Radar**- Video in car/Body | www.kustomsignals.com MSRP - 10% |
| **L3 Mobile Vision**-Video in Car/Body | www.safefleent.net MSRP - 0% |
| **Laguna Seats**-Prisoner Seats | www.laguna3p.com MSRP - 10% |
| **Leer**-Campers/Accessories | www.leer.com MSRP - 0% |
| **Lenco**-Armored Vehicle Parts | www.lencoarmor.com MSRP - 0% |
| **Line-X**-Bed Lining | www.linex.com MSRP - 0% |
| **LKQ**-Reconditioned auto parts | www.lkqonline.com MSRP - 0% |
| **L-Tron**-Electronic Scanner | www.l-tron.com MSRP - 0% |
| **Mopar**-Auto Parts | www.mopar.com MSRP-0% |
| **MHQ Graphics**-Graphics | www.mhqwest.com MSRP - 40% |
| **MHQ** Shop Supplies | www.mhqwest.com MSRP - 0% |
| **MHQ** Window Tint | www.mhqwest.com MSRP - 10% |
| **Motorola**-Two Way Radios | www.motorola.com MSRP - 0% |
| **MPH Industries**-Vehicle Radars | www.mphindustries.com MSRP - 0% |
| **NAPA**-Auto Parts | www.napaonline.com MSRP - 0% |
| **NextBelt**-Belt Accessories | www.nexbelt.com MSRP - 5% |
| **Night Stick**-Flashlights | www.nightstick.com MSRP - 0% |
| **OPS/Ezstak**-Storage Solutions | www.opspublicsafety.com /www.ezstak.com MSRP - 15% |
| **Panasonic**-Computers | www.panasonic.com MSRP - 0% |
| **Panorama**-Antennas | www.panorama-antennas.com MSRP - 0% |
| **Parsec Technologies**-Antennas | www.parsec-t.com MSRP - 0% |
| **Pelican Products**-Storage Products | www.pelican.com MSRP - 10% |
| **Poly Plannar**-Vehicle Speakers | www.polyplanar.com MSRP - 0% |
| **PTS**-Prisoner Seats | www.prisonertransportsystems.com MSRP - 15% |
| **Pro-Gard**-Prisoner Cages, seats, weapon locks | www.pro-gard.com MSRP - 20% |
| **Propper**-Clothing | www.propper.com MSRP - 0% |
| **ProVision**-In Car Video | www.provisionusa.com MSRP - 0% |

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| (AF) Don Chalmers Ford dba MHQ West continued | |
|---|---|
| **Putco**-Vehicle Lighting | www.putco.com MSRP - 10% |
| **Ranch Hand**-Vehicle Bumpers | www.ranchhand.com MSRP - 0% |
| **Raptor Products**-Weapon Locks | www.usaraptor.com MSRP - 10% |
| **Retrax**-Truck Accessories | www.retrax.com MSRP - 0% |
| **Rigid Industries**-Vehicle Lighting | www.ridgidindustries.com MSRP - 10% |
| **RKI**-Tool Box Storage | www.rki-us.com MSRP - 0% |
| **Rockland Products**-Storage Systems. | www.rocklandcustomproducts.com MSRP - 0% |
| **Safety LLC**-First Aid Kits | www.safetynm.com MSRP - 0% |
| **Safety Vision**-in car camera | www.safetyvision.com MSRP - 0% |
| **Samlex**-Power inverters | www.samlexamerica.com MSRP - 0% |
| **Santa Cruz**- Gun Locks | www.santacruzgunlocks.com MSRP - 20% |
| **Setina Mfg**-Prisoner Cage, weapon locks, storage | www.setina.com MSRP - 20% |
| **Smitty Built**-Winches | www.smittybilt.com MSRP - 0% |
| **SoundOff Signal**-Vehicle Lighting | www.soundoffsignal.com MSRP - 36% |
| **Southwest Iron Works**-custom fabrication | www.southwestironworks.com MSRP - 0% |
| **Stalker**- Radar, in car camera | www.stalkerradar.com MSRP - 10% |
| **Streamlight**-Flashlights | www.streamlight.com MSRP - 20% |
| **Strong Suit** -Gloves | www.strongsuitgloves.com MSRP - 0% |
| **Super Springs**-Vehicle Accessories | www.superspringsinternational.com MSRP - 0% |
| **Survival Armor**-Armor | www.survivalarmor.com MSRP - 0% |
| **Synnex**-Computers/Accessories | www.synnex.com MSRP - 0% |
| **Tessco**-communications accessories | www.tessco.com MSRP - 0% |
| **Tiger Tough**-Seat covers | www.tigertough.com MSRP - 0% |
| **Tomar**-Vehicle Lighting | www.tomar.com MSRP - 20% |
| **Topper Town**-camper shells | www.toppertownabq.com MSRP - 0% |
| **Troy Products**-Consoles, partitions, computer mounts | www.troyproducts.com MSRP - 20% |
| **Truck Vault**-Storage Solutions | www.truckvault.com MSRP - 10% |
| **Tuffy Products**-Storage Solutions | www.tuffyporducts.com MSRP - 0% |
| **Unity Spotlights**-Scene Lighting | www.unitusa.com MSRP - 10% |
| **UWS**-truck storage boxes | www.uwsta.com MSRP - 0% |
| **Wanco**-message boards | www.wanco.com MSRP - 0% |
| **Warn**-Winches | www.warn.com MSRP - 0% |
| **Watchguard**-video in car/body | www.watchguardvideo.com MSRP - 0% |
| **Waytek Wire**-Wiring Accessories | www.waytekwire.com MSRP - 0% |
| **Weather Guard**-tool boxes | www.weathguard.com MSRP - 0% |
| **Western**-Snow Plows | www.westernplows.com MSRP - 0% |
| **Westin**-push bumper, partitions, accessories | www.westinautomotive.com MSRP - 20% |
| **Whelen**-Vehicle Lighting | www.whelen.com MSRP - 36% |

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
**Suite C**
**Albuquerque, NM 87113**

MHQ OF NEW MEXICO
VEHICLES ■ EQUIPMENT ■ GEAR
A DIVISION OF DON CHALMERS FORD

# Quote

| Date | Estimate # |
|---|---|
| 11/4/2024 | 19527 |
| This quote expires in 90 days | |

| Name / Address | Ship To |
|---|---|
| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Rep | Phone | Fax | Email | Visit our Website | Project |
|---|---|---|---|---|---|
| | (505) 821-0667 | (505) 821-3530 | clarsen@mhqnm.com | www.mhqwest.com | Slide-In Animal Con... |

| Item | Mfg. | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| STATE CONTRAC... | | State Contract# 20-00000-21-00030<br>Labor pages 48, 61 and 65. Parts pages 67-69. Graphics pages 45-47. | | 0.00 | 0.00T |
| AC-4-COMP-SLIDE... | American A... | Animal Control 4 Comp. Slide in for pick up truck White.<br>MSRP $22,540.00 State Contract 10% = $20,286.00<br>Proposal # 41852 | 2 | 15,562.50 | 31,125.00 |
| Shipping | | Shipping | 2 | 937.50 | 1,875.00 |

| | |
|---|---|
| **Subtotal** | $33,000.00 |
| **Sales Tax (7.625%)** | $0.00 |
| **Total** | $33,000.00 |

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# State of New Mexico
# General Services Department
# Purchasing Division

## Statewide Price Agreement Amendment

**Awarded Vendor:**
**17 Vendors**

Number: **20-00000-21-00030**

Amendment No.: **Four**

Term: **April 25, 2022 – April 24, 2025**

**Ship To:**
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Invoice:**
**As Requested at Time of Order**

Procurement Specialist: **Karen G. Acosta Gonzalez** KGA

Telephone No.: **(505) 372-9264**

Email: **Karen.Acosta-Gonzal@gsd.nm.gov**

Title: **Police Vehicle Equipment, Parts and Labor**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from April 25, 2024 to April 24, 2025 at the same price, terms and conditions for the following vendors:**

**(AA) BJW Ventures, LLC dba Accessories Unlimited**
**(AB) Advanced Communications and Electronics**
**(AC) Kevin Kocharoff dba Blue Sky Upfitting, LLC**
**(AD) Code 3 Service, LLC**
**(AE) Dana Safety Supply, Inc.**
**(AF) Chalmers Ford, Inc. dba MHQ**
**(AG) Enchanted Technology Solutions, LLC**
**(AH) Federal Signal Corporation**
**(AI) Frontline Upfitting, LLC**
**(AK) Motorola Solutions, Inc.**
**(AM) Organ Mountain Graphix, LLC**
**(AO) State of Emergency Upfitting, LLC**
**(AP) Gonzales, Joshua dba The Wrap Lab**
**(AQ) WAC Upfitters, LLC**
**(AR) West Mesa Auto Craft, Inc.**
**(AS) Mobile Communications America, Inc.**

**Vendor (AL) New Mexico Emergency Products at the same terms and conditions with a price increase as shown on Page 2.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Dorothy Mendonca

Date: 4/23/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

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**(AF) Don Chalmers Ford dba MHQ West**
**Statewide Price Agreement # 20-00000-21-00030**
**Discount off parts catalog or list price for all related vehicle equipment, both emergency and non-emergency products**

| Vendor | Percentage Off List Price |
|---|---|
| **4 Wheel Parts**-Automotive Parts | www.4wheelparts.com MSRP - 0% |
| **911 Circuits**-Wire harness and accessories | www.911circuits.com MSRP - 20% |
| **Able 2 Products** - Emergency Lighting | www.able2products.com MSRP - 25% |
| **Admiral Camper**-camper shells/accessories | www.admiralcampers.com MSRP - 0% |
| **Aervoe**-Safety devices | www.aervoe.com MSRP - 0% |
| **Alamo Auto Supply**-Vehicle Accessories | www.alamoauto.com MSRP - 0% |
| All other **Open Market** items | MSRP - 0% |
| **Amazon**-variety of products required for builds | www.amazon.com MSRP-0% |
| **American Aluminum**-K9 /Prisoner Transport | www.ezrideronline.com MSRP - 10% |
| **Angel Armor LLC**-Ballistic Panels | www.angelarmor.com MSRP - 0% |
| **ARB**-Off road accessories | www.arbusa.com MSRP - 0% |
| **Asset Works**-Fuel Management | www.assetworks.com MSRP - 0% |
| **ATC Campers**-camper shells/access. | www.atctruckcovers.com MSRP - 0% |
| **B & B Enterprises**-custom vehicle equip. | www.bbenterprisesinc.com MSRP - 20% |
| **Bendix King**-communication equip. | www.bktechnologies.com MSRP - 0% |
| **Better Built**-tool boxes | www.lifebetterbuilt.com MSRP - 0% |
| **Brookings Ind.**-Emergency Vehicle Equip. | www.brookingindustries.com MSRP - 25% |
| **Brother Printers**-computer printers | www.brother-usa.com MSRP - 10% |
| **Bull Dog Winch**-vehicle winches | www.bulldogwinch.com MSRP - 0% |
| **Cargo Glide**-vehicle storage | www.cargoglide.com MSRP - 10% |
| **Coban**-In Car/Body Cameras | www.safefleet.net MSRP - 0% |
| **Code 3**-Emergency vehicle lighting | www.code3esg.com MSRP - 20% |
| **Cool Cop**-officer cooling access. | www.coolcop.com MSRP - 0% |
| **Cradle Point**-Computer Modems | www.cradlepoint.com MSRP - 0% |
| **Curt**-vehicle accessories | www.curtmfg.com MSRP - 0% |
| **D & R Manufacturing**-Emergency Vehicle Lighting | www.dandrmanufacturing.com MSRP - 15% |
| **Dakota Bodies**-Vehicle Service Bodies | www.dakotabodies.com MSRP - 0% |
| **Decked**-Vehicle Storage | www.decked.com MSRP - 10% |
| **Dell**-computers | www.dell.com MSRP - 0% |
| **Digital Ally**-Cameras in car/body | www.digitalallyinc.com MSRP - 0% |
| **ECCO**-Vehicle Lighting | www.eccoesg.com MSRP - 10% |
| **Extang**-Truck Covers | www.extang.com MSRP - 0% |
| **Extendo Bed**-Storage Systems | www.extendobed.com MSRP - 0% |
| **Fab Fours**-Push Bumpers | www.fabfours.com MSRP - 0% |
| **Federal Signal**-Vehicle Lighting/Accessories | www.fedsig.com MSRP - 36% |
| **Feniex Industries**-Vehicle Lighting | www.feniex.com MSRP - 15% |
| **Ford Motor Company**-Auto Parts | www.parts.ford.com MSRP-0% |
| **FRC**-Scene Ligthing | www.fireresearch.com MSRP - 0% |

**MHQ of New Mexico**
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**Suite C**
**Albuquerque, NM 87113**

MHQ WEST
EMERGENCY & SERVICE SOLUTIONS...
VEHICLES, GRAPHICS, EQUIPMENT & GEAR
CHALMERS Ford

# Quote

| Date | Estimate # |
|---|---|
| 10/3/2024 | 18811 |
| This quote expires in 90 days | |

| Name / Address | Ship To |
|---|---|
| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | Maverick Builds |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| | | Contact Name: Eric Sanchez<br>Contact Number: 505-210-2551<br>Contact E-mail: iesanchez@ci.santa-fe.nm.us<br>Vehicle/Year: 2024 Ford Mavericks x16<br>Type: PSA<br>State Contract# 20-00000-21-00030 | | | |
| STATE CONTRACT NM | | State Contract# 20-00000-21-00030<br>Labor pages 48, 61 and 65. Parts pages 67-69.<br>Graphics pages 45-47. | | 0.00 | 0.00 |
| ENFLBS1248 | Sound Off Si... | nForce 48" LED lightbar<br>Blue/Amber/White Front - To Flood<br>Blue/Amber Rear<br>MSRP $5,030.00 State Contract 36% Off = $3,219.20 | 16 | 3,219.20 | 51,507.20 |
| EMPS2STS4M | Soundoff Sig... | QSF036931<br>mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Dual Color - Blue/Amber<br>MSRP $206.00 State Contract 36% off = $131.84<br>(2 Grille, 2 Rear Tailgate, 2 Front Fender, 2 Rear Fender) | 128 | 131.84 | 16,875.52 |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
**Suite C**
**Albuquerque, NM 87113**

MHQ WEST
EMERGENCY & SERVICE SOLUTIONS...
VEHICLES, GRAPHICS, EQUIPMENT & GEAR

CHALMERS Ford

# Quote

| Date | Estimate # |
|---|---|
| 10/3/2024 | 18811 |
| This quote expires in 90 days | |

| Name / Address | Ship To |
|---|---|
| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | Maverick Builds |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| ETSA200R | Soundoff Sig... | 200 Series Compact Siren, ECE R10.05 Certified, w/ Remote Amplifier & Remote Switch Panel, 10-30v - 100 watt single-ton<br>MSRP $437.00<br>State Contract 36% off = $279.68 | 16 | 279.68 | 4,474.88 |
| ETSS100J | Soundoff Sig... | 100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt<br>MSRP $389.00<br>State Contract 36% = $248.96 | 16 | 248.96 | 3,983.36 |
| ETCPMP801 | Soundoff Sig... | 800 Series Multi-purpose Control Panel and Switch Module w/ 8 Button Programming and Directional Arrow Function; includes Power Module & 35 selectable icon stickers<br>MSRP $300.00<br>State Contract 36% = $192.00 | 16 | 192.00 | 3,072.00 |
| PKG-PSM-3013 | Havis | Premium Passenger Side Mount Package for 2020-2021 Ford Escape<br>MSRP $883.00 State Contract 20% = $706.40 | 16 | 706.40 | 11,302.40 |
| CH15.1.20 | 911 Circuits | Ch15 with Single Stage Timer, and 20' Outputs MSRP $1,000.00 State Contract 20% = $800.00 | 16 | 800.00 | 12,800.00 |
| ETFBSANFL | Sound Off Si... | Flashback Tail Flasher<br>MSRP $121.00 State Contract 36% off = $77.44 | 16 | 77.44 | 1,239.04 |
| Labor NM | MHQ of New... | Installation Labor (42 hrs per vehicle)<br>***Install Customer Supplied Dock, Printer, Radio, Router***<br>***Graphics*** | 672 | 115.00 | 77,280.00T |

| | |
|---|---|
| | **Subtotal** |
| | **Sales Tax (7.625%)** |
| | **Total** |

**MHQ of New Mexico**
**5601 Balloon Fiesta Pkwy**
**Suite C**
**Albuquerque, NM 87113**

MHQ WEST
EMERGENCY & SERVICE SOLUTIONS...
VEHICLES, GRAPHICS, EQUIPMENT & GEAR
CHALMERS Ford

# Quote

| Date | Estimate # |
|---|---|
| 10/3/2024 | 18811 |
| This quote expires in 90 days | |

| Name / Address | Ship To |
|---|---|
| City of Santa Fe Police Department<br>Eric Sanchez<br>2515 Camino Entrada<br>Santa Fe, NM 87505<br>505-210-2551 iesanchez@santafenm.gov | |

| Phone | Cell | Email | Visit our Website | Project |
|---|---|---|---|---|
| (505) 821-0667 | (505) 249-3180 | gtrujillo@mhqwest.com | www.mhqwest.com | Maverick Builds |

| Item | MFG | Description | Qty | Price | Total |
|---|---|---|---|---|---|
| GRAPHICS LEVEL 4 | MHQ Graphics | Graphics price made from materials | | 500.00 | 500.00 |
| Labor GR | MHQ Graphics | Graphics Production | 8 | 92.00 | 736.00T |
| Labor GR | MHQ Graphics | Graphics Installation (5 hrs per vehicle)<br>***Four Units with Camper Shells and w/o tow package*** | 80 | 92.00 | 7,360.00T |
| ARE Fiberglass | ARE | AREV-Series Solid Sides, Front Picture Window, Unifished Interior, 12V LED Dome Light, 1/2 Painted Aluminum Door w/Foldable T Handle<br>Est # 85152<br>***Twelve Units with Tri-Folds*** | 4 | 3,687.50 | 14,750.00 |
| 448324 | | 22-C FORD MAVERICK 4.5FT BAKFLIP MX4 TONNEAU COVER | 12 | 860.00 | 10,320.00 |

| | |
|---|---|
| **Subtotal** | $216,200.40 |
| **Sales Tax (7.625%)** | $6,509.92 |
| **Total** | $222,710.32 |

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# State of New Mexico
# General Services Department
# Purchasing Division

## Statewide Price Agreement Amendment

**Awarded Vendor:**
**17 Vendors**

Number: **20-00000-21-00030**

Amendment No.: **Four**

Term: **April 25, 2022 – April 24, 2025**

**Ship To:**
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Invoice:**
**As Requested at Time of Order**

Procurement Specialist: **Karen G. Acosta Gonzalez** KGA

Telephone No.: **(505) 372-9264**

Email: **Karen.Acosta-Gonzal@gsd.nm.gov**

Title: **Police Vehicle Equipment, Parts and Labor**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from April 25, 2024 to April 24, 2025 at the same price, terms and conditions for the following vendors:**

**(AA) BJW Ventures, LLC dba Accessories Unlimited**
**(AB) Advanced Communications and Electronics**
**(AC) Kevin Kocharoff dba Blue Sky Upfitting, LLC**
**(AD) Code 3 Service, LLC**
**(AE) Dana Safety Supply, Inc.**
**(AF) Chalmers Ford, Inc. dba MHQ**
**(AG) Enchanted Technology Solutions, LLC**
**(AH) Federal Signal Corporation**
**(AI) Frontline Upfitting, LLC**
**(AK) Motorola Solutions, Inc.**
**(AM) Organ Mountain Graphix, LLC**
**(AO) State of Emergency Upfitting, LLC**
**(AP) Gonzales, Joshua dba The Wrap Lab**
**(AQ) WAC Upfitters, LLC**
**(AR) West Mesa Auto Craft, Inc.**
**(AS) Mobile Communications America, Inc.**

**Vendor (AL) New Mexico Emergency Products at the same terms and conditions with a price increase as shown on Page 2.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Dorothy Mendonca

Date: 4/23/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

DocuSign Envelope ID: 0435B55D-D8C7-47D1-AFCD-0345CB9EF2ED



**(AF) Don Chalmers Ford dba MHQ West**
**Statewide Price Agreement # 20-00000-21-00030**
**Discount off parts catalog or list price for all related vehicle equipment, both emergency and non-emergency products**

| Vendor | Percentage Off List Price |
|---|---|
| **4 Wheel Parts**-Automotive Parts | www.4wheelparts.com MSRP - 0% |
| **911 Circuits**-Wire harness and accessories | www.911circuits.com MSRP - 20% |
| **Able 2 Products** - Emergency Lighting | www.able2products.com MSRP - 25% |
| **Admiral Camper**-camper shells/accessories | www.admiralcampers.com MSRP - 0% |
| **Aervoe**-Safety devices | www.aervoe.com MSRP - 0% |
| **Alamo Auto Supply**-Vehicle Accessories | www.alamoauto.com MSRP - 0% |
| All other **Open Market** items | MSRP - 0% |
| **Amazon**-variety of products required for builds | www.amazon.com MSRP-0% |
| **American Aluminum**-K9 /Prisoner Transport | www.ezrideronline.com MSRP - 10% |
| **Angel Armor LLC**-Ballistic Panels | www.angelarmor.com MSRP - 0% |
| **ARB**-Off road accessories | www.arbusa.com MSRP - 0% |
| **Asset Works**-Fuel Management | www.assetworks.com MSRP - 0% |
| **ATC Campers**-camper shells/access. | www.atctruckcovers.com MSRP - 0% |
| **B & B Enterprises**-custom vehicle equip. | www.bbenterprisesinc.com MSRP - 20% |
| **Bendix King**-communication equip. | www.bktechnologies.com MSRP - 0% |
| **Better Built**-tool boxes | www.lifebetterbuilt.com MSRP - 0% |
| **Brookings Ind.**-Emergency Vehicle Equip. | www.brookingindustries.com MSRP - 25% |
| **Brother Printers**-computer printers | www.brother-usa.com MSRP - 10% |
| **Bull Dog Winch**-vehicle winches | www.bulldogwinch.com MSRP - 0% |
| **Cargo Glide**-vehicle storage | www.cargoglide.com MSRP - 10% |
| **Coban**-In Car/Body Cameras | www.safefleet.net MSRP - 0% |
| **Code 3**-Emergency vehicle lighting | www.code3esg.com MSRP - 20% |
| **Cool Cop**-officer cooling access. | www.coolcop.com MSRP - 0% |
| **Cradle Point**-Computer Modems | www.cradlepoint.com MSRP - 0% |
| **Curt**-vehicle accessories | www.curtmfg.com MSRP - 0% |
| **D & R Manufacturing**-Emergency Vehicle Lighting | www.dandrmanufacturing.com MSRP - 15% |
| **Dakota Bodies**-Vehicle Service Bodies | www.dakotabodies.com MSRP - 0% |
| **Decked**-Vehicle Storage | www.decked.com MSRP - 10% |
| **Dell**-computers | www.dell.com MSRP - 0% |
| **Digital Ally**-Cameras in car/body | www.digitalallyinc.com MSRP - 0% |
| **ECCO**-Vehicle Lighting | www.eccoesg.com MSRP - 10% |
| **Extang**-Truck Covers | www.extang.com MSRP - 0% |
| **Extendo Bed**-Storage Systems | www.extendobed.com MSRP - 0% |
| **Fab Fours**-Push Bumpers | www.fabfours.com MSRP - 0% |
| **Federal Signal**-Vehicle Lighting/Accessories | www.fedsig.com MSRP - 36% |
| **Feniex Industries**-Vehicle Lighting | www.feniex.com MSRP - 15% |
| **Ford Motor Company**-Auto Parts | www.parts.ford.com MSRP-0% |
| **FRC**-Scene Ligthing | www.fireresearch.com MSRP - 0% |

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State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: 20-00000-21-00030



| (AF) Don Chalmers Ford dba MHQ West continued | |
|---|---|
| **Gamber Johnson**-Consoles, Dock and Access. | www.gamberjohnson.com MSRP - 20% |
| **Getac**-Computers | www.geta.com MSRP - 0% |
| **General Motors**-Auto Parts | www.gm.com MSRP-0% |
| **Go Light**-Scene Lighting | www.golight.com MSRP - 10% |
| **Go Rhino**-Push Bumpers/Access | www.gorhino.com MSRP - 20% |
| **Harris**-Two Way Radios | www.l3harris.com MSRP - 0% |
| **Havis-Console**-Dock, K9, Prisoner Tran. | www.havis.com MSRP - 20% |
| **Highway Products**-Vehicle Bodies | www.highwayproducts.com MSRP - 0% |
| **Innovative**-Consoles/Storage | www.idsmp.com MSRP - 10% |
| **Jackson Creek**-Animal Control | www.Jacksoncreekmfg.com MSRP - 0% |
| **Jotto Desk**-Docks Consoles, Weapon Mounts | www.gojotto.com MSRP - 20% |
| **Kent D Bruce LLC**-Havis/Whelen | www.kdbco.com MSRP - 0% |
| **Kenwood**-Two Way Radios | www.comms.kenwood.com MSRP - 0% |
| **Kussmaul**-Vehicle Battery Chargers | www.kussmaul.com MSRP - 10% |
| **Kustom Signals Radar**- Video in car/Body | www.kustomsignals.com MSRP - 10% |
| **L3 Mobile Vision**-Video in Car/Body | www.safefleent.net MSRP - 0% |
| **Laguna Seats**-Prisoner Seats | www.laguna3p.com MSRP - 10% |
| **Leer**-Campers/Accessories | www.leer.com MSRP - 0% |
| **Lenco**-Armored Vehicle Parts | www.lencoarmor.com MSRP - 0% |
| **Line-X**-Bed Lining | www.linex.com MSRP - 0% |
| **LKQ**-Reconditioned auto parts | www.lkqonline.com MSRP - 0% |
| **L-Tron**-Electronic Scanner | www.l-tron.com MSRP - 0% |
| **Mopar**-Auto Parts | www.mopar.com MSRP-0% |
| **MHQ Graphics**-Graphics | www.mhqwest.com MSRP - 40% |
| **MHQ** Shop Supplies | www.mhqwest.com MSRP - 0% |
| **MHQ** Window Tint | www.mhqwest.com MSRP - 10% |
| **Motorola**-Two Way Radios | www.motorola.com MSRP - 0% |
| **MPH Industries**-Vehicle Radars | www.mphindustries.com MSRP - 0% |
| **NAPA**-Auto Parts | www.napaonline.com MSRP - 0% |
| **NextBelt**-Belt Accessories | www.nexbelt.com MSRP - 5% |
| **Night Stick**-Flashlights | www.nightstick.com MSRP - 0% |
| **OPS/Ezstak**-Storage Solutions | www.opspublicsafety.com /www.ezstak.com MSRP - 15% |
| **Panasonic**-Computers | www.panasonic.com MSRP - 0% |
| **Panorama**-Antennas | www.panorama-antennas.com MSRP - 0% |
| **Parsec Technologies**-Antennas | www.parsec-t.com MSRP - 0% |
| **Pelican Products**-Storage Products | www.pelican.com MSRP - 10% |
| **Poly Plannar**-Vehicle Speakers | www.polyplanar.com MSRP - 0% |
| **PTS**-Prisoner Seats | www.prisonertransportsystems.com MSRP - 15% |
| **Pro-Gard**-Prisoner Cages, seats, weapon locks | www.pro-gard.com MSRP - 20% |
| **Propper**-Clothing | www.propper.com MSRP - 0% |
| **ProVision**-In Car Video | www.provisionusa.com MSRP - 0% |

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| **(AF) Don Chalmers Ford dba MHQ West continued** | |
|---|---|
| **Putco**-Vehicle Lighting | www.putco.com MSRP - 10% |
| **Ranch Hand**-Vehicle Bumpers | www.ranchhand.com MSRP - 0% |
| **Raptor Products**-Weapon Locks | www.usaraptor.com MSRP - 10% |
| **Retrax**-Truck Accessories | www.retrax.com MSRP - 0% |
| **Rigid Industries**-Vehicle Lighting | www.ridgidindustries.com MSRP - 10% |
| **RKI**-Tool Box Storage | www.rki-us.com MSRP - 0% |
| **Rockland Products**-Storage Systems. | www.rocklandcustomproducts.com MSRP - 0% |
| **Safety LLC**-First Aid Kits | www.safetynm.com MSRP - 0% |
| **Safety Vision**-in car camera | www.safetyvision.com MSRP - 0% |
| **Samlex**-Power inverters | www.samlexamerica.com MSRP - 0% |
| **Santa Cruz**- Gun Locks | www.santacruzgunlocks.com MSRP - 20% |
| **Setina Mfg**-Prisoner Cage, weapon locks, storage | www.setina.com MSRP - 20% |
| **Smitty Built**-Winches | www.smittybilt.com MSRP - 0% |
| **SoundOff Signal**-Vehicle Lighting | www.soundoffsignal.com MSRP - 36% |
| **Southwest Iron Works**-custom fabrication | www.southwestironworks.com MSRP - 0% |
| **Stalker**- Radar, in car camera | www.stalkerradar.com MSRP - 10% |
| **Streamlight**-Flashlights | www.streamlight.com MSRP - 20% |
| **Strong Suit** -Gloves | www.strongsuitgloves.com MSRP - 0% |
| **Super Springs**-Vehicle Accessories | www.superspringsinternational.com MSRP - 0% |
| **Survival Armor**-Armor | www.survivalarmor.com MSRP - 0% |
| **Synnex**-Computers/Accessories | www.synnex.com MSRP - 0% |
| **Tessco**-communications accessories | www.tessco.com MSRP - 0% |
| **Tiger Tough**-Seat covers | www.tigertough.com MSRP - 0% |
| **Tomar**-Vehicle Lighting | www.tomar.com MSRP - 20% |
| **Topper Town**-camper shells | www.toppertownabq.com MSRP - 0% |
| **Troy Products**-Consoles, partitions, computer mounts | www.troyproducts.com MSRP - 20% |
| **Truck Vault**-Storage Solutions | www.truckvault.com MSRP - 10% |
| **Tuffy Products**-Storage Solutions | www.tuffyporducts.com MSRP - 0% |
| **Unity Spotlights**-Scene Lighting | www.unitusa.com MSRP - 10% |
| **UWS**-truck storage boxes | www.uwsta.com MSRP - 0% |
| **Wanco**-message boards | www.wanco.com MSRP - 0% |
| **Warn**-Winches | www.warn.com MSRP - 0% |
| **Watchguard**-video in car/body | www.watchguardvideo.com MSRP - 0% |
| **Waytek Wire**-Wiring Accessories | www.waytekwire.com MSRP - 0% |
| **Weather Guard**-tool boxes | www.weathguard.com MSRP - 0% |
| **Western**-Snow Plows | www.westernplows.com MSRP - 0% |
| **Westin**-push bumper, partitions, accessories | www.westinautomotive.com MSRP - 20% |
| **Whelen**-Vehicle Lighting | www.whelen.com MSRP - 36% |

# PROPOSAL

Santa Fe Police Department
Attention: Accounts Payable
2515 Camino Entrada
SANTA FE NM 87507
USA

**Date**
3 Dec 2024

**Expiry**
3 Feb 2025

**Quote Number**
20245547

**Reference**
16x VM-8000 w/HHC

CODE 3 SERVICE, LLC
2323 Aztec Rd NE - STE A
Albuquerque, NM 87107
ABQ (505) 407 2310
Taos (575) 737 8884
Roswell (575) 363 3135

| Item | Description | Quantity | Unit Price | Discount | Tax | Amount USD |
|---|---|---|---|---|---|---|
| VM-8000 | Kenwood Viking 8000 Mobile Radio<br>Dual Band VHF & 7/800<br>Comes with Hand Held Controller, external Speaker, and 3 Year Warranty<br>Enabled Options<br>P25, P25 Trunking, TDMA, LLA, OTAP, OTIP, Wifi, Bluetooth, and AES Multi-Key Encryption | 16.00 | 8,400.50 | 25.00% | Tax Exempt | 100,806.00 |
| ANTKIT | Vehicle Antenna Kit - Includes NMO roof mount, 17' low loss coax, connector, and Antenna<br>Tri-Band Antenna w/Spring | 16.00 | 275.00 | 25.00% | Tax Exempt | 3,300.00 |
| PROGRAM | 2-way Radio Programming | 16.00 | 65.00 | | 7.625% | 1,040.00 |
| | | | | | Subtotal *(includes a discount of 34,702.00)* | 105,146.00 |
| | | | | | TOTAL TAX | 79.30 |
| | | | | | **TOTAL USD** | **105,225.30** |

**Terms**

New Mexico State Contract
Communications, Radio Equipment, Parts, Accessories and Related Services
SPA Number 10-00000-20-00048

State of NM Vendor # 116813

All Proposals are good for 90 Days unless otherwise dated. We reserve the right to withdraw any proposal at anytime. Shipping & Freight charges maybe added to final invoice if not listed on the Proposal.

Docusign Envelope ID: 0C9BCA64-390F-49EE-9041-F2828BE64C2E



# State of New Mexico
# General Services Department
# Purchasing Division

## Statewide Price Agreement Amendment

**Awarded Vendor:**
**8 Vendors**

**Ship To:**
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Invoice:**
**As Requested**

Number: **10-00000-20-00048**

Amendment No.: **Seven**

Term: **November 18, 2020 – November 17, 2026**

Procurement Specialist: **Yuliastuti Wulandari** YW

Telephone No.: **(505) 469-2248**

Email: **Yuliastuti.Wulandari@gsd.nm.gov**

Title: **Communication, Radio Equipment, Parts, Accessories and Related Services**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from November 18, 2024 to November 17, 2026 at the same price, terms and conditions for (AA) Advanced Communications and Electronics, (AB) Code 3 Service, LLC, (AD) Enchanted Technology Solutions, (AF) Icom America Inc, (AG) L3Harris Technologies Inc., (AH) Motorola Solutions Inc., (AK) Specialty Communications, and (AL) Mobile Communications America.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Dorothy Mendonca

Dorothy Mendonca
New Mexico State Purchasing Agent

Date: 8/22/2024



MS

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**Awarded Vendors:**

(AA) 0000051480
Advanced Communications and Electro
2417 Baylor Drive SE
Albuquerque, NM 87106
(505) 244-3321
lhenz@advtwoway.com

Delivery: 10 days ARO, typical
Preference: Resident

(AB) 0000116813
Code 3 Service, LLC
2323 Aztec Rd NE- STE A
Albuquerque, NM 87107
(505) 407-2310
Sales@code3service.com

Delivery: 1-6 Weeks or As Requested

(AC) 0000147342
Electro-Magwave, Inc
PO Box 2182
Fairfax, VA 22031
(216) 232-0244
mike.wienke@emwaveinc.com

Delivery: UPS Surface Pre-Pay & Add-
Free Shipping for Order Total >$1,000.

(AD) 0000135964
Enchanted Technology Solutions, LLC
P.O. Box 29374
Santa Fe, NM 87592
(505) 946-8219
jeffg@ets.us.com

Delivery: 4-6 Weeks or as requested

(AE) 0000010372
Holzberg Communications, Inc.
PO Box 322
Totowa, NJ 07511
(800) 654-9550
holzberg@juno.com

Delivery: 15 Days ARO

(AF) 0000070398
Icom America Inc
12421 Willows Road NE
Kirkland, Washington 98034
(425) 450-6090,
govsales@icomamerica.com

Delivery: 30-60 days ARO
(Large quantities: 90-120 days ARO)

(AG) 0000111558
L3Harris Technologies, Inc.
PO Box 419436
Boston, MA 02241-9436
(800) 368-3277
PSPCIDIQCONTRACTS@L3Harris.com

Delivery: As Requested

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**Code 3 Services, LLC**

State of New Mexico
General Services Department
Purchasing Division
ITB Statewide Price Agreement #: 10-00000-20-00048

## BID PRICING RESPONSE FORM

### I. Minimum Percentage Discount (%) off Manufacturer's Retail Price (MSRP)

**Additional rows and /or pages may be added to accommodate the Bidder's list of bidding information; please number pages and rows accordingly.*

| No. | Manufacturer | Product Category | APC | Item | Short Description | MSRP % Discount |
|---|---|---|---|---|---|---|
| 1. | KENWOOD | LMR Radio | N/A | CURRENT CATALOG | KENWOOD LMR RADIOS AND ACCESSORIES | 25% |
| 2. | BK TECHNOLOGIES | LMR Radio | N/A | Current Catalog | BK Radios & Accessories | 30% |
| 3. | Harris | LMR Radio | N/A | Current Catalog | Harris Radios and Accessories | 25% |
| 4. | Harris Software | LMR Software | N/A | Current Catalog | Harris Software | 10% |
| 5. | Unication USA | LMR Radio | N/A | Current Catalog | Unication Fire Pagers and Accessories | 10% |
| 6. | Pyramid | LMR Radio | N/A | Current Catalog | Pyramid Vehicle Repeaters | 25% |
| 7. | Tait | LMR Radio | N/A | Current Catalog | Tait Radios and Accessories | 20% |
| 8. | Motorola | LMR Radio | N/A | Current Catalog | Motorola Radios and Accessories | 10% |
| 9. | Zetron | LMR Radio | N/A | Current Catalog | Zetron Radio Consoles, Paging, and Accessories | 15% |
| 10. | MindShare | LMR Radio | N/A | Current Catalog | MindShare Dispatch Console and Accessories | 10% |
| 11. | Codan | LMR Radio | N/A | Current Catalog | LMR Repeaters | 15% |
| 12. | DTRS Airtime | LMR Radio | DTRS | Current Catalog | Monthly Radio System Airtime | 0% |
| 13. | OTTO | Accessories | N/A | Current Catalog | Radio Accessories | 20% |
| 14. | Icom America | LMR Radio | N/A | Current Catalog | Icom LMR Radio & Accessories | 25% |
| 15. | Impact | Accessories | N/A | Current Catalog | Radio Accessories | 15% |
| 16. | JPS Interop | LMR Radio | N/A | Current Catalog | Interop Gateways and Voters | 5% |
| 17. | Other | LMR Radio | N/A | Current Catalog | Other LMR Radio Not Listed | 5% |
| 18. | Sinclair | LMR Radio | N/A | Current Catalog | Radio Antenna and Filtering | 15% |
| 19. | CommScope | Accessories | N/A | Current Catalog | Coax, Connectors, & Accessories | 15% |
| 20. | Laird | Accessories | N/A | Current Catalog | Antennas and Accessories | 20% |
| 21. | Pulse / Larsen | Accessories | N/A | Current Catalog | Antennas and Accessories | 20% |
| 22. | RF Industries | Accessories | N/A | Current Catalog | Connectors, Coax, & Accessories | 20% |
| 23. | Tram Browning | Accessories | N/A | Current Catalog | Antennas, Coax, & Accessories | 20% |
| 24. | Sti-Co | Antenna | N/A | Current Catalog | Antennas, Coax & Accessories | 10% |
| 25. | Telex | LMR Radio | N/A | Current Catalog | Dispatch Console, Tone Remote | 10% |
| 26. | Power Products | Accessories | N/A | Current Catalog | Batteries, Chargers, & Accessories | 15% |
| 27. | David Clark | Accessories | N/A | Current Catalog | Radio Headsets and Accessories | 10% |
| 28. | Hytera | LMR Radio | N/A | Current Catalog | Radios & Accessories | 25% |
| 29. | Mimosa | LMR Network | N/A | Current Catalog | LMR Radio Network & Accessories | 10% |
| 30. | Repair Depot | LMR Radio | N/A | Current Catalog | Depot Factory Repair Service LMR | 0% |

# PROPOSAL

Santa Fe Police Department
Attention: Accounts Payable
2515 Camino Entrada
SANTA FE NM 87507
USA

**Date**
3 Dec 2024

**Expiry**
3 Mar 2025

**Quote Number**
20245546

**Reference**
VM-8000 Mobiles x10

CODE 3 SERVICE, LLC
2323 Aztec Rd NE - STE A
Albuquerque, NM 87107
ABQ (505) 407 2310
Taos (575) 737 8884
Roswell (575) 363 3135

| Item | Description | Quantity | Unit Price | Discount | Tax | Amount USD |
|---|---|---|---|---|---|---|
| VM-8000 | Kenwood Viking 8000 Mobile Radio<br>Dual Band VHF & 7/800 MHz<br>Comes with Full Feature KCH-20 Remote Control Head, External Speaker, and 3 Year Warranty<br>Enabled Options<br>P25, P25 Trunking, TDMA, LLA, OTAP, OTIP, and AES Multi-Key Encryption | 10.00 | 7,890.10 | 25.00% | Tax Exempt | 59,175.75 |
| ANTKIT | Vehicle Antenna Kit - Includes NMO roof mount, 17' low loss coax, connector, and Antenna<br>Tri-Band Antenna w/Spring | 10.00 | 275.00 | 25.00% | Tax Exempt | 2,062.50 |
| PROGRAM | 2-way Radio Programming<br>Santa Fe Police | 10.00 | 65.00 | | 7.625% | 650.00 |
| | | | | Subtotal *(includes a discount of 20,412.75)* | | 61,888.25 |
| | | | | | TOTAL TAX | 49.56 |
| | | | | | **TOTAL USD** | **61,937.81** |

**Terms**

New Mexico State Contract
Communications, Radio Equipment, Parts, Accessories and Related Services
SPA Number 10-00000-20-00048

State of NM Vendor # 116813

All Proposals are good for 90 Days unless otherwise dated. We reserve the right to withdraw any proposal at anytime. Shipping & Freight charges maybe added to final invoice if not listed on the Proposal.

Docusign Envelope ID: 0C9BCA64-390F-49EE-9041-F2828BE64C2E



# State of New Mexico
# General Services Department
# Purchasing Division

## Statewide Price Agreement Amendment

**Awarded Vendor:**
**8 Vendors**

**Ship To:**
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Invoice:**
**As Requested**

Number: **10-00000-20-00048**

Amendment No.: **Seven**

Term: **November 18, 2020 – November 17, 2026**

Procurement Specialist: **Yuliastuti Wulandari** YW

Telephone No.: **(505) 469-2248**

Email: **Yuliastuti.Wulandari@gsd.nm.gov**

Title: **Communication, Radio Equipment, Parts, Accessories and Related Services**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from November 18, 2024 to November 17, 2026 at the same price, terms and conditions for (AA) Advanced Communications and Electronics, (AB) Code 3 Service, LLC, (AD) Enchanted Technology Solutions, (AF) Icom America Inc, (AG) L3Harris Technologies Inc., (AH) Motorola Solutions Inc., (AK) Specialty Communications, and (AL) Mobile Communications America.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Dorothy Mendonca

Dorothy Mendonca
New Mexico State Purchasing Agent

Date: 8/22/2024



MS

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**Awarded Vendors:**

(AA) 0000051480
Advanced Communications and Electro
2417 Baylor Drive SE
Albuquerque, NM 87106
(505) 244-3321
lhenz@advtwoway.com

Delivery: 10 days ARO, typical
Preference: Resident

(AB) 0000116813
Code 3 Service, LLC
2323 Aztec Rd NE- STE A
Albuquerque, NM 87107
(505) 407-2310
Sales@code3service.com

Delivery: 1-6 Weeks or As Requested

(AC) 0000147342
Electro-Magwave, Inc
PO Box 2182
Fairfax, VA 22031
(216) 232-0244
mike.wienke@emwaveinc.com

Delivery: UPS Surface Pre-Pay & Add-
Free Shipping for Order Total >$1,000.

(AD) 0000135964
Enchanted Technology Solutions, LLC
P.O. Box 29374
Santa Fe, NM 87592
(505) 946-8219
jeffg@ets.us.com

Delivery: 4-6 Weeks or as requested

(AE) 0000010372
Holzberg Communications, Inc.
PO Box 322
Totowa, NJ 07511
(800) 654-9550
holzberg@juno.com

Delivery: 15 Days ARO

(AF) 0000070398
Icom America Inc
12421 Willows Road NE
Kirkland, Washington 98034
(425) 450-6090,
govsales@icomamerica.com

Delivery: 30-60 days ARO
(Large quantities: 90-120 days ARO)

(AG) 0000111558
L3Harris Technologies, Inc.
PO Box 419436
Boston, MA 02241-9436
(800) 368-3277
PSPCIDIQCONTRACTS@L3Harris.com

Delivery: As Requested

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**Code 3 Services, LLC**

State of New Mexico
General Services Department
Purchasing Division
ITB Statewide Price Agreement #: 10-00000-20-00048

## BID PRICING RESPONSE FORM

### I. Minimum Percentage Discount (%) off Manufacturer's Retail Price (MSRP)

**Additional rows and /or pages may be added to accommodate the Bidder's list of bidding information; please number pages and rows accordingly.*

| No. | Manufacturer | Product Category | APC | Item | Short Description | MSRP % Discount |
|---|---|---|---|---|---|---|
| 1. | KENWOOD | LMR Radio | N/A | CURRENT CATALOG | KENWOOD LMR RADIOS AND ACCESSORIES | 25% |
| 2. | BK TECHNOLOGIES | LMR Radio | N/A | Current Catalog | BK Radios & Accessories | 30% |
| 3. | Harris | LMR Radio | N/A | Current Catalog | Harris Radios and Accessories | 25% |
| 4. | Harris Software | LMR Software | N/A | Current Catalog | Harris Software | 10% |
| 5. | Unication USA | LMR Radio | N/A | Current Catalog | Unication Fire Pagers and Accessories | 10% |
| 6. | Pyramid | LMR Radio | N/A | Current Catalog | Pyramid Vehicle Repeaters | 25% |
| 7. | Tait | LMR Radio | N/A | Current Catalog | Tait Radios and Accessories | 20% |
| 8. | Motorola | LMR Radio | N/A | Current Catalog | Motorola Radios and Accessories | 10% |
| 9. | Zetron | LMR Radio | N/A | Current Catalog | Zetron Radio Consoles, Paging, and Accessories | 15% |
| 10. | MindShare | LMR Radio | N/A | Current Catalog | MindShare Dispatch Console and Accessories | 10% |
| 11. | Codan | LMR Radio | N/A | Current Catalog | LMR Repeaters | 15% |
| 12. | DTRS Airtime | LMR Radio | DTRS | Current Catalog | Monthly Radio System Airtime | 0% |
| 13. | OTTO | Accessories | N/A | Current Catalog | Radio Accessories | 20% |
| 14. | Icom America | LMR Radio | N/A | Current Catalog | Icom LMR Radio & Accessories | 25% |
| 15. | Impact | Accessories | N/A | Current Catalog | Radio Accessories | 15% |
| 16. | JPS Interop | LMR Radio | N/A | Current Catalog | Interop Gateways and Voters | 5% |
| 17. | Other | LMR Radio | N/A | Current Catalog | Other LMR Radio Not Listed | 5% |
| 18. | Sinclair | LMR Radio | N/A | Current Catalog | Radio Antenna and Filtering | 15% |
| 19. | CommScope | Accessories | N/A | Current Catalog | Coax, Connectors, & Accessories | 15% |
| 20. | Laird | Accessories | N/A | Current Catalog | Antennas and Accessories | 20% |
| 21. | Pulse / Larsen | Accessories | N/A | Current Catalog | Antennas and Accessories | 20% |
| 22. | RF Industries | Accessories | N/A | Current Catalog | Connectors, Coax, & Accessories | 20% |
| 23. | Tram Browning | Accessories | N/A | Current Catalog | Antennas, Coax, & Accessories | 20% |
| 24. | Sti-Co | Antenna | N/A | Current Catalog | Antennas, Coax & Accessories | 10% |
| 25. | Telex | LMR Radio | N/A | Current Catalog | Dispatch Console, Tone Remote | 10% |
| 26. | Power Products | Accessories | N/A | Current Catalog | Batteries, Chargers, & Accessories | 15% |
| 27. | David Clark | Accessories | N/A | Current Catalog | Radio Headsets and Accessories | 10% |
| 28. | Hytera | LMR Radio | N/A | Current Catalog | Radios & Accessories | 25% |
| 29. | Mimosa | LMR Network | N/A | Current Catalog | LMR Radio Network & Accessories | 10% |
| 30. | Repair Depot | LMR Radio | N/A | Current Catalog | Depot Factory Repair Service LMR | 0% |

# Amended Car Order request- MHQ

Final Audit Report 2025-01-17

| | |
|---|---|
| Created: | 2025-01-16 |
| By: | JAMES EDWARDS (jwedwards@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAUpQElAKxilOin207gj5XkLS97PCVXbF_ |

## "Amended Car Order request- MHQ" History

Document created by JAMES EDWARDS (jwedwards@santafenm.gov)
2025-01-16 - 4:58:06 PM GMT- IP address: 97.182.206.186

Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign
2025-01-16 - 5:01:45 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-01-16 - 9:54:17 PM GMT- IP address: 104.47.64.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-01-16 - 9:54:53 PM GMT - Time Source: server- IP address: 63.232.20.2

Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
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Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
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Signature Date: 2025-01-17 - 4:20:43 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to Eric Candelaria (edcandelaria@santafenm.gov) for signature
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Document e-signed by Eric Candelaria (edcandelaria@santafenm.gov)

Signature Date: 2025-01-17 - 4:25:14 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.

2025-01-17 - 4:25:14 PM GMT

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# City of Santa Fe, New Mexico
## Memorandum

**DATE:** **December 16, 2024**

**TO:** **Governing Body**
**Finance Committee**
**Quality of Life Committee**

**Via:** **Randy Randall, Interim City Manager**
**Emily Oster, Finance Director**
**Andy Hopkins, Budget Officer** Andy Hopkins
**Henri Hammond- Paul, Community Health & Safety Department Director** HENRI HAMMOND-PAUL (Dec 16, 2024 16:50 MST)
**Julie Sanchez, Youth and Family Services Division Director** JULIE SANCHEZ (Dec 16, 2024 16:15 MST)

**FROM:** **Marcella Apodaca, Business Operations Manager** Marcella Apodaca

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**ITEM AND ISSUE**
Community Health and Safety respectfully requests your review and approval of a Budget Adjustment Resolution (BAR) in the total amount of $2,000,000 for site planning, development, or purchase of a building or property for non-congregate sheltering solutions.

**BACKGROUND AND SUMMARY**
In FY23 the Community Health and Safety Department received a one-time capital allocation to purchase property for a non-congregate sheltering solution. The initial purchase fell through. The following year another opportunity presented itself but again the property was sold during negotiations, the funding was left in the FY24 budget.

For FY25 a BAR is requested to increase budget in 2400122.572970 (WIP Construction) by $2,000,000 from the aforementioned unspent prior year appropriation in 1001001.510340 (Other Consulting) The Department is requesting the funding in the FY25 budget be moved to a capital expense object code so it can be used for site planning and development for alternative non-congregate shelter options.

Funds are allocated and will be spent by June 30, 2025.

**FUNDING SOURCE**
FY24 Budget Allocation of "Other Consulting" Funding

| | |
|---|---|
| ORG Name/Number | CHS Admin/1001001 |
| Object Name/Number | Other Consulting/510340 |

**ATTACHMENTS**
Budget Adjustment Request (BAR)
Munis Detail of Unspent FY24 Budget

Account Inquiry [CITY OF SANTA FE]

Account

| | | | | | |
|---|---|---|---|---|---|
| Fund | 100 GENFUND | Acct | 100-30-10-1001-000-00-000-510340- | | |
| Org | 1001001 ComSvc Adm | Acct name | Other Consulting | Account Notes | |
| Object | 510340 Oth Cnsltg | Type | Expense | Status | Active |
| Project | | Rollup | GFCSC | ComSvcAdminCNT | |
| | | Sub-Rollup | | | |

MultiYr Fund

4 Year Comparison | Current Year | History | 4 Year Graph | History Graph

| Yr/Per 2024/13 | Fiscal Year 2024 | Fiscal Year 2023 | Fiscal Year 2022 | Fiscal Year 2025 |
|---|---|---|---|---|
| Original Budget | 2,000,000.00 | .00 | .00 | .00 |
| Transfers In | .00 | 134.59 | .00 | .00 |
| Transfers Out | .00 | -134.59 | .00 | .00 |
| Revised Budget | 2,000,000.00 | .00 | .00 | .00 |
| Actual (Memo) | .00 | .00 | 16,105.01 | .00 |
| Encumbrances | .00 | .00 | .00 | .00 |
| Requisitions | .00 | | | .00 |
| Available | 2,000,000.00 | .00 | -16,105.01 | .00 |
| Percent used | .00 | .00 | .00 | .00 |

| | |
|---|---|
| Log # *{Finance use only}*: | |
| Journal # *{Finance use only}*: | |

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

| DEPARTMENT / DIVISION NAME | DATE |
|---|---|
| Community Health and Safety/Youth and Family Division | 12/16/2024 |

| ITEM DESCRIPTION | ORG | OBJECT | PROJECT | INCREASE | DECREASE |
|---|---|---|---|---|---|
| EXPENDITURES | | | | *{enter as positive #}* | *{enter as negative #}* |
| WIP Construction | 2400122 | 572970 | | 2,000,000 | |
| | | | | | |
| Capital Transfer to Human Services Fund | 1001001 | 760240 | | 2,000,000 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| REVENUES | | | | *{enter as negative #}* | *{enter as positive #}* |
| Capital Transfer from General Fund | 2400122 | 660100 | | (2,000,000) | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | $ 2,000,000 | $ - |

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

Re-Appropriation/Carry Forward Request from unspent FY24 budget for an FY25 BAR to Increase WIP Constuction for Site Planning and Development for Alternative Non-Congretate Shelter Options.

*{Complete section below if BAR results in a net change to ANY Fund}*

| Fund(s) Affected | Fund Balance Increase/(Decrease) |
|---|---|
| 100 | (2,000,000) |
| | |
| | |
| | |
| **TOTAL:** | **(2,000,000)** |

Marcella Apdoaca — Prepared By *{print name}* — 12/16/2024 Date

JULIE SANCHEZ (Dec 16, 2024 16:15 MST) — Division Director Signature *{optional}* — Dec 16, 2024 Date

HENRI HAMMOND-PAUL (Dec 16, 2024 16:50 MST) — Department Director Signature — Dec 16, 2024 Date

*{Use this form for Finance Committee/ City Council agenda items ONLY}*

**CITY COUNCIL APPROVAL**

*City Council Approval Date*

*Agenda Item #:*

Andy Hopkins — Budget Officer — Dec 16, 2024 Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

CITY OF SANTA FE

# Memorandum

**Date:** January 1, 2025

**To:** Governing Body, Public Works and Utilities Committee, Finance Committee

**From:** James Harris, Airport Director

**Via:** Regina Wheeler, Public Works Department Director RW

**RE:** C5243318 599 Airport Access Road Authorized Representatives and Agents

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**EXECUTIVE SUMMARY:**

The Resolution designates authorized representatives and agents for New Mexico Department of Finance and Administration (DFA), appropriation ID Number 13318 and New Mexico Department of Transportation (NMDOT) Control Number C5243318 ("Grant Agreement"). The Grant Agreement makes available four million five hundred thousand dollars ($4,500,000), appropriated by the New Mexico State Legislature for a project to plan, design and construct a road connection from New Mexico Highway 599-Jaguar Drive interchange to the Santa Fe Regional Airport for the city of Santa Fe in Santa Fe County.

**BACKGROUND:**

The New Mexico Department of Transportation, through Article X.B. (v) of the Grant Agreement, requires that the City of Santa Fe as the grantee, to agree that the "governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment". Adoption of this Resolution will satisfy this requirement and allow the City to enter into the Grant Agreement. The Grant Agreement will be presented to the Governing Body in an action separate from this Resolution; and this Resolution will not be implicated if the Governing Body does not later approve the grant agreement.

**ATTACHMENTS:**
Resolution
FIR

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2025-__**

**INTRODUCED BY:**

Councilor Amanda Chavez

**A RESOLUTION**

**AUTHORIZING REPRESENTATIVES AND AGENTS FOR NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION, APPROPRIATION ID NUMBER I3318, NEW MEXICO DEPARTMENT OF TRANSPORTATION CONTROL NUMBER C5243318, TO ACQUIRE RIGHTS OF WAY FOR AND TO PLAN, DESIGN AND CONSTRUCT A ROAD CONNECTION FROM NEW MEXICO HIGHWAY 599-JAGUAR DRIVER INTERCHANGE TO THE SANTA FE REGIONAL AIRPORT FOR THE CITY OF SANTA FE IN SANTA FE COUNTY.**

**WHEREAS,** in the Laws of 2024, Chapter 66, Section 33, Subsection 88, the New Mexico Legislature made an appropriation to the New Mexico Department of Transportation ("NMDOT"), for funds from which NMDOT is making available to the City of Santa Fe ("Grantee") through the New Mexico Department of Finance and Administration Appropriation Number I3318, NMDOT Control Number C5243318 ("Agreement"), incorporated as Attachment A, in the amount of four million five hundred thousand dollars ($4,500,000), to acquire rights of way for and to plan, design, and construct a road connection from New Mexico Highway 599-Jaguar Drive interchange to the

Santa Fe Regional Airport for the city of Santa Fe in Santa Fe County (the "Project"); and

**WHEREAS,** Article X.B.(v) of the Agreement, states that "the Grantee's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment" and adopting this resolution will satisfy this requirement; and

**WHEREAS,** in a letter dated August 24, 2023, the New Mexico Department of Finance and Administration ("DFA") took the position that it required the City to initiate a fiscal agent relationship in order for the City to utilize State Capital appropriations, and this position was renewed in a letter dated August 20, 2024 for all current Capital outlay appropriations; and

**WHEREAS,** as a result of the DFA's position articulated in these letters, the City entered into a governmental services agreement, incorporated as Attachment B, with North Central Economic Development District ("NCEDD") for fiscal agent services, in which NCEDD agreed to review and sign Requests for Payment for permissible expenditures, on December 19, 2023; and

**WHEREAS,** Amendment No. 3 to the Intergovernmental Service Agreement, Item No. 24-0638, included in Attachment B, includes the Project.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE** that the following provisions shall apply to the Agreement:

A. The person listed below, or their successor, is the Grantee's official representative authorized to sign the Agreement:

| | |
|---|---|
| Grantee: | City of Santa Fe |
| Name: | Alan Webber |
| Title: | Mayor |
| Address: | PO Box 909 |
| | Santa Fe, NM 87504-0909 |
| Email: | mayor@santafenm.gov |

Telephone: (505) 955-6590

B. The person listed below, or their successor, is the Grantee's Fiscal Officer of Fiscal Agent concerning reviewing and signing Requests for Payments for permissible expenditures:

Grantee: City of Santa Fe

Name: Felicity Fonseca

Title: Community Development Director, North Central New Mexico Economic Development District

Address: 644 Don Gaspar Ave.
Santa Fe, Nm 87505

Email: felicityf@ncnmedd.com

Telephone: (505) 356-9098

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:



ERIN K. McSHERRY, CITY ATTORNEY

# Attachment A

**Contract Number: _____**
**Vendor Number: 0000054360**
**Control Number: C5243318**

**STATE OF NEW MEXICO**
**DEPARTMENT OF TRANSPORTATION**
**FUND 93100 CAPITAL APPROPRIATION PROJECT**

**THIS AGREEMENT** is between the Department of Transportation, hereinafter called the "Department" or abbreviation such as "NMDOT", and City of Santa Fe, hereinafter called the "Grantee". This Agreement is effective as of the date of the last party to sign it on the signature page below.

## RECITALS

**WHEREAS**, in the Laws of 2024, SB 275, Chapter 66, Section 33, Subsection 88, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

**WHEREAS**, the Department is granting to Grantee, and the Grantee is accepting the grant of, funds from this appropriation, in accordance with the terms and conditions of this Agreement; and

**WHEREAS,** pursuant to the NMSA 1978, Section 67-3-28, as amended, and State Highway Commission Policy No. 44, the Department has the authority to enter into this Grant Agreement.

## AGREEMENT

**NOW, THEREFORE,** in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

## ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

DFA Appropriation ID I3318 NMDOT Control Number C5243318 **$4,500,000**
APPROPRIATION REVERSION DATE: 6/30/2028
Laws of 2024, Chapter 66, Section 33, Subsection 88, Four Million Five Hundred Thousand Dollars and No Cents ($4,500,000), to acquire rights of way for and to plan, design and construct a road connection from the New Mexico highway 599-Jaguar drive interchange to the Santa Fe regional airport for Santa Fe in Santa Fe county.

The Grantee's total reimbursements shall not exceed Four Million Five Hundred Thousand Dollars and No Cents $4,500,000 (the "Appropriation Amount") minus the allocation for Art in Public Places ("AIPP amount")[1], if applicable, (), which equals () (the "Adjusted Appropriation Amount").

In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I(A), the language of the laws cited herein shall control.

This project is referred to throughout the remainder of this Agreement as the "Project"; the information contained in Article I(A) is referred to collectively throughout the remainder of this Agreement as the "Project Description." Optional Attachment A sets forth additional or more stringent requirements and conditions, which are incorporated by this reference as if set forth fully herein. If Optional Attachment A imposes more stringent requirements than any requirement set forth in this Agreement, the more stringent requirements of Attachment A shall prevail, in the event of irreconcilable conflict. The Grantee shall reference the Project's number in all correspondence with and submissions to the Department concerning the Project, including, but not limited to, Requests for Payment and reports.

## ARTICLE II. LIMITATION ON DEPARTMENT'S OBLIGATION TO MAKE GRANT DISBURSEMENT TO GRANTEE

A. Upon the Effective Date of this Agreement, for permissible purposes within the scope of the Project Description, the Grantee shall only be reimbursed monies for which the Department has issued and the Grantee has received a Notice of Department's Obligation to Reimburse[2] Grantee (hereinafter referred to as "Notice of Obligation"). This Grant Agreement and the disbursement of any and all amounts of the above referenced Adjusted Appropriation Amount are expressly conditioned upon the following:

(i) Irrespective of any Notice of Obligation, the Grantee's expenditures shall be made on or before the Reversion Date and, if applicable, an Early Termination Date (i.e., the goods have been delivered and accepted or the title to the goods has been transferred to the Grantee and/or the services have been rendered for the Grantee); and

(ii) The total amount received by the Grantee shall not exceed the lesser of: (a) the Adjusted Appropriation Amount identified in Article I(A) herein or (b) the total of all amounts stated in the Notice(s) of Obligation evidencing that the Department has received and accepted the Grantee's Third Party Obligation(s), as defined in subparagraph iii of this Article II(A); and

(iii) The Grantee's expenditures were made pursuant to the State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the Project, hereinafter referred to as "Third Party Obligations"; and

(iv) The Grantee's submittal of timely Requests for Payment in accordance with the procedures set forth in Article IX of this Agreement; and

[1] The AIPP amount is "an amount of money equal to one percent or two hundred thousand dollars ($200,000), whichever is less, of the amount of money appropriated for new construction or any major renovation exceeding one hundred thousand dollars ($100,000)." Section 13-4A-4 NMSA 1978.

[2] "Reimburse" as used throughout this Agreement includes Department payments to the Grantee for invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee.

(v) In the event that capital assets acquired with Project funds are to be sold, leased, or licensed to or operated by a private entity, the sale, lease, license, or operating agreement:
   a. must be approved by the applicable oversight entity (if any) in accordance with law; or
   b. if no oversight entity is required to approve the transaction, the Department must approve the transaction as complying with law.

   Prior to the sale, lease, license, or operating agreement being approved pursuant to Articles II(A)(v)(a) and II(A)(v)(b) herein, the Department may, in its sole and absolute discretion and unless inconsistent with State Board of Finance imposed conditions, reimburse the Grantee for necessary expenditures incurred to develop the Project sufficiently to make the sale, lease, license, or operating agreement commercially feasible, such as plan and design expenditures; and

(vi) The Grantee's submission of documentation of all Third Party Obligations and amendments thereto (including terminations) to the Department and the Department's issuance and the Grantee's receiving of a Notice of Obligation for a particular amount in accordance with the terms of this Agreement shall be governed by the following:
   **a.** The Grantee shall submit to the Department one copy of all Third Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party **but prior to execution by the Grantee.**
   b. Grantee acknowledges and agrees that if it chooses to enter into a Third Party Obligation prior to receiving a Notice of Obligation that covers the expenditure, it is solely responsible for such obligations.
   c. The Department may, in its sole and absolute discretion, issue to Grantee a Notice of Obligation for the particular amount of that Third Party Obligation that only obligates the Department to reimburse Grantee's expenditures made on or before the Reversion Date or an Early Termination Date. The current Notice of Obligation form is attached to this Agreement as Exhibit 2.
   d. The date the Department signs the Notice of Obligation is the date that the Department's Notice of Obligation is effective. After that date, the Grantee is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third Party Obligation and request the Third Party to begin work. Payment for any work performed or goods received prior to the effective date of the Notice of Obligation is wholly and solely the obligation of the Grantee.

B. The Grantee shall implement, in all respects, the Project. The Grantee shall provide all necessary qualified personnel, material, and facilities to implement the Project. The Grantee shall finance its share (if any) of the costs of the Project, including all Project overruns.

C. Project funds shall not be used for purposes other than those specified in the Project Description.

D. Unless specifically allowed by law, Project funds cannot be used to reimburse Grantee for indirect Project costs.

## ARTICLE III. NOTICE PROVISIONS AND GRANTEE AND DEPARTMENT DESIGNATED REPRESENTATIVES

Whenever written notices, including written decisions, are to be given or received, related to this Agreement, the following provisions shall apply.

The Grantee designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this Agreement:

Grantee: City of Santa Fe
Name: David Chapman
Title: Grants Administrator
Address: P.O. Box 909, Santa Fe, New Mexico 87504
Email: dachapman@ci.santa-fe.nm.us
Telephone: 505-955-2012

The Grantee designates the person(s) listed below, or their successor, as their Fiscal Officer or Fiscal Agent concerning all matters related to this Agreement:

Grantee: _____
Name: _____
Title: _____
Address: _____
Email: _____
Telephone: _____

The Department designates the persons listed below, or their successors, as the Points of Contact for matters related to this Agreement.

Department: Department of Transportation District 5 Office
Name: Amanda Nino
Title: Capital Outlay District Coordinator
Address: P.O. Box 4127, Santa Fe, NM 87502
Email: Amanda.Nino@dot.nm.gov
Telephone: 505-660-6357

The Grantee and the Department agree that either party shall send all notices, including written decisions, related to this Agreement to the above named persons by email or regular mail. In the case of mailings, notices shall be deemed to have been given and received upon the date of the receiving party's actual receipt or five calendar days after mailing, whichever shall first occur. In the case of email transmissions, the notice shall be deemed to have been given and received on the date reflected on the delivery receipt of email.

## ARTICLE IV. REVERSION DATE, TERM, DEADLINE TO EXPEND FUNDS

A. As referenced in Article I(A), the applicable law establishes a date by which Project funds must be expended by Grantee, which is referred to throughout the remainder of this Agreement as the "Reversion Date." Upon being duly executed by both parties, this Agreement shall be effective as of the date of execution by the Department. It shall terminate on 6/30/2028 the Reversion Date unless Terminated Before Reversion Date ("Early Termination") pursuant to Article V herein.

B. The Project's funds must be expended on or before the Reversion Date and, if applicable, Early Termination Date of this Agreement. For purposes of this Agreement, it is not sufficient for the Grantee to encumber the Project funds on its books on or before the Project's Reversion Date or Early Termination Date. Funds are expended and an expenditure has occurred as of the date that a particular quantity of goods are delivered to and received by the Grantee or title to the goods is transferred to the Grantee and/or as of the date particular services are rendered for the Grantee. Funds are ***not*** expended and an expenditure has ***not*** occurred as of the date they are encumbered by the Grantee pursuant to a contract or purchase order with a third party.

## ARTICLE V. EARLY TERMINATION

**A**. **Early Termination Before Reversion Date Due to Completion of the Project or Complete Expenditure of the Adjusted Appropriation or Violation of this Agreement**

Early Termination includes:

(i) Termination due to completion of the Project before the Reversion Date; or
(ii) Termination due to complete expenditure of the Adjusted Appropriation Amount before the Reversion Date; or
(iii) Termination for violation of the terms of this Agreement; or
(iv) Termination for suspected mishandling of public funds, including but not limited to, fraud, waste, abuse, and conflicts of interest.

Either the Department or the Grantee may early terminate this Agreement prior to the Reversion Date by providing the other party with a minimum of fifteen (15) days' advance, written notice of early termination. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(A).

**B**. **Early Termination Before Reversion Date Due to Non-appropriation**

The terms of this Agreement are expressly made contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. Throughout this Agreement the term "non-appropriate" or "non-appropriation" includes the following actions by the New Mexico Legislature: deauthorization, reauthorization or revocation of a prior authorization. The Legislature may choose to non-appropriate the Appropriation referred to in Article I and, if that occurs, the Department shall early terminate this Agreement for non-appropriation by giving the Grantee written notice of such termination, and such termination shall be effective as of the effective date of the law making the non-appropriation. The Department's decision as to whether sufficient appropriations or authorizations are available shall be accepted by the Grantee and shall be final. Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department pursuant to Article V(B).

**C**. **Limitation on Department's Obligation to Make Grant Disbursements to Grantee in the Event of Early Termination**

In the event of Early Termination of this Agreement by either party, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth Article II.

## ARTICLE VI. SUSPENSION OF NEW OR FURTHER OBLIGATIONS

A. The Department may choose, in its sole and absolute discretion, to provide written notice to the Grantee to suspend entering into new and further obligations. Upon the receipt of such written notice by the Grantee:

(i) The Grantee shall immediately suspend entering into new or further written obligations with third parties; and

(ii) The Department will suspend the issuance of any new or further Notice of Obligation under this Agreement; and

(iii) The Department may direct the Grantee to implement a corrective action plan in accordance with Article VI(D) herein.

B. In the event of Suspension of this Agreement, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II herein.

C. A suspension of new or further obligations under this Agreement shall remain in effect unless or until the date the Grantee receives written notice given by the Department informing the Grantee that the Suspension has been lifted or that the Agreement has been Early Terminated in accordance with Article V herein. If the Suspension is lifted, the Department will consider further requests for Notice of Obligation.

**D. Corrective Action Plan in the Event of Suspension**

In the event that the Department chooses, in its sole and absolute discretion to direct the Grantee to suspend entering into new or further written obligations with third parties pursuant to Article VI(A), the Department may, but is not obligated to, require the Grantee to develop and implement a written corrective action plan to remedy the grounds for the Suspension. Such corrective action plan must be approved by the Department and be signed by the Grantee. Failure to sign a corrective action plan or meet the terms and deadlines set forth in the signed corrective action plan, is hereby deemed a violation of the terms of this Agreement for purposes of Early Termination, Article V(A)(iii). The corrective action plan is in addition to, and not in lieu of, any other equitable or legal remedy, including but not limited to Early Termination.

## ARTICLE VII. AMENDMENT

This Agreement shall not be altered, changed, or amended except by instrument in writing duly executed by both the parties hereto.

## ARTICLE VIII. REPORTS

**A. Database Reporting**

The Grantee shall report quarterly Project activity by entering such Project information as the Department and the Department of Finance and Administration may require, such information entered directly into a database maintained by the Department of Finance and Administration (http://cpms.dfa.state.nm.us). Additionally, the Grantee shall certify on the Request for Payment form (Exhibit 1) that updates have been maintained and are current in the database. The Grantee hereby acknowledges that failure to perform and/or certify updates into the database will delay or potentially jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of thirty (30) days' advance written notice of any changes to the information the Grantee is required to report.

Quarterly reports shall be due on the last day of the month that is 30 days prior to the end of the quarter following execution of this Agreement by the Department and ending during the quarter of the submission of the final request for reimbursement for the Project, or the following quarter.

**B. Requests for Additional Information/Project Inspection**

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

(i) request such additional information regarding the Project as it deems necessary; and

(ii) conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

## ARTICLE IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES

A. The Grantee shall request payment by submitting a Request for Payment, in the form attached hereto as Exhibit 1. Payment requests are subject to the following procedures:

(i) The Grantee must submit a Request for Payment; and

(ii) Each Request for Payment must contain proof of payment by the Grantee or liabilities incurred by the Grantee showing that the expenditures are valid or are liabilities incurred by the Grantee in the form of actual unpaid invoices received by the Grantee for services rendered by a third party or items of tangible personal property received by the Grantee for the implementation of the Project; provided, however, that the Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.

(iii) In cases where the Grantee is submitting a Request for Payment to the Department based upon invoices received, but not yet paid, by the Grantee from a third party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Grantee, the Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or such shorter period of time as the Department may prescribe in writing. The Grantee is required to certify to the Department proof of payment to the third party contractor or vendor within ten (10) business days from the date of receiving reimbursement from the Department.

B. The Grantee must obligate 5% of the Adjusted Appropriation Amount within six months of acceptance of the grant agreement and must have expended no less than 85% of the Adjusted Appropriation Amount six months prior to the reversion date.

C. **Deadlines**

Requests for Payments shall be submitted by Grantee to the Department on the earlier of:

(i) Immediately as they are received by the Grantee but at a minimum thirty (30) days from when the expenditure was incurred or liability of the Grantee was ~~a~~approved as evidenced by an unpaid invoice received by the Grantee from a third party contractor or vendor; or

(ii) Twenty (20) days from date of Early Termination; or

(iii) Twenty (20) days from the Reversion Date.

D. The Grantee's failure to abide by the requirements set forth in Article II and Article IX herein will result in the denial of its Request for Payment or will delay the processing of Requests for Payment. The Department has the right to reject a payment request for the Project unless and until it is satisfied that the expenditures in the Request for Payment are for permissible purposes within the meaning of the Project Description and that the expenditures and the Grantee are otherwise in compliance with this Agreement, including but not limited to, compliance with the reporting requirements and the requirements set forth in Article II herein to provide Third Party Obligations and the Deadlines set forth in Article IX herein. The Department's ability to reject any Request for Payment is in addition to, and not in lieu of, any other legal or equitable remedy available to the Department due to Grantee's violation of this Agreement.

## ARTICLE X. PROJECT CONDITIONS AND RESTRICTIONS; REPRESENTATIONS AND WARRANTIES

A. The following general conditions and restrictions are applicable to the Project:

(i) The Project's funds must be spent in accordance with all applicable state laws, regulations, policies, and guidelines, including, but not limited to, the State Procurement Code (or local procurement ordinance, where applicable).

(ii) The Project must be implemented in accordance with the New Mexico Public Works Minimum Wage Act, Section 13-4-10 through 13-4-17 NMSA 1978, as applicable. Every contract or project in excess of sixty thousand dollars ($60,000) that the Grantee is a party to for construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages and fringe benefits to be paid to various classes of laborers and mechanics, shall be based upon the wages and benefits that will be determined by the New Mexico Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed on contract work of a similar nature in the locality. Further, every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates and fringe benefit rates not less than those determined pursuant to Section 13-4-11 (B) NMSA 1978 to be the prevailing wage rates and prevailing fringe benefit rates issued for the project.

(iii) The Project may only benefit private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico, the "Anti-Donation Clause."

(iv) The Grantee shall not for a period of 10 years from the date of this agreement convert any property acquired, built, renovated, repaired, designed or developed with the Project's funds to uses other than those specified in the Project Description without the Department's and the Board of Finance's express, advance, written approval, which may include a requirement to reimburse the State for the cost of the project, transfer proceeds from the disposition of property to the State, or otherwise provide consideration to the State.

(v) The Grantee shall comply with all federal and state laws, rules and regulations pertaining to equal employment opportunity. In accordance with all such laws, rules and regulations the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with Grantee, be excluded

from participation in the Project, be denied benefits or otherwise be subject to discrimination under, any activity performed under this Agreement. If Grantee is found to be not in compliance with these requirements during the life of this Agreement, Grantee agrees to take appropriate steps to correct any deficiencies. The Grantee's failure to implement such appropriate steps within a reasonable time constitutes grounds for terminating this Agreement.

B. The Grantee hereby represents and warrants the following:

(i) The Grantee has the legal authority to receive and expend the Project's funds.

(ii) This Agreement has been duly authorized by the Grantee, the person executing this Agreement has authority to do so, and, once executed by the Grantee, this Agreement shall constitute a binding obligation of the Grantee, enforceable according to its terms.

(iii) This Agreement and the Grantee's obligations hereunder do not conflict with any law or ordinance or resolution applicable to the Grantee, the Grantee's charter (if applicable), or any judgment or decree to which the Grantee is subject.

(iv) The Grantee has independently confirmed that the Project Description, including, but not limited to, the amount and Reversion Date, is consistent with the underlying appropriation in law.

(v) The Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment.

(vi) The Grantee shall abide by New Mexico laws regarding conflicts of interest, governmental conduct and whistleblower protection. The Grantee specifically agrees that no officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who exercises any function or responsibility with respect to this Grant, during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed or goods to be received, pursuant to this Grant. Further, Grantee shall require all of its contractors to incorporate in all subcontracts the language set forth in this paragraph prohibiting conflicts of interest.

(vii) No funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of this or any agency or body in connection with the awarding of any Third Party Obligation and that the Grantee shall require certifying language prohibiting lobbying to be included in the award documents for all subawards, including subcontracts, loans and cooperative agreements. All subrecipients shall be required to certify accordingly.

## ARTICLE XI. STRICT ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS; PROJECT RECORDS

A. The Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles, and, if feasible, maintain a separate bank account or fund with a separate organizational code, for the funds to assure separate budgeting and accounting of the funds.

B. For a period of six (6) years following the Project's completion, the Grantee shall maintain all Project related records, including, but not limited to, all financial records, requests for proposals, invitations to bid, selection and award criteria, contracts and subcontracts, advertisements, minutes of pertinent meetings, as well

as records sufficient to fully account for the amount and disposition of the total funds from all sources budgeted for the Project, the purpose for which such funds were used, and such other records as the Department shall prescribe.

C. The Grantee shall make all Project records available to the Department, the Department of Finance and Administration, and the New Mexico State Auditor upon request. With respect to the funds that are the subject of this Agreement, if the State Auditor or the Department of Finance and Administration finds that any or all of these funds were improperly expended, the Grantee may be required to reimburse to the State of New Mexico, to the originating fund, any and all amounts found to be improperly expended.

## ARTICLE XII. IMPROPERLY REIMBURSED FUNDS

If the Department determines that part or all of the Appropriation Amount was improperly reimbursed to Grantee, including but not limited to, Project funds reimbursed to Grantee based upon fraud, mismanagement, misrepresentation, misuse, violation of law by the Grantee, or violation of this Agreement, the Grantee shall return such funds to the Department for disposition in accordance with law.

## ARTICLE XIII. LIABILITY

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act.

## ARTICLE XIV. SCOPE OF AGREEMENT

This Agreement constitutes the entire and exclusive agreement between the Grantee and Department concerning the subject matter hereof. The Agreement supersedes any and all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

## ARTICLE XV. REQUIRED NON-APPROPRIATIONS CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

The Grantee acknowledges, warrants, and agrees that Grantee shall include a “non-appropriations” clause in all contracts between it and other parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement that states:

“The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, the City of Santa Fe may immediately terminate this Agreement by giving Contractor written notice of such termination. The City of Santa Fe’s decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. Contractor hereby waives any rights to assert an impairment of contract claim against the City of Santa Fe or the Department of Transportation or the State of New Mexico in the event of immediate or Early Termination of this Agreement by the City of Santa Fe or the Department”

## ARTICLE XVI. REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

Grantee acknowledges, warrants, and agrees that Grantee shall include the following termination clause in all contracts that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement:

"This contract is funded in whole or in part by funds made available under a Department of Transportation Grant Agreement. Should the Department of Transportation early terminate the grant agreement, the City of Santa Fe may early terminate this contract by providing Contractor written notice of such termination. In the event of termination pursuant to this paragraph, the City of Santa Fe only liability shall be to pay Contractor for acceptable goods delivered and services rendered before the termination date."

Grantee hereby waives any rights to assert an impairment of contract claim against the Department or the State of New Mexico in the event of Early Termination of this Agreement by the Department.

## XVII. COMPLIANCE WITH UNIFORM FUNDING CRITERIA.

A. Throughout the term of this Agreement, Grantee shall:

1. submit all reports of annual audits and agreed upon procedures required by Section 12-6-3(A)-(B) NMSA 1978 by the due dates established in 2.2.2 NMAC, reports of which must be a public record pursuant to Section 12-6-5(A) NMSA 1978 within forty-five days of delivery to the State Auditor;
2. have a duly adopted budget for the current fiscal year approved by its budgetary oversight agency (if any);
3. timely submit all required financial reports to its budgetary oversight agency (if any); and
4. have adequate accounting methods and procedures to expend grant funds in accordance with applicable law and account for and safeguard grant funds and assets acquired by grant funds.

B. In the event Grantee fails to comply with the requirements of Paragraph A of this Article XVII, the Department may take one or more of the following actions:

1. suspend new or further obligations pursuant to Article VI(A) of this Agreement;
2. require the Grantee to develop and implement a written corrective action plan pursuant to Article VI(D) of this Agreement to remedy the non-compliance;
3. impose special grant conditions to address the non-compliance by giving the Grantee notice of such special conditions in accordance with Article III of this Agreement; the special conditions shall be binding and effective on the date that notice is deemed to have been given pursuant to Article III; or
4. terminate this Agreement pursuant to Article V(A) of this Agreement.

## ARTICLE XVIII. SEVERANCE TAX BOND AND GENERAL OBLIGATION BOND PROJECT CLAUSES

A. Grantee acknowledges and agrees that the underlying appropriation for the Project is a severance tax bond or general obligation bond appropriation, and that the associated bond proceeds are administered by the New Mexico State Board of Finance (SBOF), an entity separate and distinct from the Department. Grantee acknowledges and agrees that (i) it is Grantee's sole and absolute responsibility to determine through SBOF staff what (if any) conditions are currently imposed on the Project; (ii) the Department's failure to inform Grantee of a SBOF imposed condition does not affect the validity or enforceability of the condition; (iii) the

SBOF may in the future impose further or different conditions upon the Project; (iv) all SBOF conditions are effective without amendment of this Agreement; (v) all applicable SBOF conditions must be satisfied before the SBOF will release to the Department funds subject to the condition(s); and (vi) the Department's obligation to reimburse Grantee from the Project is contingent upon the then current SBOF conditions being satisfied.

B. Grantee acknowledges and agrees that the SBOF may in its sole and absolute discretion remove a project's assigned bond proceeds if the project doesn't proceed sufficiently. Entities must comply with the requirement to encumber five percent (5%) of Project funds within six months of bond issuance as certified by the grantee in the Bond Questionnaire and Certification documents submitted to the SBOF. Failure to comply may result in the bond proceeds reassignment to a new ready project. If this should occur this grant agreement will be suspended until the entity has demonstrated readiness as determined by the SBOF and the Department.

C. Grantee acknowledges and agrees that this Agreement is subject to the SBOF's Bond Project Disbursements rule, NMAC 2.61.6, as may be amended or re-codified. The rule provides definitions and interpretations of grant language for the purpose of determining whether a particular activity is allowable under the authorizing language of the agreement.

[THIS SPACE LEFT BLANK INTENTIONALLY]

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the date of execution by the Department.

**GRANTEE**

_____
Signature of Official with Authority to Bind Grantee

_____
Entity Name

By: _____
(Type or Print Name)

Its: _____
(Type or Print Title)

_____
Date

**DEPARTMENT OF TRANSPORTATION**

_____
By:

Its: Cabinet Secretary or Designee

_____
Date

**REVIEWED AND APPROVED AS TO FORM AND LEGAL SUFFICIENCY BY THE DEPARTMENT'S OFFICE OF GENERAL COUNSEL**

_____
By: Aaron Frankland or Designee

Its: Deputy General Counsel

_____
Date

**IN WITNESS WHEREOF**, the parties have executed this Capital Appropriation Project as of the dates set forth below.

CITY OF SANTA FE:

**SEE ABOVE**

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

GERALYN CARDENAS, INTERIM CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault

Kevin L. Nault (Aug 9, 2024 15:27 MDT)

ASSISTANT CITY ATTORNEY

FINANCE DIRECTOR:

_____

EMILY OSTER

**STATE OF NEW MEXICO**
**CAPITAL GRANT PROJECT**
**Request for Payment Form**
**Exhibit 1**

**I. Grantee Information**

(Make sure information is complete & accurate)

A. Grantee:

B. Address:

(Complete Mailing, including Suite, if applicable)

City State Zip

C. Phone No:

D. Grant No:

E. Project Title:

F. Grant Expiration Date:

**II. Payment Computation**

A. Payment Request No.

B. Grant Amount:

C. AIPP Amount *(If Applicable)*:

D. Funds Requested to Date:

E. Amount Requested this Payment:

F. Reversion Amount (If *Applicable*):

G. Grant Balance:

H. ☐ GF ☐ GOB ☐ STB (*attach wire if first draw*)

I. ☐ Final Request for Payment (*if Applicable*)

**III. Fiscal Year :**

*(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)*

**IV.** ☐ **Reporting Certification:** I hereby certify to the best of my knowledge and belief, that database reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with Article VIII of the Capital Outlay Grant Agreement.

**V.** ☐ **Compliance Certification:** Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

**Grantee Fiscal Officer**
or **Fiscal Agent** (*if applicable*)

Printed Name

Date:

**Grantee Representative**

Printed Name

Date:

**(State Agency Use Only)**

**Vendor Code:** **Fund No.:** **Loc No.:**

I certify that the State Agency financial and vendor file information agree with the above submitted information.

Division Fiscal Officer Date

Division Project Manager Date

## NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
## EXHIBIT 2

**Notice of Obligation to Reimburse Grantee [# 1]**

DATE: [_____]

TO: Department Representative: [_____,_____]
FROM: Grantee: [_____]
Grantee Official Representative: [_____]

SUBJECT: Notice of Obligation to Reimburse Grantee
Grant Number: [_____]
Grant Termination Date: [_____]

As the designated representative of the Department for Grant Agreement number [_____] entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

Vendor or Contractor: [_____]
Third Party Obligation Amount: [_____]

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): [_____]
The Amount of this Notice of Obligation: [_____]
The Total Amount of all Previously Issued Notices of Obligation: [_____]
The Total Amount of all Notices of Obligation to Date: [_____]
*Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.*

Department Rep. Approver: [_____]
Title: [_____]
Signature: [_____]
Date: [_____]

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

## NMDOT ATTACHMENT A

**The City of Santa Fe shall agree to comply with the following Provisions:**

1. Assume the lead role for the Project.
2. Be responsible for all applicable design, environmental and archaeological clearances, and right-of-way acquisition, in accordance with current local, state, federal laws, Uniform Relocation Act, and current design practices and specifications.
3. Be responsible for project development, project construction, construction management, and testing.
4. Utilize the Project Control Number in all correspondence and submittals to the Department.
5. Adopt a written resolution of support for the Project, including as applicable an assumption of ownership, liability, and maintenance responsibility for the scope, or related amenities and required funding to support the Project.
6. Complete the Project using current American Public Works Association (APWA) specifications, implemented Grantee's design standards and specifications, or Department specifications.
7. Use Rental Rate Blue Book rates, if not provided in the Department established equipment rates, in the implementation of this Project. Any equipment rates not found in the Department established rates shall be reimbursed at the Blue Book rates.

**The City of Santa Fe shall agree to comply with the following Lighting and Signal Provisions as applicable:**

1. After subject signal system(s) has/have been constructed, make provisions for and provide, at its own expense, all electrical energy, routine maintenance such as lamp replacement, emergency shutdown in case of accidental damage or equipment failure and make any repairs necessary due to accidental damage to, or equipment failure of, the signal head and poles.
2. In the event that accidental damage or equipment failure should occur, provide for equipment shut down/or emergency traffic control as needed. In addition, should the accidental damage or equipment failure involve the Controller (and cabinet) or the loop detection system, promptly notify the Traffic Technical Support Bureau of the Department.
3. In the event that the traffic signal should be rendered completely inoperable as a result of accidental damage, secure the intersection with stop signs at all approach legs until such time as the traffic signal is made operable.
4. Make ample future provisions in its budget each year for the cost of maintaining and providing energy to the traffic signals and telephone service to the signal system and intersection lighting.
5. At its own expense, maintain the signal controller and control equipment (the "Controller") including and maintenance of the machine vision vehicle detection system with cameras and emergency vehicle pre-empt system and repair or replace the Controller in the event the Controller and/or cabinet is damaged or there is an equipment failure.
6. After the installation of the roadway lighting system, if any, provide any and all utilities, maintenance, and such other items as may be necessary of continued satisfactory operation of said subject lighting system.
7. Make all timing adjustments to the Signal Control equipment and review the Signal System(s) for efficient and satisfactory operation.
8. Obtain approval from the Department for all signal equipment prior to installation.
9. Require the construction contractor to name the Department and the Grantee as an additional insured in the construction contractor's general liability policy.
10. Enter into a Signalization and Lighting Agreement with the Department's Traffic Technical Support Bureau as required.

INTERGOVERNMENTAL SERVICES AGREEMENT
BETWEEN CITY OF SANTA FE AND
NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT
FOR FISCAL AGENT SERVICES

---

**WHEREAS,** the State of New Mexico appropriated funding for the purposes of improvements in the City of Santa Fe ("City") to the State of New Mexico, Department of Finance and Administration, Local Government Division, in the laws of Laws of 2021, Chapter 138, as detailed below ("Projects");

**WHEREAS,** NCNMEDD acknowledges that the appropriations for the Projects are intended for City;

**WHEREAS,** City, a municipality within Santa Fe County and the State of New Mexico, agrees to engage North Central New Mexico Economic Development District ("NCNMEDD") in providing fiscal agency services in relation to the Projects.

**NOW, THEREFORE**, the parties do mutually agree as follows:

This Agreement is entered into by and between City and NCNMEDD pursuant to the following purposes, conditions, and terms:

**A. PURPOSE**

The purpose of this Agreement is for NCNMEDD to provide fiscal agent services in connection with the Projects as specifically appropriated under New Mexico Legislative Appropriation Agreements identified as follows:

| ApprID | Leg. Session | Appropriation Title | Year | Ch | Sect | Agency | | Amount | Project Description |
|---|---|---|---|---|---|---|---|---|---|
| F2900 | 2021 | SANTA FE PARKS UPGRADE | 2021 | 138 | 29/341 | 341 | Finance & Administration | 1,000,000 | to plan, design, construct, repair, improve and equip parks in Santa Fe in Santa Fe county; |
| F2902 | 2021 | SANTA FE TIERRA CONTENTA TRAIL CONSTRUCT | 2021 | 138 | 29/343 | 341 | Finance & Administration | 300,000 | to plan, design and construct a trail in the Tierra Contenta subdivision in Santa Fe in Santa Fe county; |
| F2903 | 2021 | SANTA FE MIDTOWN INFRA DES CONSTRUCT | 2021 | 138 | 29/344 | 341 | Finance & Administration | 1,000,000 | to plan, design, construct and improve infrastructure for the midtown Santa Fe property in Santa Fe in Santa Fe county; |
| F2899 | 2021 | SANTA FE HOMEBOUND MEALS PROGRAM IMPROVE | 2021 | 138 | 29/340 | 341 | Finance & Administration | 250,000 | to plan, design, renovate, construct, improve and equip a facility for a meals program serving homebound and special needs individuals in Santa Fe in Santa Fe county; |
| F2901 | 2021 | SANTA FE SOUTHSIDE TEEN CTR CONSTRUCT | 2021 | 138 | 29/342 | 341 | Finance & Administration | 1,805,000 | to plan, design, construct, furnish and equip a teen and resource center on the south side of Santa Fe in Santa Fe county; |

Other projects may be included as agreed upon in writing and by amendment between the Parties.

**B. SCOPE OF WORK**

NCNMEDD's services in support of the above purpose shall be to provide fiscal agency services associated with the Projects, including:

1. NCNMEDD Fiscal Agency Services:

- Ensure that grant funds are expended in compliance with all applicable laws, regulations, and grant agreement and the transactions are appropriately accounted for in compliance with such laws, regulations, and grant agreement;
- Ensure safeguarding of grant funds and assets acquired with grant funds and proper accounting thereof in compliance with applicable laws, regulations, and grant agreement;
- Act as liaison between City and appropriate New Mexico state agencies as needed;
- Complete all required quarterly and financial reporting with information provided by City;
- Review and sign-off on project invoices to the appropriate State agency in a timely manner; and

- Work with the State on providing direct project reimbursements to City and act as a facilitator for such reimbursements as needed.

2. City Role and Responsibilities
   - City understands it remains ultimately responsible for executing and complying with all applicable laws, regulations, and grant agreement requirements such as flow down provisions, executing procurement responsibilities, and subcontractor management, as well as project, grant, and financial management.

**C. TIMEFRAME**

Work pursuant to this Agreement shall be effective no sooner than the date of last party signature below, and shall conclude upon notice by either party pursuant to paragraph I, but no later than one month following the reversion date of the appropriations, except as amended and mutually agreed upon in writing.

**D. COMPENSATION:**

NCNMEDD has agreed to provide the agreed upon services at three percent (3%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects, as those amounts were appropriated. Billing for services to City shall occur by NCNMEDD no more than on a monthly basis. The City will not use funds from this grant to make such payments.

**E. RECORDS AND RECOVERY:**

NCNMEDD shall maintain appropriate records of services rendered during the Agreement term and retain them for a period of three (3) years after the grant has been closed.

**F. ACCESS TO INFORMATION**

City and its contractors and subcontractors shall provide information, as needed, for purposes and work described in this Agreement. NCNMEDD will be included and copied on all invoices and reports, prior to City's submission to the appropriate State agency.

**G. OWNERSHIP OF PROJECTS**

All documents, capital improvements, and project assets produced pursuant to this Agreement shall be the property of City which shall assume full administrative responsibility for the life of the project; or the State grant agreement required period, whichever comes first.

**H. LIMITATION OF LIABILITY**

This Agreement shall not create a general liability of the constituent members of NCNMEDD.

City shall hold NCNMEDD harmless with respect to any damages, expenses, or claims arising or in connection with any negligent acts, errors, or omissions performed by City under this Agreement. This term shall not limit NCNMEDD liability with respect to NCNMEDD's negligence or willful misconduct.

**I. MODIFICATION AND TERMINATION**

Any modifications or amendments to this Agreement shall be in writing, and when signed by both parties shall be made part of the Agreement. This Agreement may be terminated by either party upon thirty (30) days written notice to the other.

**J. CERTIFICATION**

City shall comply with the requirements of all applicable laws, rules, and regulations, and shall assume full responsibility for payment of federal, state, and local taxes and contributions imposed or required under Social Security, Workers Compensation and income tax laws. City is required to follow all State procurement regulations and it is City obligation and responsibility to follow all State requirements as certified in the project bond questionnaire process and as included in associated State grant agreements, including reporting and drawdown requirements, such documents to be filed for each project in conjunction with this agreement.

**K. ADEQUATE APPROPRIATIONS**

Performance of this agreement is contingent upon sufficient appropriations and authorization being made for the performance of this Agreement. If sufficient appropriations and authorization are not made, this Agreement shall terminate immediately upon written notice being given by NCNMEDD to City. NCNMEDD's decision as to whether sufficient appropriations are available shall be accepted by City and shall be final. If NCNMEDD proposes an amendment to the Agreement to unilaterally reduce its Fiscal Agency Services, City shall have the option to terminate the Agreement or agree to negotiate for reduced Fiscal Agency Services: within thirty (30) days of receipt of the proposed amendment.

**L. PENALTIES**

The Procurement Code, NMSA 1978, Sections 13-1-28 to -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.

**M. NOTICES**

Any notice required to be given to either party by this Agreement 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: City
City Manager John Blair
City of Santa Fe
200 Lincoln
Santa Fe, New Mexico, 87501j

To NCNMEDD:
Monica Abeita Executive Director NCNMEDD
3900 Paseo del Sol
Santa Fe, NM 87507

**N. DISPUTE RESOLUTION**

The parties to this agreement agree that in the event of a dispute that may arise hereunder, which dispute cannot be reasonably resolve, they will submit to mediation by a neutral mediator, the cost of which will be borne equally by both parties. Disputes that cannot be resolved by mediation shall be subject to the laws of the State of New Mexico under the jurisdiction of the First Judicial District Court.

**O. BREACH AND DEFAULT**

If either party commits a breach or default in the performance or observance of any of its obligations under this agreement and such breach or default continues and is not corrected within thirty (30) days of written notification of such breach or default by either party to the other, the non-breaching or non-defaulting party shall have the right to terminate this agreement by giving notice to the breaching or defaulting party.

**P. ASSIGNMENT**

No portion of this agreement may be assigned to another party without the express written consent of the City and NCNMEDD.

APPROVED THIS 19th DAY OF December, 2023, BY CITY.

NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT:

BY: Monica Abeita 12/8/23

Monica Abeita, Executive Director Date

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Waiver as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

ALAN WEBBER, MAYOR

DATE: Dec 19, 2023

ATTEST:

Geralyn Cardenas (Dec 19, 2023 14:06 MST)

GERALYN CARDENAS, INTERIM CITY CLERK XIV

GB MTG 12/13/23

CITY ATTORNEY'S OFFICE:

Erin McSherry

Erin McSherry (Dec 8, 2023 13:36 MST)

ERIN MCSHERRY, CITY ATTORNEY

Munis Contract#_____
Original Contract Item#___23-0688____
SWPA/GSA/Coop/RFP/ITB #: _____

**CITY OF SANTA FE**
**AMENDMENT No. 1 TO**
**Intergovernmental Service Agreement**
**ITEM#23-0688**

This AMENDMENT No 1 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add an additional twenty-two (22) Capital appropriations as seen on Exhibit A.

2. COMPENSATION:

Article D, of the Agreement is amended in its entirety as follows:

NCNMEDD has agreed to provide the agreed upon services at one percent (1%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects, as those amounts were appropriated. Billing for services to City shall occur by NCNMEDD no more than on a monthly basis. The City will not use funds from these Capital appropriations to make such payments.

3. CONTRACT IN FULL FORCE.

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

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

CITY OF SANTA FE:

Alan Webber (Mar 14, 2024 10:01 MDT)

ALAN WEBBER, MAYOR

DATE: Mar 14, 2024

NCNMEDD

Monica Abeita

MONICA ABEITA
EXECUTIVE DIRECTOR

Executive Director
TITLE

DATE: Feb. 20. 2024

ATTEST:

Geralyn Cardenas (Mar 14, 2024 11:32 MDT)

GERALYN CARDENAS, INTERIM CITY CLERK
**GB MTG 03/13/2024** XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Feb 16, 2024 13:08 MST)

SENIOR ASSISTANT CITY ATTORNEY

# EXHIBIT A

| Approp ID | Leg. Session | Appropriation Title | Approp. Amount | Reversion Date | Agency | Bond Series |
|---|---|---|---|---|---|---|
| 22-G2419 | 2022 | Jemez Road Construction | $ 400,000 | 6/30/2026 | NMED | STB23SC |
| 22-G3010 | 2022 | SF Fire Fleet Equip / Upgrade Improv | $ 120,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3012 | 2022 | Harrison Rd Improve Construct | $ 100,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3016 | 2022 | Homebound Meals Program Improve | $ 200,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3017 | 2022 | Midtown Property Infra Improve | $ 1,100,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3018 | 2022 | SWAN Park Phase 2 Construct | $ 380,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3019 | 2022 | Tierra Contenta Trail Improve | $ 300,000 | 6/30/2026 | DFA | STB23SC |
| 22-G3165 | 2022 | Median Beautify Phase 1 Design | $ 1,170,000 | 6/30/2026 | DOT | STB23SC |
| 22-G3169 | 2022 | Governor Miles Rd. Construct | $ 300,000 | 6/30/2026 | DOT | STB23SC |
| 22-G3170 | 2022 | Pacheco Street Improve | $ 150,000 | 6/30/2026 | DOT | STB23SC |
| G22-5353 | 2022 | Mary Esther Gonzales Senior Ctr- Equip | $ 235,630 | 6/30/2026 | ALTSD | STB22SC- GO Bonds |
| G22-5354 | 2022 | Pasatiemo Senior Ctr- Equip | $ 65,805 | 6/30/2026 | ALTSD | STB22SC- GO Bonds |
| 23-H3200 | 2023 | Santa Fe Building Upgrade | $ 210,000 | 6/30/2027 | DFA | General Fund |
| 23-H3201 | 2023 | SF Fire Station #2 Construction | $ 3,995,000 | 6/30/2027 | DFA | General Fund |
| 23-H3202 | 2023 | SF Homebound Meals Faculty Ren | $ 200,000 | 6/30/2027 | DFA | General Fund |
| 23-H3203 | 2023 | SF Midtown Infa. Improvement | $ 4,900,000 | 6/30/2027 | DFA | General Fund |
| 23-H3204 | 2023 | SF Muni Rec Sports Cmplx Field Const. | $ 50,000 | 6/30/2027 | DFA | General Fund |
| 23-H3205 | 2023 | SF Pickleball Cmplx Ft. Marcy Constr. | $ 650,000 | 6/30/2027 | DFA | General Fund |
| 23-H3206 | 2023 | SF SWAN Park Phase 2 Improvement | $ 2,400,000 | 6/30/2027 | DFA | General Fund |
| 23-H3207 | 2023 | SF Water History Park Improvement | $ 350,000 | 6/30/2027 | DFA | General Fund |
| 23-H3359 | 2023 | Governor Miles Road Improvement | $ 210,000 | 6/30/2027 | DOT | General Fund |
| 23-H3360 | 2023 | Pacheco Street Improvement | $ 350,000 | 6/30/2027 | DOT | General Fund |

Munis Contract#_____
Original Contract Item#___23-0688_____
SWPA/GSA/Coop/RFP/ITB #: _____

**CITY OF SANTA FE**
**AMENDMENT No. 2 TO**
**Intergovernmental Service Agreement**
**ITEM#23-0688**

This AMENDMENT No 2 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add an additional three (3) capital appropriations as seen on Exhibit B.

2. CONTRACT IN FULL FORCE.

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

IN WITNESS WHEREOF, the parties have executed this Amendment No.2 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

Alan Webber (Apr 11, 2024 21:17 MDT)

ALAN WEBBER, MAYOR

DATE: Apr 11, 2024

CONTRACTOR:
NCNMEDD

Monica Abeita

MONICA ABEITA
EXECUTIVE DIRECTOR

Executive Director
TITLE

April 2, 2024

DATE:

ATTEST:

GERALYN CARDENAS (Apr 12, 2024 09:03 MDT)

GERALYN CARDENAS, INTERIM CITY CLERK

GB MTG 04/10/2024 XIV

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Apr 4, 2024 09:38 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

FINANCE DIRECTOR

# EXHIBIT B

| | | | |
|---|---|---|---|
| 23-ZH9298 | for Santa Fe to purchase security cameras and security systems at municipal parks | $ | 95,000.00 |
| 23-ZH9300 | to purchase equipment and to provide arson investigation training to fire department three in Santa Fe | $ | 125,000.00 |
| 23-ZH9401 | for sanitization and deep cleaning of all municipal swimming pools in Santa Fe | $ | 75,000.00 |

Original Contract Item# 23-0688
SWPA/GSA/Coop/RFP/ITB #: N/A

**CITY OF SANTA FE**
**AMENDMENT No. 3 TO**
**Intergovernmental Service Agreement**
**ITEM#23-0688**

This AMENDMENT No 3 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add twenty-two (22) capital appropriations as seen on Exhibit A.

2. CONTRACT IN FULL FORCE.

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

IN WITNESS WHEREOF, the parties have executed this Amendment No.3 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

Alan Webber (Nov 15, 2024 09:56 MST)

ALAN WEBBER, MAYOR

DATE: Nov 15, 2024

CONTRACTOR:
NCNMEDD

Monica Abeita
Monica Abeita (Oct 11, 2024 13:22 MDT)

MONICA ABEITA
EXECUTIVE DIRECTOR

DATE: Oct 11, 2024

ATTEST:

Andrea Salazar
Andrea Salazar (Nov 15, 2024 11:02 MST)

ANDREA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Oct 11, 2024 13:26 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

FINANCE DIRECTOR

# EXHIBIT A

| Approp ID | Leg. Session | Appropriation Title | Approp. Amount | Reversion Date | Funding Agency | Funding Source |
|---|---|---|---|---|---|---|
| I2455 | 2024 | Paseo Real Wastewater Facility | $1,600,000 | 30-Jun-28 | NMED | General Fund |
| I2457 | 2024 | Jemez Rd Sewer | $210,000 | 30-Jun-28 | NMED | General Fund |
| I2458 | 2024 | Vereda de Velencia WWater | $160,000 | 30-Jun-2028 | NMED | General Fund |
| I3023 | 2024 | Police Dept. Equipment Purchase | $250,000 | 30-Jun-2026 | DFA | General Fund |
| I3134 | 2024 | Fire Stn 2 Construct | $250,000 | 30-Jun-2028 | DFA | General Fund |
| I3136 | 2024 | Soccer Valley MRC Construct | $3,425,000 | 30-Jun-2028 | DFA | General Fund |
| I3138 | 2024 | Los Prados Park | $438,000 | 30-Jun-2028 | DFA | General Fund |
| I3141 | 2024 | Fire SCBA Equip Purchase | $250,000 | 30-Jun-2026 | DFA | General Fund |
| I3142 | 2024 | Ft Marcy Park Ren | $5,000,000 | 30-Jun-2028 | DFA | General Fund |
| I3143 | 2024 | Permanent and Transitional Housing | $400,000 | 30-Jun-2028 | DFA | General Fund |
| I3144 | 2024 | Railyard Bldg. Upgrade | $100,000 | 30-Jun-2028 | DFA | General Fund |
| I3145 | 2024 | Railyard Multipurpose Bldg | $175,000 | 30-Jun-2028 | DFA | General Fund |
| I3146 | 2024 | Regional Airport Phase 2 Improve | $2,000,000 | 30-Jun-2028 | DFA | General Fund |
| I3147 | 2024 | River Park Pedestrian Bridge | $240,000 | 30-Jun-2028 | DFA | General Fund |
| I3318 | 2024 | NM599-Airport Access Road | $4,500,000 | 30-Jun-2028 | NMDOT | General Fund |
| I3319 | 2024 | Rufina St. & Lopez Lane Intersection | $50,000 | 30-Jun-2028 | NMDOT | General Fund |
| I3320 | 2024 | Paseo del Sol Extension | $50,000 | 30-Jun-2028 | NMDOT | General Fund |
| I3321 | 2024 | St. Michael's Rail Trail Underpass | $100,000 | 30-Jun-2028 | NMDOT | General Fund |
| I4219 | 2024 | El Museo Improvements | $126,950 | 30-Jun-2026 | DFA | Severance Tax Bond |
| I4220 | 2024 | Homebound Meals | $100,000 | 30-Jun-2028 | DFA | General Fund |
| I4221 | 2024 | Municipal Court Renovations | $29,843 | 30-Jun-2028 | DFA | General Fund |
| I4222 | 2024 | Supportive Housing | $844,470 | 30-Jun-2026 | DFA | General Fund |

**FIR No. 10643.1**

**FISCAL IMPACT REPORT**

**General Information:**

**(Check)** **Bill:** _____ **Resolution:** X

**Short Title(s):** Authorized Representatives and Agents for DFA Appropriation ID Number I3318, NMDOT Control Number C5243318

**Sponsor(s):** Councilor Amanda Chavez

**Reviewing Department(s):** Public Works Department

**Staff Completing FIR:** Regina Wheeler **Date:** 12/17/2024 **Phone:** (505) 690-4197

**Reviewed by City Attorney:** _____ **Date:** Jan 23, 2025

**Reviewed by Finance Director:** Emily K. Oster **Date:** Jan 23, 2025

**Summary:**
The Resolution designates authorized representatives and agents for New Mexico Department of Finance and Administration (DFA) appropriation ID Number I3318, New Mexico Department of Transportation (NMDOT) Control Number C5243318 ("Grant Agreement"). The Grant Agreement makes available four million five hundred thousand dollars ($4,500,000), appropriated by the New Mexico Legislature for a project to acquire rights of way for and to plan, design, and construct a road connection from New Mexico Highway 599-Jaguar Drive interchange to the Santa Fe Regional Airport for the city of Santa Fe in Santa Fe County.

**Departments Affected:**
Public Works Department and the Santa Fe Regional Airport.

**Consequences of Not Enacting Legislation:**
If this legislation is not adopted, the City will not satisfy Article X. B. (v) of the Grant Agreement, which requires the Governing Body to adopt a resolution authorizing the person identified as the official representative of the City to sign the Grant Agreement and to sign Requests for Payment. Additionally, without the adoption of this Resolution the City would not receive NMDOT's funding in the amount of four million five hundred thousand dollars ($4,500,000).

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**
The Governing Body will be approving the agreement through a separate action.

**Performance and Administrative Implications:**
The plan, design, and construction of a road connection from Highway 599-Jaguar Drive interchange to the Santa Fe Regional Airport in association with this Grant Agreement will be undertaken by Airport staff with support from Public Works Department. The grant will be administered with support from the Public Works Department and Finance Department staff.

**Fiscal Implications:**

**Even as there is not a fiscal impact for authorizing and naming agents, it is worth pointing out that Amendment No. 1 to the Intergovernmental Agreement states that "NCNMEDD has agreed to provide the agreed upon services at one percent (1%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects". If the total agreement amount of four million five hundred thousand dollars ($4,500,000) is expended, then NCNMEDD will receive forty-five thousand dollars ($45,000) as one percent (1%) of the dollar amount the City expends for the Project. This 1% is paid from City funds separate from the grant funds. Lastly, The Governing Body will approve the agreement through a separate action. Funds for fiscal agent fees will also be budgeted in a separate action.

**Fiscal Impact**

___X___ Check here if no fiscal impact

**Expenditures**

| Expenditure Type | FYE 2025 | FYE 2026 | FYE 2027 | Require BAR (Y/N) | Recurring (R) or Non-recurring (NR) | Fund | 3-Year Total Cost |
|---|---|---|---|---|---|---|---|
| Personnel and Benefits* | $ | $ | $ | | | | |
| Capital Outlay | $ | $ | $ | | | | |
| Contractual/ Professional Services | $ | $ | $ | | | | |
| Operating | $ | $ | $ | | | | $ |
| Total: | $ | $ | $ | | | | $ |

**Expenditure Narrative:**
**See "Fiscal Implications" narrative above.

**Revenue**

| Revenue Type | FYE 2025 | FYE 2026 | FYE 2027 | Recurring (R) or Non-recurring (NR) | Fund |
|---|---|---|---|---|---|
| General Fund | $ | $ | $ | | |
| Special Revenue | $ | $ | $ | | |
| CIP | $ | $ | $ | | |
| Enterprise | $ | $ | $ | | |
| Internal Service | $ | $ | $ | | |
| Trust and Agency | $ | $ | $ | | |
| Federal | $ | $ | $ | | |
| Other | $ | $ | $ | | |
| Total | $ | $ | $ | | |

**Revenue Narrative:**

**Signature:** Regina Wheeler (Jan 24, 2025 09:03 MST)

**Email:** rawheeler@santafenm.gov

**Signature:**

**Email:** jcharris@santafenm.gov

# CITY OF SANTA FE

## Memorandum

**Date:** January 17, 2025

**To:** Governing Body, Quality of Life Committee, Economic Development Advisory Committee

**From:** Maria Sanchez-Tucker, Community Services Division Director MT

**Via:** Henri Hammond-Paul, Community Health and Safety Department Director HH

**RE:** Supporting Legislation of Food Policy Council

---

**EXECUTIVE SUMMARY:**

This resolution builds upon City of Santa Fe ("City") and County joint Resolution No. 2008-26, which established a food policy council for the City and Santa Fe County. Specifically, this resolution supports the New Mexico Food Charter's "Report Card for 2023-24" and its prioritization of these three things: 1) Nutrition and Food Security, 2) Environment, Conservation, and Climate, and 3) Government Support and Infrastructure. Additionally, the resolution supports four specific areas of food policy focus for New Mexico and Santa Fe: 1) support for programs that benefit the long-term economic viability and well-being of New Mexico's food system, 2) advocacy for food and agriculture programs through state legislative actions that support farm, food, and hunger initiatives, 3) advocacy for long-term recurring, and consistent New Mexico state funding that capitalizes on farm, food, and hunger initiatives and other related programs, and 4) support for legislation that prioritizes soil and water conservation, acequias, and agriculture workforce programs.

**ATTACHMENTS:**
Resolution
Fiscal Impact Report

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2025-__**

**INTRODUCED BY:**

Councilor Jamie Cassutt

Councilor Carol Romero-Wirth

**A RESOLUTION**

**SUPPORTING THE NEW MEXICO FOOD CHARTER'S REPORT CARD FOR 2023-2024 PRIORITIES AND IDENTIFYING PRIORITY FOOD POLICIES.**

**WHEREAS**, New Mexico has a vibrant food and farming culture that is significant to its rural, urban, and tribal economies and that provides employment opportunities in retail, wholesale, and direct markets, in food processing and distribution, on farms and in value-added businesses; and

**WHEREAS,** the food and farming culture, and its economic impact, contributes to the health and well-being of New Mexicans; and

**WHEREAS**, food, farm, and hunger initiatives across New Mexico increase healthy food access and food security for all residents, provide for farm and food job opportunities, and expand sustainable growth and resilience in food and farm enterprises; and

**WHEREAS,** Resolution No. 2008-26 is a joint resolution between the City of Santa Fe ("City") and Santa Fe County ("County") that established the Santa Fe City and County Advisory Council on Food Policy ("Council"); and

**WHEREAS,** the Council recommends food policies that encourage the direct service of food, refer those living within the City and County to social services,\promote economic development, and improve nutrition and health education; and

**WHEREAS,** the purpose of the Council is to coordinate City, County, non-profit organizations, and food and farming businesses in their efforts to promote food security, improve access to retail outlets that offer healthy and affordable food, encourage healthy eating for all residents, reduce obesity and diet-related diseases, and protect the natural resources necessary to produce food; and

**WHEREAS,** the Council also supports the work of the State-level council called the "New Mexico Food and Agriculture Policy Council" ("New Mexico Council"); and

**WHEREAS,** the New Mexico Council produced the New Mexico Food Charter's "Report Card for 2023-2024" ("Report Card") attached as Exhibit A, and the Governing Body supports the Council's advocacy for the policy goals established in the Report Card; and

**WHEREAS,** the Report Card identifies three areas of focus for the New Mexico Council's policy work:

1) Nutrition and Food Security;
2) Environment, Conservation, and Climate;
3) Government Support and Infrastructure; and

**WHEREAS**, food insecurity is an urgent policy need in New Mexico:

- According to Voices for Healthy Kids, many children consume at least one-half of their daily calories at school and, for many, food served at school is the only meal they eat daily; and
- According to Northern New Mexico's food bank, the Food Depot, in Santa Fe County, four thousand two hundred and sixty (4,260) or fifteen-point six percent (15.6%) of the children are food-insecure; and

- The Food Depot states that, in Santa Fe County, fifteen thousand four hundred and twenty (15,420) individuals or ten percent (10%) of the population is food-insecure; and
- According to the non-profit United Health Foundation's initiative, "America's Health Rankings", in New Mexico, seventeen percent (17%) of seniors, who are people over the age of sixty-five (65), fall below the poverty level; and

**WHEREAS**, the wide variety of agricultural production in the City and County is valuable and includes traditional farming and ranching, greenhouse production, hydroponics, aquaponics, hoop house growing, community gardens, and backyard gardening; and

**WHEREAS**, New Mexico's agricultural activity is fundamental to its food system:

- According to a 2022 United States Department of Agriculture report on New Mexico agriculture statistics, the dollar value of New Mexico's gross receipts sales from crop and livestock production was $3.71 billion, which is seventeen percent (17%) above its 2021 gross receipts sales for crop and livestock production; and
- A 2024 article from the New Mexico Department of Agriculture, "Annual Food and Agriculture Industry Study Highlights Critical Role of Food and Ag Sectors in Bolstering the U.S. Economy", stated that the total food and agricultural industry's economic impact in 2024 for the State of New Mexico was $43.21 billion; and

**WHEREAS,** in addition to the above, soil and water conservation, acequias, and agricultural workforce programs are critical to the environmental and economic sustainability of New Mexico farmers and ranchers; and

**WHEREAS,** the programs and agencies listed below provide resources to food-insecure and marginalized individuals, as well as families, children, seniors, farmers and ranchers, and tribal

communities:

- the New Mexico Department of Agriculture, New Mexico Economic Development Department, New Mexico State University, Soil and Water Conservation District, Aging and Long-Term Services Department, New Mexico Public Education Department, New Mexico Early Childcare and Education Department, and the Office of the State Engineer ("State Agencies Impacting New Mexico Food Production and Distribution"); and
- the Healthy Universal School Meals program, New Mexico Grown program, the New Mexico Senior Farmers Market Nutrition Program, and the Special Supplemental Nutrition Program for Women, Infant, and Children (WIC) ("New Mexico Nutrition Programs").

**NOW, THEREFORE, BE IT RESOLVED THAT THE GOVERNING BODY OF THE CITY OF SANTA FE** supports the Report Card's prioritization of 1) Nutrition and Food Security, 2) Environment, Conservation, and Climate, and 3) Government Support, as described in Exhibit A.

**BE IT FURTHER RESOLVED** that the Governing Body supports the following food policy initiatives for New Mexico and in Santa Fe:

1) Support for programs that benefit the long-term economic viability and well-being of individuals, entities, and businesses engaged in New Mexico's food system.

2) Advocacy for food and agriculture programs that support food, farm, and hunger initiatives, including, but not limited to

(a) The Healthy Universal School Meals program;

(b) The New Mexico Grown program;

(c) The Farm to Food Bank program;

(d) The Food is Medicine program, which is a Medicaid Waiver for medically tailored meals and produce prescriptions also known as the Fresh Rx Program;

(e) A budget increase for the Approved Supplier Program, which is a farmers and ranchers food safety training program;

(f) WIC and the Senior Farmers' Market Nutrition Program; and

(g) Water initiatives and farmer programs.

3) Advocacy for long-term, recurring, and consistent New Mexico state funding that capitalizes on farm, food, and hunger initiatives and other related programs.

4) Support for legislation that prioritizes soil and water conservation, acequias, and agriculture workforce programs.

**BE IT FURTHER RESOLVED THAT** the Governing Body supports

1) Expansion of state funding for the State Agencies Impacting New Mexico Food Production and Distribution; and

2) Advocacy for New Mexico Nutrition Programs.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

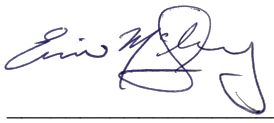
ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:



_____

ERIN K. McSHERRY, CITY ATTORNEY

*Legislation/2025/Resolutions/Supporting Legislation of the Food Policy Council*



NEW MEXICO
Food & Agriculture
POLICY COUNCIL

New Mexico Food & Agriculture Policy Council
New Mexico Food Charter

# REPORT CARD 2023-2024

As of August 20, 2024

## Nutrition and Food Security

## Environment, Conservation and Climate Change

## Government Support and Infrastructure

## What is the New Mexico Food & Agriculture Policy Council?

The New Mexico Food & Agriculture Policy Council, (the Policy Council) a program of Farm to Table New Mexico, is composed of groups and individuals impacted by food and agriculture systems. The mission of the Policy Council is to advocate for food systems that strengthen the food and farm economies in New Mexico, and encourage and advance keeping food grown, raised, and processed in New Mexico, through support, education, and policy. The aim of its work is to enhance the health and wellness of people and communities, and to sustain natural resources. The Policy Council is the oldest continually operating food policy council in the country. For more information about the Policy Council visit our website at www.nmfoodpolicy.org/new-mexico-food-charter.

## What is the NMFAPC New Mexico Food Charter?

The New Mexico Food Charter is a document that outlines the shared values, goals, and priorities of the New Mexico Food & Agriculture Policy Council to guide its policy work over the next three to five years. It provides a practice-based approach to address food security in an ever-changing climate, by investing in local production and consumption of food, with an emphasis on equitable and sustainable practices. You can access the New Mexico Food Charter at www.nmfoodpolicy.org/new-mexico-food-charter.

## How Can We Use the New Mexico Food Charter?

The New Mexico Food Charter is designed to:

- **Set Priorities** to improve food security and access to nutritious food, promote practices to mitigate the impacts of climate change, and improve the food infrastructure through government support.
- **Guide Decision-Making** within the Policy Council, helping members align their actions with the shared values, priorities and goals outlined in the charter.
- **Advocate and Educate** policymakers, community members, and others about the importance of food-related issues, the Policy Council's policy priorities, and expected outcomes.
- **Build Partnerships** with governments, organizations and others that share similar values and goals, and strengthen our collective impact.
- **Monitor and Evaluate Progress** to hold government agencies, policymakers, and others accountable for the intended and unintended impacts of policy decisions and programs.

## Report Card Purpose

The Policy Council aims to address food security in an ever-changing climate, by investing in local production and consumption of food, with an emphasis on equitable and sustainable practices. Its approach includes:

**3 Priorities:** 1) Nutrition and Food Security; 2) Environment, Conservation and Climate; and 3) Government Support and Infrastructure.

**4 Strategies:** state legislation, federal legislation, policy administration and rules & regulations

**18 outcomes are monitored through 60 measurable indicators** to assess the Policy Council's progress in improving the food system within its three policy priorities.

The Food Charter Report Card shows the results and impact of this work. The Report Card will be updated periodically to show how the impact measures change over time. The version date is at the bottom of each page.

## Understanding Food Systems

Policy decisions influence our food systems, which affect the health of people, soil, plants, animals, the environment, and local economies. Food system disruptions during increasingly frequent and severe extreme events because of climate change will disproportionately affect food accessibility, nutrition, and health of some groups, including women, children, older adults, and low-income communities. Policymakers, governments, consumers, food producers, health advocates, and others must work together across sectors to create practices and policies that make our food systems healthy, sustainable, equitable, and economically sound in an ever-changing climate.

**"The Policy Council aims to address food security in an ever-changing climate, by investing in local production and consumption of food, with an emphasis on equitable and sustainable practices."**



Photo: courtesy: Donne Gonzales

# Our Priorities

With input from over 50 members and partners, the Policy Council identified three policy areas that significantly influence New Mexico's food systems. These three areas are the focus of our policy work as outlined in the New Mexico Food Charter.

## Nutrition and Food Security

Enhancing access to nutritious food and food security for populations throughout New Mexico, especially children, older adults and those who are food insecure.

## Environment, Conservation and Climate

Air, water, soil, climate, pollinators and various other environmental factors significantly impact food production, food nutrition, and the economic well-being of food producers. If the land is not healthy and productive, the livelihoods of food producers are at risk. Growing food in an environment where access to clean water is threatened and the impact of the climate crisis is increasing requires implementing conservation and restorative practices.

## Government Support and Infrastructure

Government plays a pivotal and multifaceted role in shaping a sustainable, equitable food system that meets the population's food and nutrition needs while minimizing adverse social and environmental impacts. Public policies and programs determine the funding and other resources available, who may benefit from those resources, and which aspects of the food system are deemed worthy of investment.



NM Food & Farms Day, Photo Gabriella Marks

# Nutrition and Food Security

## Legislation and Budget Priorities We Supported That Passed

The F**ood Initiative** is a multi-agency commitment to foster a food system that addresses hunger while simultaneously investing in economic resiliency for farmers, ranchers, and food businesses in New Mexico. Since state fiscal year 2022, budget and legislative wins secured through the initiative have resulted in the largest investment increase in food and agriculture in the state's history. Some of the core programs included in the Food Initiative include:

- New Mexico Grown for schools, preschools and senior centers
- Healthy Universal School Meals
- Kids Kitchen
- Double Up Food Bucks
- State SNAP Supplement for Seniors and Individuals w/ Disabilities
- SNAP expansion and enhancements (Summer EBT, 200% FPL increase, and Restaurant Program)
- Food is Medicine Medicaid-funded interventions
- Healthy Food Financing Fund
- Community Food Assistance
- Approved Supplier Program

**School Kitchen Capital Improvement** received $20 million in Capital Funding beginning in FY24, with spending authorized for 5 years.

## Legislation and Budget Priorities We Supported that Did Not Pass or Was Not Funded

**Fresh Fruits & Vegetables Rx Program** was not funded in FY25, a loss of $500,000. The Fruit & Vegetable Prescription Program (FVRx) connected patients who suffer from diet-related illnesses such as obesity, diabetes, and hypertension with "prescriptions" or incentives used to purchase fresh fruits and vegetables at their local farmers' markets. However, Medicaid funded programs including Medically Tailored Meals & Produce Prescription for mothers with gestational diabetes and homebound seniors, will go live in FY25.

**Senior Farmers Market Nutrition Program,** including staff, saw a loss of $244,030 from FY24.

## Rulemaking

The New Mexico Public Education Department released its proposed rule, **Healthy Universal School Meals (6.12.16 NMAC).** The Policy Council developed a position statement on the rules emphasizing the economic and nutritional benefits of purchasing NM Grown food. The statement was signed by 80 organizations and presented at the May 29, 2024 hearing. As of July 2024, the final rule is pending.

# Nutrition and Food Security

## Outcomes

Our goals for this priority are to increase access to nutrient-rich local food; education and awareness so youth and families can make better food purchasing and consumption choices; access to foods that are not heavily processed foods; and enrollment in and access to programs with a nutrition focus; and to build strong and resilient emergency food systems.

### Healthy Universal School Meals

The enactment of Healthy Universal School Meals will begin in July 2024. The numbers below report School Breakfast and National School Lunch Program data.

**FY 23** 586,695,417 meals provided

**FY 24** 388,267,704 (July – May only)

### Value of NM Grown Food Purchased

| NM Grown Programs, Value of Local Goods Distributed | FY23 | FY24 (to May) | Total |
|---|---|---|---|
| **All Food Initiative Programs** | **$5,305,503** | **$3,576,948** | **$8,882,451** |
| NM Grown for Preschools | $135,619 | $75,295 | |
| NM Grown for Schools | $1,891,738 | $630,477 | |
| NM Grown for Seniors | $592,228 | $684,996 | |
| All Other FI Programs | $2,685,917 | $2,186,179 | |

*Source: NM Food Initiative Dashboard.* www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

### NM Grown Program for K-12

**FY 22** 199 participating School Food Authority (SFAs) serving 313,206 students

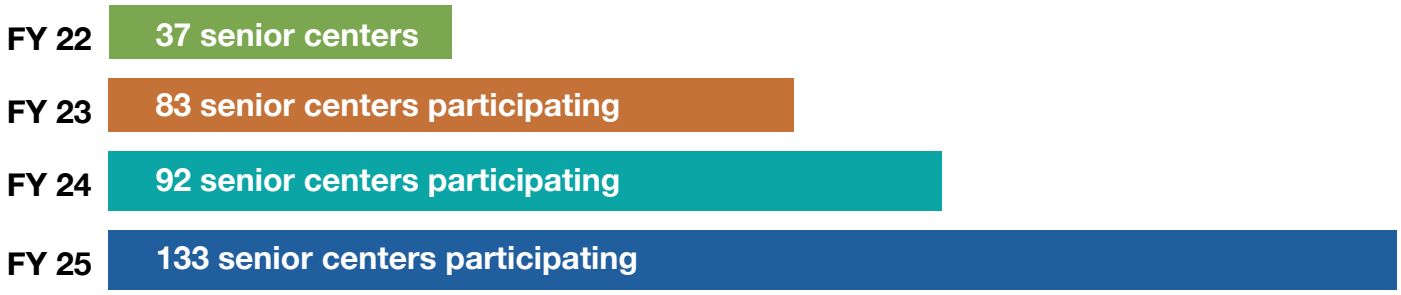
**FY 23** 144 participating SFAs serving 299,718 students

**FY 24** 160 participating SFAs serving 298,914 students

# Nutrition and Food Security Outcomes

## NM Grown Program for Seniors

Funding administered through New Mexico Aging and Long Term Services Department.




## NM Grown Program for Early Childhood Centers

Funding administered through New Mexico Early Childhood Education and Care Department

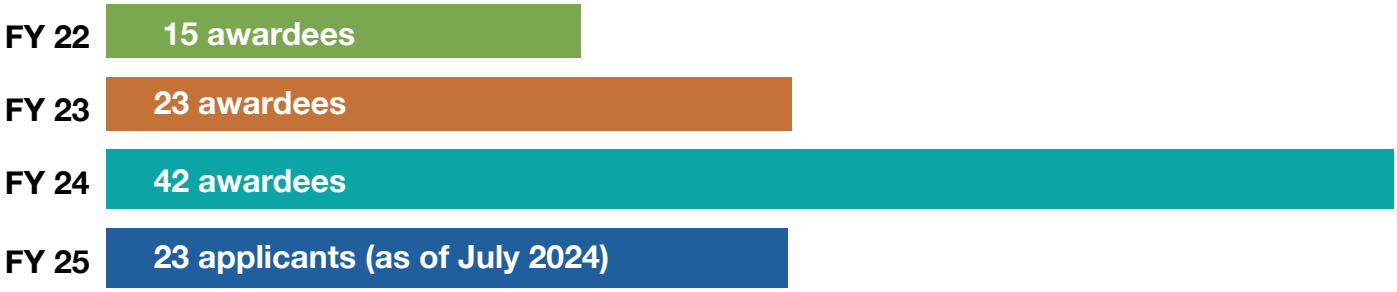






Photo: Seth Roffman

# Nutrition and Food Security Outcomes

## Food Producer Participation in NM Food Initiative

In FY24, 1,032 farms, ranches, co-ops, processing facilities and other agricultural businesses located throughout New Mexico helped to provide local produce to the New Mexico Food Initiative programs, valued at $3,576,948 (July 2023 - May 2024). These "farm to market" sales contributed to 10.8% of the total crop and livestock sales of $3.71 billion in NM in 2022, up 17% from 2021 as reported by the NM Department of Agriculture, July 2024.

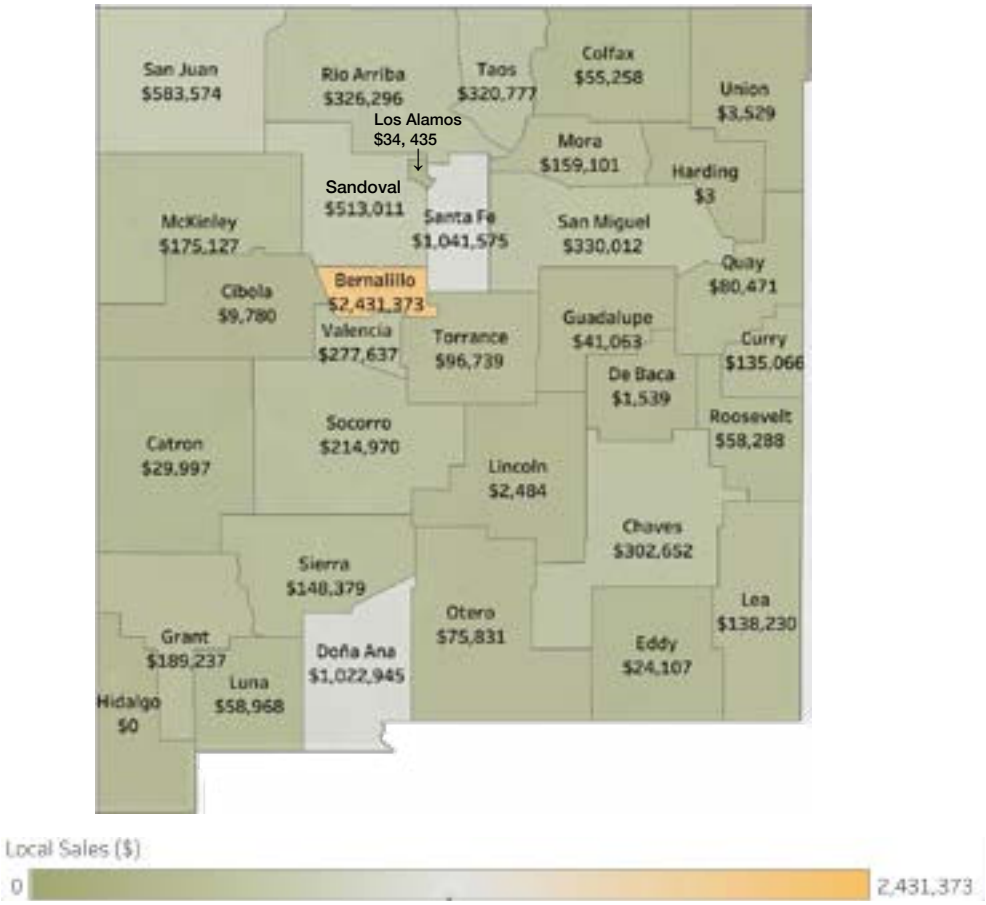



*Figure 1: Sales figures or value of local produce sold/distributed through Food Initiative programs in FY24. Source: NM Food Initiative Dashboard.* www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

## Approved Supplier Program



# Nutrition and Food Security Outcomes

## Healthy Food Financing Funding[1]




## Community Food Assistance Funding[1]




## NM Regional Farm to Food Bank (RF2FB) Program

RF2FB connects local producers with New Mexico food banks and their partner agencies by paying competitive fair market prices for local products and increasing economic opportunities for New Mexico's small to mid-sized socially disadvantaged producers. This program received one-time federal funding in the amount of $4,094,608 for May 2023 to June 2025. The Policy Council would like to see this program continue in the future.

1. Note that these figures do not include other funding that support Food Initiative programs, such as GRO/Junior allocations, interagency transfers , agency base budgets, and federal funds. You can find the full allocation per program in the Self-Reported Funding on the Food Initiative Dashboard at: www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

# New Mexico Food Initiative - FY2025 FUNDING [2, 3]

The total appropriations for the Food Initiative in the general spending bill (HB2) for FY25 was $93,311,880 for 20 programs, an increase of $16,589,865 or 122% over FY24. Figure 1 shows the annual change in state general funds from FY22 to FY25. [4]

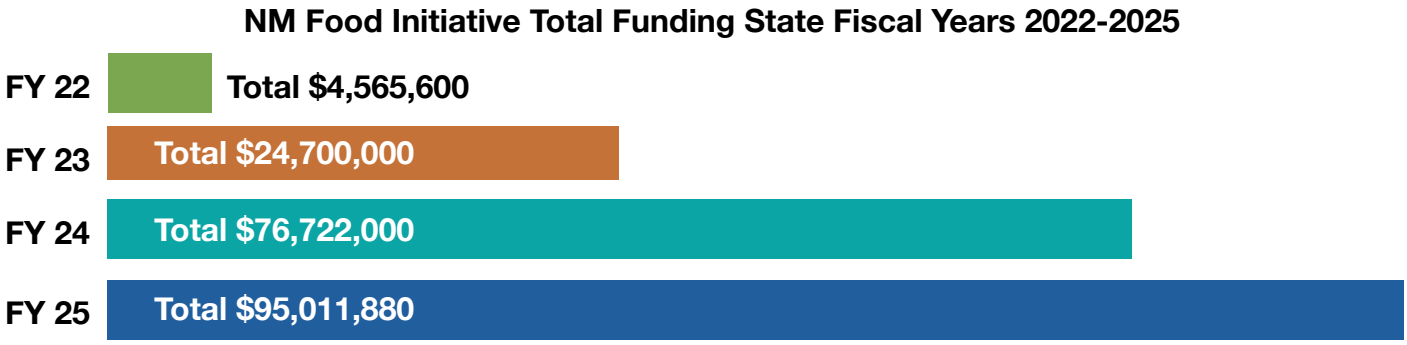



*Figure 2: NM Food Initative Funding 2022-2025*

## New Mexico Food Initiative Program Funding

The NM Food Initiative was first funded in SFY2022. Since then, the overall funding amount has increased, and the programs funded have expanded and changed over the years (see Figure 3).

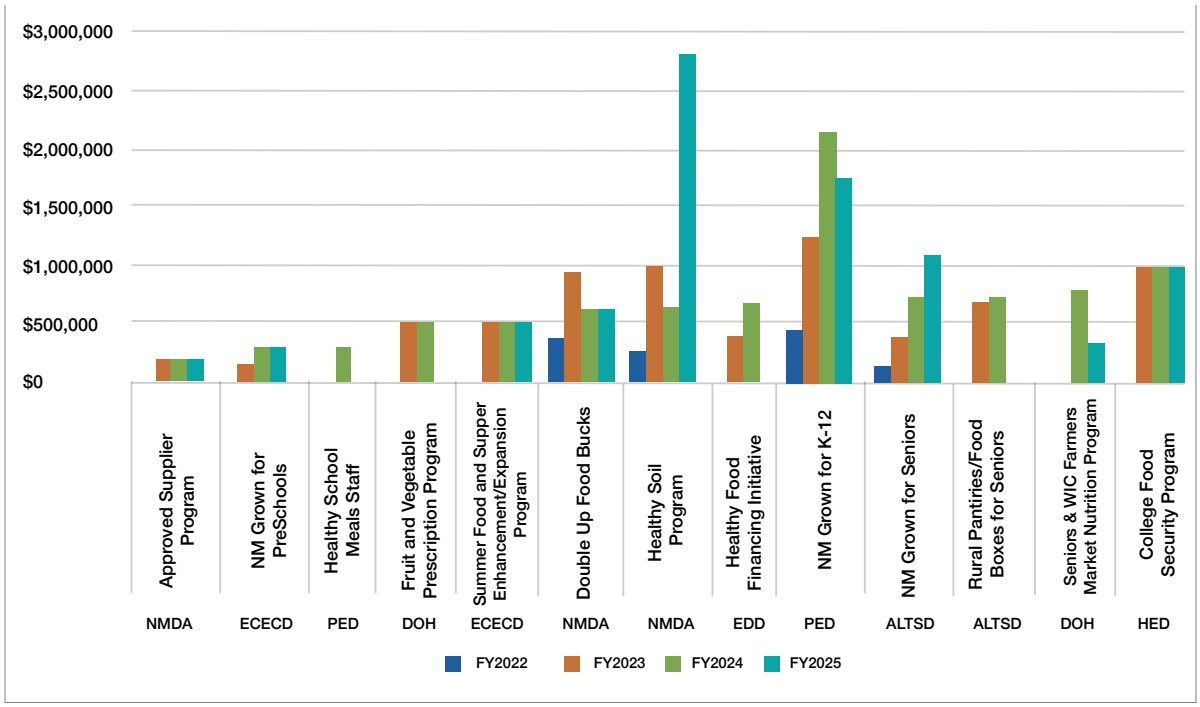



*Figure 3: NM Food Initiative Selected Programs FY22-FY25*

2. Source: New Mexico Food Imitative Dashboard, Food Initiative General Fund Budget, Detailed Budget by Agency, Program and Fiscal Year (SFY2024) Retrieved May 27, 2024 from: www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard
3. Source: Chavez, K. March 5, 2024. Transmitted by email. FY25 Food Initiative Budget March 5, 2024.
4. Note that these figures do not include other funding that support Food Initiative programs, such as GRO/Junior allocations, interagency transfers , agency base budgets, and federal funds. You can find the full allocation per program in the Self-Reported Funding on the Food Initiative Dashboard at: www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

# Environment, Conservation and Climate

## Legislation and Budget Priorities We Supported that Passed

**Land of Enchantment Legacy Fund (SB9)** appropriated $400 million into two funds: $50 million for an expendable fund and $350 million into a permanent fund. $12.5 million will be distributed to eight existing state programs beginning in FY2024 and continuing until FY2028. The $350 million in the permanent fund will generate interest over time which will be distributed annually through the expendable fund once it accrues sufficient interest.

**Pollinator Protection Plan Work Group (HM33)** requests the NM Department of Agriculture (NMDA) to convene a work group with representatives of NMDA, the New Mexico Food & Agriculture Policy Council, and the New Mexico Beekeepers Association, among others, to consider a plan to protect and increase pollinators in New Mexico.

## Legislation and Budget Priorities We Supported that Did Not Pass or Was Not Funded

**Composting Initiative** (SB79) to develop a statewide set of composting recommendations. The bill did not get any funding yet received support for its future.

Much appreciation to the **NM Healthy Soil Working Group** for starting this discussion and setting the stage for the future. In fiscal year 2025, NMDA is contracting a statewide study on compost production and use through Healthy Soil Program funds.

**Acequia & Community Ditch Fund (SB266)** An increase of $350,000 to the Acequia and Community Ditch Fund was requested, for a total of $1.5 million, to expand the number of grants to acequias and community ditch associations. FY25 appropriations were kept at the previous funding level of $800,000. Investments in New Mexico's water infrastructure can help to bring more local food to New Mexicans.

## Rulemaking

Produced Water. On May 14, 2024 New Mexico's Water Quality Control Commission began a hearing to consider a rule proposed by the New Mexico Environment Department (NMED) to prohibit the discharge of produced water to ground and surface water. The hearing will resume August 5-9, 2024. The Policy Council is evaluating NMED's proposal to prohibit the discharge of produced water, whether treated or not, to New Mexico's surface and groundwaters and the allowance of produced water for industrial reuse.

# Environment, Conservation and Climate

## NMFAPC's Water Statement

The Policy Council believes that planning for all water use in New Mexico now and in the future must prioritize providing adequate clean water for local food production by New Mexico farmers, cultivators, and growers. By doing so, these producers are economically and environmentally resilient and can continue providing healthy foods. Consequently, the Policy Council adopted a water statement in May 2024. View the full statement at: www.nmfoodpolicy.org/water-policy-statement.

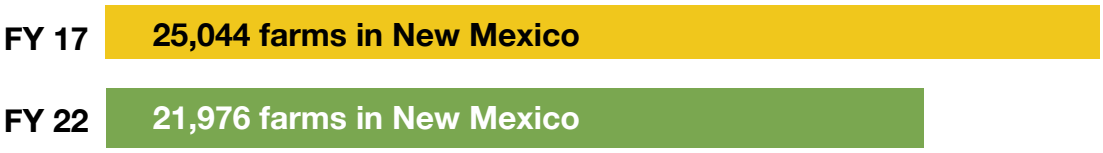
## Outcomes

Our goals for this priority are to protect agricultural land and small farms, increase restorative practices and the use of resilient crops, increase water quality and quantity for food production, increase New Mexico's pollinators, more seed preservation, and protect growers impacted by climate change.

### Total Number of Farm Acreage in New Mexico

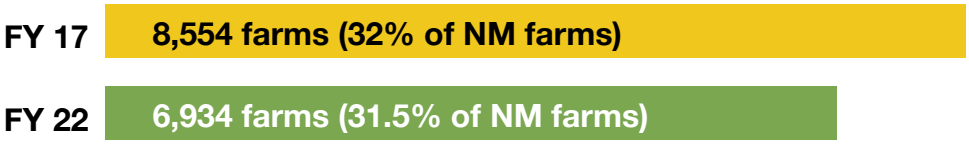



### NM Farms in New Mexico




## NM Farms Under 10 Acres

The average farm size in New Mexico is 1865 acres, however 33% of farms are less than nine acres. Ninety-five percent of all NM farms and ranches are family owned. Source: NM Department of Agriculture Report, July 2024.



# Environment, Conservation and Climate

## NMDA Agricultural Workforce Development Program

NMDA's AWD is an agri-busienss internship program that provides incentives to New Mexico agriculture businesses including farmers, ranchers, value-added producers, processing and other agriculture-related businesses to hire interns.




## NMDA Healthy Soil Program




## Figure 4: Details for NMDA's Healthy Soil Program 2020-2024

| Fiscal Year | Grant Applications for On-the Ground Projects | | Approximate Dollars (in thosands | |
|---|---|---|---|---|
| | Received | Selected | Requested | Awarded |
| 2020 (pilot) | 84 | 19 | $1,370.0 | $178.0 |
| 2021 | 49 | 26 | $513.0 | $237.0 |
| 2022 | 49 | 17 | $404.0 | $185.0 |
| 2023 | 77 | 50 | $1,405.5 | $1,092.8 |
| 2024 | 67 | 46 | $1283.0 | $754.8 |

*Source: NM Department of Agriculture*



Reunity Resources, Photo: Helen Henry

# Government Support and Infrastructure

## Legislation and Budget Priorities We Supported that Passed

**County and Tribal Health Councils** (HB67 and HB2) allocated one-time funding at $3 million for FY25, a 450% increase over FY24. County and Tribal Health Councils support community food and nutrition programs and local efforts to mitigate climate change.

**New Mexico Meat Inspection Act** (SB 37 and HB162) authorizes the creation of a state meat inspection program to ensure the safety and quality of meat for human consumption in New Mexico that meets or exceeds the Federal Meat Inspection Act, the federal Poultry Products Inspection Act and the federal Humane Methods of Slaughter Act of 1978. Investments across the food value chain can bring New Mexicans more sustainable, healthy, and affordable food.

## Legislation and Budget Priorities We Supported that Did Not Pass or Was Not Funded

**Public Banking Act** (SB110) will enable NM to create a state public bank, which is operated by professional bankers and work in partnership with community banks, credit unions, and Community Development Financial Institutions to make affordable loans available to local farmers, ranchers and food value chain businesses. Although this bill died in committee, it gained more momentum and supporters this session.

## Outcomes

Our goals for this priority are to expand the infrastructure for NM Grown food by increasing state, federal and tribal resources to New Mexican growers who have been historically discriminated against.

# The Federal Farm Bill

The Policy Council's Federal Policy Committee has worked diligently over the past year to help shape the next Farm Bill and inform our congressional delegation of areas most important to New Mexicans.

# Take Action!

Here are some things you can do to address food security and improve food systems in New Mexico:

**Become a member** of the NM Food Policy Council www.nmfoodpolicy.org/membership

**Talk to your elected officials and legislators** about the importance of New Mexico's food system and the New Mexico Food Initiative

**Sign on to letters of support** sponsored by the Policy Council.

**Provide public comment** at hearings or committees regarding proposed rule changes.

# Food Charter Report Card Data Sources

## Nutrition and Food Security

Page 6. Healthy Universal School Meals, # of meals provided. *Source: NM Food Initiative Dashboard July 2024.* www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

Page 6. Value of NM Grown Food Purchased. *Source: NM Food Initiative Dashboard July 2024.* www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

Page 7. NM Grown for K-12 , Participating School Food Authorities and Students Served. *Source: NM Public Education Agency, July 2024*

Page 7. NM Grown Program for Seniors - # of Senior Centers participating. *Source: New Mexico Aging and Long Term Services Department, July 2024*

Page 7. NM Grown Program for Early Childhood Centers - # of Early Childhood Centers participating. *Source: Early Childhood Education and Care Development, July 2024*

Page 8. Food Producer Participation in NM Food Initiative. *Source: NM Food Initiative Dashboard July 2024.* www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

Page 8. Figure 1: Sales figures or value of local produce sold/distributed through Food Initiative programs in FY24. *Source :NM Food Initiative Dashboard July 2024.* www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

Page 8. Approved Supplier Program - # of approved vendors. *Source: NM Farmers Marketing Association, July 2024*

Page 9. Healthy Food Financing Funding – Annual funding and # of awards. *Source: NM Economic Development Department, July 2024*

*Page 9.* Community Food Assistance Funding – Annual Funding. *Source: NM Food Initiative Dashboard July 2024*. www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

Page 9. NM Regional Farm to Food Bank (RF2FB) Program – Federal funding amount and award period. *Source: New Mexico Regional Farm to Food Bank 2023 Annual Report. Retrieved June 2024 from: www.nmfoodbanks.org/2023annualreport*

## New Mexico Food Initiative Funding

Page 10. SFY2025 Funding. *Source: Chavez, K. March 5, 2024. Food Initiative Legislative Session. FY25 Food Initiative Budget. Transmitted by email.*

Page 10. Figure 2: NM Food Initiative Funding 2022-2025. *Sources: (1) Chavez, K. March 5, 2024. Food Initiative Legislative Session FY25 Food Initiative Budget. Transmitted by email March 5, 2024*. (2) *NM Food Initiative Dashboard July 2024.* www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

Page 10. Figure 3: NM Food Initiative Selected Programs FY22-FY25. *Sources: (1) Chavez, K. March 5, 2024. FY25 Food Initiative Budget March 5, 2024. Transmitted by email (2) NM Food Initiative Dashboard July 2024.* www.nmdfa.state.nm.us/dfa-dashboards/food-initiative-dashboard

## Environment, Conservation and Climate

Page 12. Total Number of Farms in New Mexico. *Source: United States Department of Agriculture, National Agricultural Statistics Service 2022 Census of Agriculture, Volume 1, New Mexico State and Count Data.*

Page 12. Total Acres of Farmland. *Source: United States Department of Agriculture, National Agricultural Statistics Service 2022 Census of Agriculture, Volume 1, New Mexico State and Count Data.*

Page 12. NM Farms Under 10 Acres. *Source: United States Department of Agriculture, National Agricultural Statistics Service 2022 Census of Agriculture, Volume 1, New Mexico State and Count Data*

*Page 13.* NMDA Agricultural Workforce Development Program, *Source: Maitland, Julie, New Mexico Department of Agriculture, July 26, 2024, transmitted by email.*

Page 13. Healthy Soils Program - Annual funding amount and # of awards. *Source: NM Department of Agriculture, July 2024.*

Page 13. Figure 2: Details for the Healthy Soils Program 2020-2024. *Source: NM Department of Agriculture, July 2024.*

## For More Data and Information

NM Department of Agriculture Food and Ag Update

NMDA Health Soils Program

Farm to Food Bank Fact Sheet and Spotlight

NM Economic Development Department Food Hunger and Agriculture Program (Healthy Food Financing)

Approved Supplier Program

NM Fresh Rx Program

Agricultural Workforce Development Program

The New Mexico Food Charter and Report Card are projects of the NM Food & Agriculture Policy Council, which is a program of Farm to Table NM.

If you would like to contact us, please email us at nmfoodcharter@farmtotablenm.org.

Please visit www.nmfoodpolicy.org/new-mexico-food-charter to download the New Mexico Food Charter and the Report Card.

For more information about our policy work visit us at the New Mexico Food & Agriculture Policy Council's website: www.nmfoodpolicy.org

# PLEASE SUPPORT

**NM Food & Agriculture Policy Council and partners' priorities as of July 18, 2024**

**Provide full funding to meet the increasing demands of initiatives which:**

- Promote nutrient-rich food, especially for children, youth, seniors, individuals with disabilities, low-income populations and for food banks and food pantries
- Improve access to nutritious and culturally significant, New Mexico grown food
- Expand New Mexico farmers' and ranchers' opportunities through the New Mexico Grown Programs to benefit the well-being of our communities and local economy.
- Enrich the soil and water to grow food
- Allow farmers and ranchers to mitigate the impact of extreme climate
- Healthy Universal School Meals Act: nutrition and programmatic support
- **New Mexico Grown Programs:**
  - Early Child Care meal programs (ECECD)
  - Senior Center meal programs (ALTSD)
  - K-12 meal programs (PED)
- Produce Prescription Program / Fresh Rx
- Double Up Food Bucks - SNAP Program (NMDA); continued recurring
- Healthy Food Financing Fund (EDD)
- Senior and WIC Farmers Market Nutrition Programs (DOH)



- Regional Food Purchasing Assistance Program (Regional Farm to Food Bank)
- Water priorities that align with NMFAPC's Water Policy Statement www.nmfoodpolicy.org/water-policy-statement
- A State Pollinator Plan – based on Pollinator Work Group recommendations
- Continue support for New Mexico soil health, conservation, and agriculture workforce programs (NMDA).

**Note that we will have more explicit information over the coming months as we work together with support organizations, agencies, New Mexico legislators, and the Office of the Governor on these priority initiatives.**

NEW MEXICO Food & Agriculture POLICY COUNCIL

**FIR No. 10633.1**

**FISCAL IMPACT REPORT**

**General Information:**

**(Check)** **Bill:** _____ **Resolution:** x

**Short Title(s):** Supporting Legislation of Food Policy Council

**Sponsor(s):** Councilor Jamie Cassutt, Councilor Carol Romero-Wirth

**Reviewing Department(s):** Community Health and Safety (Community Services) & Community Development (Economic Development)

**Staff Completing FIR:** Maria Sanchez-Tucker, Community Services Director **Date:** 1/17/2025

**Phone:** (505) 955-6638

**Reviewed by City Attorney:** _____ **Date:** Jan 24, 2025

**Reviewed by Finance Director:** Emily K. Oster **Date:** Jan 24, 2025

**Summary:**
This resolution builds upon City of Santa Fe (City) and County joint Resolution No. 2008-26, which established a food policy council for the City and Santa Fe County. Specifically, this resolution supports the New Mexico Food Charter's "Report Card for 2023-24" and its prioritization of these three things: 1) Nutrition and Food Security, 2) Environment, Conservation, and Climate, and 3) Government Support and Infrastructure. Additionally, the resolution supports four specific areas of food policy focus for New Mexico and Santa Fe: 1) support for programs that benefit the long-term economic viability and well-being of New Mexico's food system, 2) advocacy for food and agriculture programs through state legislative actions that support farm, food, and hunger initiatives, 3) advocacy for long-term recurring, and consistent New Mexico state funding that capitalizes on farm, food, and hunger initiatives and other related programs, and 4) support for legislation that prioritizes soil and water conservation, acequias, and agriculture workforce programs.

**Departments Affected:**
Community Development Department (Community Services)

**Consequences of Not Enacting Legislation:**
If this legislation is not adopted, the City will not officially support the New Mexico Food Charter's Report Card Priorities for 2023-2024 or identify areas of focus for food policy.

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**
This legislation is related to Resolution 2008-26, which is a joint resolution between the City and Santa Fe County, which established the Santa Fe City and County Advisory Council on Food Policy.

**Performance and Administrative Implications:**

**Fiscal Implications:**
None at this time.

**Fiscal Impact**

x Check here if no fiscal impact

**Expenditures**

| Expenditure Type | FYE 2025 | FYE 2026 | FYE 2027 | Require BAR (Y/N) | Recurring (R) or Non-recurring (NR) | Fund | 3-Year Total Cost |
|---|---|---|---|---|---|---|---|
| Personnel and Benefits* | $ | $ | $ | | | | |
| Capital Outlay | $ | $ | $ | | | | |
| Contractual/ Professional Services | $ | $ | $ | | | | |
| Operating | $ | $ | $ | | | | $ |
| Total: | $ | $ | $ | | | | $ |

**Expenditure Narrative:**

**Revenue**

| Revenue Type | FYE 2025 | FYE 2026 | FYE 2027 | Recurring (R) or Non-recurring (NR) | Fund |
|---|---|---|---|---|---|
| General Fund | $ | $ | $ | | |
| Special Revenue | $ | $ | $ | | |
| CIP | $ | $ | $ | | |
| Enterprise | $ | $ | $ | | |
| Internal Service | $ | $ | $ | | |
| Trust and Agency | $ | $ | $ | | |
| Federal | $ | $ | $ | | |
| Other | $ | $ | $ | | |
| Total | $ | $ | $ | | |

**Revenue Narrative:**

**Signature:** HENRI HAMMOND-PAUL (Jan 24, 2025 11:44 MST)

**Email:** hmhammondpaul@santafenm.gov

**Signature:** Maria Tucker (Jan 24, 2025 12:05 MST)

**Email:** metucker@santafenm.gov

CITY OF SANTA FE

# Memorandum

**Date:** January 21, 2025

**To:** Governing Body, Public Works and Utilities Committee, Finance Committee

**From:** Melissa McDonald, Parks and Open Space Division Director

**Via:** Regina Wheeler, Public Works Director

**RE:** Approve $2,750,000 Donation from Northern Soccer Club Toward the Design and Construction of Fields and Amenities at the Soccer Valley Fields, Located at the Municipal Recreations Sports Complex

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**EXECUTIVE SUMMARY:**

The resolution accepts a donation of two million seven hundred fifty dollars ($2,750,000) from the Northern Soccer Club ("Northern") as a contribution toward the design and construction of a championship soccer field at the West side of Soccer Valley at the Municipal Recreation Complex ("MRC") with associated amenities, facilities, and infrastructure directly supporting the field. These amenities will include but not be limited to lights, bleachers, a scoreboard, parking, fencing, restrooms, and storage. The doner has stipulated that the City must match this donation with the same amount ($2,750,000) for the expansion of Soccer Valley. The City of Santa Fe ("City") has secured funds sufficient to match this amount via 2024 New Mexico legislative appropriation.

Additionally, the resolution provides for the following actions: 1) upon receipt of Northern's donation, the City Manager will assemble the appropriate staff to identify capital improvement funds for the project and to commence the design and construction of the field and related amenities, 2) the design alternatives and related fiscal impacts for the championship field will be presented to the Governing Body for approval, and 3) the Governing Body's welcomes proposed name for the new championship field for its consideration, in accordance with Resolution No. 2010-19, in recognition of Northern's commitment to the facility.

Staff anticipate that, should this resolution be adopted, and once the championship field is constructed, additional budget allocations and staff will be required to operate and maintain the expanded facility.

**BACKGROUND:**

Soccer is rapidly growing in the United States, appealing to diverse players of all ages and backgrounds. The recent closure of the soccer fields at the Downs at Santa Fe left over one thousand eight hundred (1,800) children without playing fields, prompting the City to accommodate these teams at the Southwest Node Area Regional ("SWAN") Park and the MRC. Recent policy changes at the MRC provided increased field access for leagues like Northern Soccer Club, La Liga Santa Fe Soccer, the Santa Fe United Football Club, and Santa Fe Youth Lacrosse.

**ATTACHMENTS:**
Resolution
FIR

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2025-__**

**INTRODUCED BY:**

Mayor Alan Webber

Councilor Jamie Cassutt

Councilor Michael Garcia

**A RESOLUTION**

**ACCEPTING A DONATION FOR THE DESIGN AND CONSTRUCTION OF A NEW CHAMPIONSHIP SOCCER FIELD AND ASSOCIATED INFRASTRUCTURE AND DIRECTING NEXT STEPS UPON RECEIPT OF THE DONATION.**

**WHEREAS,** the City of Santa Fe ("City") adopted Resolution No. 2013-90, supporting the collaboration between City staff and regional soccer leagues to identify improvements to the Municipal Recreation Complex ("MRC") and directing staff to explore funding mechanisms for such improvements and construction; and

**WHEREAS,** the City adopted the "MRC Soccer Complex Master Plan" in September 2015; and

**WHEREAS,** the City successfully completed improvements to the MRC Soccer Complex ("Soccer Valley") in the spring of 2022, including the installation of lighting on existing fields, thereby increasing available playtime and usability of Soccer Valley; and

**WHEREAS,** the City prioritized the "MRC Soccer Valley Expansion" in its 2026-30 Infrastructure Capital Improvement Plan, adopted in Resolution No. 2024-28, which includes the

design and construction of additional facilities at the Soccer Valley; and

**WHEREAS,** the MRC Soccer Complex Master Plan includes four new fields with lights, including a "championship" field with dimensions defined by Federation International de Football Association (FIFA) standards, and associated amenities and facilities, to be built on currently undeveloped City-owned property at the west side of Soccer Valley; and

**WHEREAS,** the Northern Soccer Club ("Northern") has expressed its intent to donate two million seven hundred fifty thousand dollars ($2,750,000) (the "Donation") to the City, specifically to fund the construction of the championship field, along with associated amenities and facilities and infrastructure directly supporting the field, including, but not limited to, lights, bleachers, a scoreboard, parking, fencing, restrooms, and storage (the "Limited Purpose"); and

**WHEREAS,** Northern has announced it has an anonymous donor willing to make the Donation; and

**WHEREAS,** according to Northern, the donor stipulates that the City match the Donation with two million seven hundred fifty thousand dollars ($2,750,000), also dedicated to expanding Soccer Valley; and

**WHEREAS,** the cost estimate for the MRC Soccer Valley Expansion is approximately twelve million dollars ($12 million); and

**WHEREAS,** the Limited Purpose is a portion of the total scope of the MRC Soccer Valley Expansion; and

**WHEREAS,** in 2024 the state of New Mexico appropriated three million four hundred twenty-five thousand dollars ($3,425,000) for the MRC Soccer Valley Expansion project ("State Appropriation"); and

**WHEREAS,** the City continues to support the team-sport community, including Northern, through ongoing projects, such as developing new fields at SWAN Park and replacing fields at Salvador Perez Park and improving facilities at **S**occer Valley will further expand the City's

support; and

**WHEREAS,** the City desires to accept the Donation for the Limited Purpose and to dedicate a portion of the State Appropriation as the matching amount dedicated to the Limited Purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE THAT**

1. The City may accept the Donation for the Limited Purpose;
2. A portion of the State Appropriation equal to the Donation shall be used as matching funds for the Donation; and
3. Upon receipt of the Donation, the City Manager shall

   a. provide Northern with a written acknowledgement of the receipt of the Donation, specifying the amount receipt, and acknowledging the Donation is subject to the terms of this resolution; and

   b. assemble the appropriate City staff to identify additional capital improvement funds for the portions of the MRC Soccer Valley Expansion that are not included in the Limited Purpose and to commence the design for the Limited Purpose, following standard City procedures.

**BE IT FURTHER RESOLVED** that City staff shall consider input from stakeholders, including Northern, to assess the costs and benefits of championship field design elements such as natural turf versus artificial turf.

**BE IT FURTHER RESOLVED** that the City Manager shall present recommended design and associated budget adjustment for the championship field to the Governing Body for approval.

**BE IT FURTHER RESOLVED** that the City shall return any portion of the Donation that is unspent on the Limited Purpose to Northern.

**BE IT FURTHER RESOLVED** that the Governing Body welcomes proposed names for

the new championship field from Northern for consideration as a proposal by one or more members of the Governing Body in a resolution in accordance with Resolution No. 2010-19.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

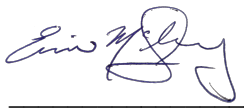
ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:



_____

ERIN K. McSHERRY, CITY ATTORNEY

*Legislation/2025/Resolutions/Accepting Donation from Northern Soccer Club*

**FIR No. 10600**

**FISCAL IMPACT REPORT**

**General Information:**

**(Check)** **Bill:** _____ **Resolution:** X

**Short Title(s):** Approve Donation from the Northern Soccer Club

**Sponsor(s):** Mayor Alan Webber, Councilor Jamie Cassutt, and Councilor Michael Garcia

**Reviewing Department(s):** Public Works Department, Parks and Open Space Division

**Staff Completing FIR:** Melissa McDonald, Parks and Open Space Division Director

**Date:** 9/4/2024 **Phone:** (505) 303-9502

**Reviewed by City Attorney:** _____ **Date:** Jan 24, 2025

**Reviewed by Finance Director:** Emily K. Oster **Date:** Jan 24, 2025

**Summary:**
The proposed Resolution accepts a donation of $2,750,000 from Northern Soccer Club ("Northern") and commits the City of Santa Fe ("City") to match these funds in the amount of $2,750,000. The donation is dedicated to funding the construction of a championship field at Soccer Valley, including associated amenities and facilities directly supporting the field such as but not limited to lights, bleachers, a scoreboard, parking, fencing, restrooms, and storage at the Municipal Recreation Sports Complex (MRC). Upon receipt of Northern's donation, the Resolution also directs the City Manager to assemble the appropriate staff to identify the additional funds, beyond the donation and the City's match, for the design and construction of additional fields and amenities, and to provide the Northern Soccer Club with a written acknowledgment of the receipt of the donation. If the City decides not to use the donation to fulfill the project defined in the Resolution, any unspent donated funds will be returned to the Northern.

**Departments Affected:**
Public Works Department (Parks and Open Space Division Complex).

**Consequences of Not Enacting Legislation:**
If this legislation is not adopted, the City will not have adopted the terms requested by Northern to accept a donation of $2,750,000, to be used toward the expansion of soccer facilities and new amenities at Soccer Valley at the MRC.

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**
Resolution 2013-90 directed City staff to "collaborate with regional soccer leagues to identify necessary improvements to the MRC facilities and the possible construction of an indoor soccer facility and to explore funding mechanisms for such improvements and construction". Additionally, the State of New Mexico appropriated $3,425,000 to be used for the expansion of Soccer Valley at the MRC. This appropriation more than covers the $2,750,000 match described in the Resolution.

**Performance and Administrative Implications:**
Both the donation and the City's match will be maintained in accounts designated for MRC Soccer Valley improvements and will be administered in compliance with the terms of the Resolution. Once constructed, hiring staff and establishing contractual services will be required to operate the facility.

**Fiscal Implications:**
Upon approval of this Resolution and upon securing matching funds, the City would receive the donation of $2,750,000 for Soccer Valley improvements and match Northern's donation with the $2,750,000 state legislative appropriation, grant number 24-I3136, for Soccer Valley improvements. Once constructed, budget for staff, supplies, utilities and contractual services will be required, roughly estimated to cost $500,000 per year.

**Fiscal Impact**

_____ Check here if no fiscal impact

**Expenditures**

| Expenditure Type | FYE 25 | FYE 26 | FYE 27 | Require BAR (Y/N) | Recurring (R) or Non-recurring (NR) | Fund | 3-Year Total Cost |
|---|---|---|---|---|---|---|---|
| Personnel and Benefits* | $ | $ | $ | | R | 530 | |
| Capital Outlay | $ 1,000,000 | $ 2,750,000 | $1,750,000 | | | | |
| Contractual/ Professional Services | $ | $ | $ | | R | 530 | |
| Operating | $ | $ | $ | | R | 530 | |
| Total: | $ 1,000,000 | $ 2,750,000 | $1,750,000 | | | | $ 5,500,000 |

* This includes all staff time associated with executing the job functions of the proposed legislation.

**Expenditure Narrative:** Funds will be expended to construct the expanded soccer amenities at Soccer Valley at the MRC. The expenditures that are described above are those that will result from this resolution. The Public Works Department anticipates the total cost will be over 12 million dollars.

**Revenue**

| Revenue Type | FYE 25 | FYE 26 | FYE 27 | Recurring (R) or Non-recurring (NR) | Fund |
|---|---|---|---|---|---|
| General Fund | $ | $ | $ | | |
| Special Revenue | $ | $ | $ | R | 530 |
| CIP | $ 2,750,000 | $ | $ | NR | |
| Enterprise | $ | $ | $ | | |
| Internal Service | $ | $ | $ | | |
| Trust and Agency | $ | $ | $ | | |
| Federal | $ | $ | $ | | |
| Other | $ | $ | $ | NR | |
| Total | $ 2,750,000 | $ | $ | | |

**Revenue Narrative:**

Revenue that will result from this resolution is the Donation. City will need to continue to seek funds in addition to Northern's $2,750,000 donation and the legislature's appropriation. ___

**Signature:**

**Email:** rawheeler@santafenm.gov

**Signature:**

**Email:** mamcdonald@santafenm.gov

# CITY OF SANTA FE

## Memorandum

**Date:** November 25, 2024

**To:** Governing Body and Quality of Life Committee

**From:** Marci Eannarino, Legislation and Policy Innovation Manager ME

**Via:** Erin K. McSherry, City Attorney EM

**RE:** Public Safety Administration

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**EXECUTIVE SUMMARY:**

The proposed bill would amend SFCC 1987, Section 2-8.2 and create Sections 2-8.8 and 2-8.9. The Amendment to Section 2-8.2 would change the name of that Section from "Community Health and Safety Department" to the "Health and Human Services Department" and remove the subsections regarding the City of Santa Fe Police Department ("Police Department") and the City of Santa Fe Fire Department ("Fire Department"). The subsections regarding the Fire Department and the Police Department would be moved into the two newly created Sections: 2-8.8, "City of Santa Fe Police Department" and 2-8.9, "City of Santa Fe Fire Department".

**BACKGROUND:**
Ordinance No. 2020-22 established the Community Health and Safety Department and specified that it included five divisions: the Community Services Department, Police Department, Fire Department, Recreation Division, and the Office of Emergency Management and Safety.

Ordinance No. 2023-11 revised the Section of code describing the Community Health and Safety Department by removing language prescribing the "Recreation Division" as a division of the Community Health and Safety Department and specifying that the Family and Youth Services is part of the Community Services Department. It also removed the term "Safety" from the name of the Office of Emergency Management and Safety to make it "Office of Emergency Management".

**ATTACHMENTS:**
Bill
FIR

**CITY OF SANTA FE, NEW MEXICO**

**BILL NO. 2024-18**

**INTRODUCED BY:**

Councilor Amanda Chavez

Councilor Pilar Faulkner

Councilor Lee Garcia

**A BILL**

**RELATING TO CITY ADMINISTRATION; AMENDING SECTION 2-8, SFCC 1987 TO CHANGE THE TITLE FROM "COMMUNITY HEALTH AND SAFETY DEPARTMENT" TO "HEALTH AND HUMAN SERVICES DEPARTMENT"; REMOVE THE POLICE DEPARTMENT AND THE FIRE DEPARTMENT FROM THAT SECTION; AND CREATE TWO NEW SECTIONS, 2-8.8 AND 2-8.9, FOR THE POLICE DEPARTMENT AND FIRE DEPARTMENT, RESPECTIVELY.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:**

**Section 1. Section 2-8.2 of SFCC 1987 (being Ord. No. 2023-11, § 1, as amended) is amended to read as follows:**

**2-8.2 [~~Community Health and Safety Department~~] Health and Human Services Department.**

A. *Creation of Department.* There is created a department of city government to be known as the "[~~community health and safety department~~] health and human department", which includes, but is not limited to, the [~~police department, the fire department,~~] the community services department [~~,~~] and the office of emergency management.

[~~B. ``Police Department.~~



underscored material = new [~~bracketed material~~] = delete

~~(1) *Powers and duties generally.* Police officers shall execute and return all writs and processes directed to them by the municipal judge and, in criminal cases or cases of violations of city ordinances, they may serve the same in any part of the country. They shall suppress all riots, disturbances and breaches of the peace, apprehend all disorderly persons within the city and shall pursue and arrest any person fleeing from justice. They shall apprehend any person in the act of committing any offense against the laws of the state or the ordinances of the city, and forthwith bring such persons before a competent authority for examination and trial. They shall have, in the discharge of their proper duties, like powers and be subject to like responsibilities as sheriffs or constables in similar cases.~~

~~(2) *Appointment of police officers; commissions.* No person shall assume or exercise the functions, powers, duties and privileges incident or belonging to the office of municipal police officers without first having received an appointment in writing, known as a "commission", from the governing body. The advice of the chief of police shall be obtained in the employment and commissioning of all police officers of the department.~~

~~(2) *Appointment of police officers; commissions.* No person shall assume or exercise the functions, powers, duties and privileges incident or belonging to the office of municipal police officers without first having received an appointment in writing, known as a "commission", from the governing body. The advice of the chief of police shall be obtained in the employment and commissioning of all police officers of the department.~~

~~(3) *Training schools and examinations.*~~

~~(a) There shall be held and conducted at such times as may be prescribed by the chief of~~

police, with the approval of the governing body, schools for training in modern police methods and practices. The schools for training and the checking of the qualifications and general fitness of applicants for positions in the police department shall be under the direction and supervision of the chief of police.

(b) All members of the police department shall take such examinations as may be prescribed.

(c) In the taking of all written examinations there shall be assigned to each applicant a number which shall be endorsed on the applicant's examination papers, and the grading of the examinations shall be by number only.

(d) Except as otherwise provided, no member shall be retained in the police department and no applicant shall be appointed to the police department unless such member or applicant, after taking the prescribed training courses, has successfully passed the prescribed examinations, written and oral; provided, that the minimum educational qualifications required by the City Personnel Act shall not apply to members of the present police department who are otherwise qualified under the provisions hereof; provided further, that in passing on the qualifications of members of the present police department, consideration shall be given to:

(i) Length of service and faithfulness to duty; and

(ii) General aptitude for police work as disclosed by the individual records of such members to be confirmed by oral examinations.

(4) *Extra or emergency police officers.* The city manager may employ on behalf of the city such extra or emergency police officers as may be required in the proper administration of municipal affairs.

(5) *Police department reserve.*

~~(a) *Created.* There is created the city "police department reserve force", hereinafter referred to as the "reserve".~~

~~(b) *Control by Chief of Police.* The reserve is under the exclusive control of the chief of the city police department who shall have the sole and exclusive authority to:~~

~~(i) Summarily discipline or dismiss members without appeal to any body or tribunal;~~

~~(ii) Approve or disapprove all bylaws, rules and regulations of the reserve; and~~

~~(iii) Approve or disapprove all officers, employees or agents of the reserve.~~

~~(c) *Authority.* The reserve and its individual members shall only have authority in law enforcement on specific request by the city police chief. A specific request shall be made for each individual instance of service.~~

~~(d) *Powers and Duties.*~~

~~(i) The duties of the reserve are to assist in enforcement of law by cooperating with all law enforcement agencies and regulatory bodies.~~

~~(ii) The reserve or its members when acting upon call, and only when acting upon call, of the city police chief, for the city or for another law enforcement agency or regulatory authority, shall be possessed of the same powers and duties as a city police officer or an officer of such law enforcement agency or regulatory authority.~~

~~(e) *Call of Members.* When the city police chief calls up the members of the reserve, the call shall be in writing, list the names of each member of the reserve called, the purpose of the call, and the date and time the call begins and terminates. Except when on call, reserve members shall have no more authority in law enforcement than that of any private citizen.~~

~~(f) *Requests for Assistance.* Should any law enforcement agency or regulatory body desire assistance from the reserve, the request shall be made to the city police chief~~

~~who may authorize it, if:~~

~~(i) Reserve members are fully covered by the workman's compensation insurance policy of the assisted agency or body, and this is evidenced by a writing presented to the chief; and~~

~~(ii) Any and all liability that may arise against the city, its officers, employees or agents, the reserve, or its members as a result of such assistance, is assumed in writing by the assisted agency or body.~~

~~(g) *Worker's Compensation.* The city shall immediately take steps to provide necessary worker's compensation insurance for the reserve and necessary liability insurance covering liability that may arise against the city, its officers, employees or agents as a result of the activities of the reserve on behalf of the city. If any or a portion of such liability is to be self-insured, the self-insurance fund shall be increased accordingly.~~

~~C. *Fire Department.*~~

~~(1) *Department authority and powers.*~~

~~(a) Pursuant to Section 3-18-1F. and G. NMSA 1978 and 3-18-11B(1), the city may provide proper means for protection from fire and protect the property of its municipality and its inhabitants and preserve the health, safety, peace and order within the municipality. Therefore, the stated purpose of this subsection is to grant the fire department all authority necessary to protect life and property from the hazards created by fire, explosion, and similar emergencies.~~

~~(b) The fire department shall have full and complete authority in connection with fighting, mitigating, and preventing the spread of any fire that may arise within the city, with the power to do and perform all necessary or expedient acts for the fighting of fire. When called to a fire, the fire department shall have:~~

~~(i) Full and complete authority of the premises to which it has been summoned until the fire has been extinguished and the premises are deemed safe by the fire department; and~~

~~(ii) By emergency vehicle or by foot, the right of ingress and egress on all public or private streets, alleyways, roads, driveways, and thoroughfares located within the city limits or the city annexation areas.~~

~~(c) The fire department shall have full and complete authority in connection with the provision of prehospital emergency medical services within the city, with the power to do and perform all necessary or expedient acts for the provision of these services.~~

~~(d) The fire chief shall have full authority to sign agreements, approved by the city attorney's office, with landowners to implement fire hazard mitigation activities.~~

~~(2) *Department members designated as special police officers.* Every member duly enrolled and in good standing in the fire department shall be a special police officer of the city with power to act as such from the time of the sounding of any fire alarm until the apparatus and equipment for fighting fire has been returned to the fire station.~~

~~(3) *Obstructing or interfering with firefighters.* It is unlawful for any person to obstruct or interfere with firefighters while in the discharge of their duties.~~]

[~~D~~] B. *Community Services Department.* The community services department includes, but is not limited to, senior services, and libraries.

[~~E~~] C. *Office of Emergency Management.*

(1) In accordance with Section 12-10-5 NMSA 1978, the "office of emergency management," shall consist of:

(a) An emergency manager who shall be appointed in accordance with Section 12-10-5 NMSA 1978, and who shall be subject to the personnel system of the city;

(b) Additional professional and administrative personnel as may be required to effectively carry out the emergency management program; and

(c) All other city officers and employees, together with those volunteer forces enrolled to aid the city during periods of disaster or emergency.

(2) *Definitions.*

*Civil emergency* means conditions of unrest, including but not limited to riot, civil disturbance, unlawful assembly, hostile military or paramilitary action, war, terrorism, or sabotage.

*Comprehensive emergency management plan (CEMP)* means a written document that describes the city's overall emergency management plan. A CEMP specifies the purpose, organization, responsibilities, and facilities of the agencies and officials of the city in the mitigation of, preparation for, response to, and recovery from emergencies and disasters.

*Curfew* means a period of time declared by the mayor, during which no person or persons, other than persons authorized by the mayor by administrative order, may be upon the public streets, sidewalks, grounds, or semi-public property, either on foot or in vehicles of any type, within the city.

*Disaster* means the occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in environmental damage, property damage, deaths, and/or multiple injuries, which may exceed the response capability of the local jurisdiction, necessitating state, and potentially federal, involvement.

*Emergency* means any occasion or instance, such as a terrorist attack, terrorist threat, civil unrest, wildland and urban fire, flood, hazardous materials spill, nuclear accident, aircraft accident, earthquake, hurricane, tornado, tropical storm, tsunami,

war-related disaster, public health or medical emergency, other occurrence requiring an emergency response, or any other condition that warrants action to protect life, property, or the environment.

*Emergency management* means an approach to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

*Emergency operations center (EOC)* means the physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

*Emergency plan* means an ongoing plan for responding to a wide variety of potential hazards.

*Hazard mitigation plan* means the representation of the city's commitment to reduce risks from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards.

*National Incident Management System (NIMS)* means the federal government's standardized framework of doctrines, concepts, principles, terminology, and organizational processes for emergency management.

(3) *Purpose.*

(a) The purpose of the office of emergency management is to coordinate the efforts of all municipal agencies and employees, nongovernmental agencies, and private sector partners to prepare for and function in the event of disasters and emergencies endangering the lives of persons in the city, property of the residents of the city, or public property in the city.

(b) The duty of the office of emergency management is to coordinate the development of

emergency plans for the effective employment of municipal resources to protect the lives and health of the residents of the city and the private and public property therein from the effects of emergencies or natural or man-caused disasters.

(c) The office of emergency management shall coordinate the implementation of such plans in preparation for, during, and after periods of emergency or disaster. Such plans shall be coordinated with those of the county and in consonance with the state emergency management plans.

(d) The office of emergency management and safety shall ensure that the safety of all city employees is a priority throughout the city's operations and coordinate and oversee safety protocols and implementation for the city.

(4) *Emergency manager*. The emergency manager shall:

(a) Be responsible to the director of community health and safety for the organization, administration, and operation of the emergency management program of the city;

(b) Coordinate the emergency management activities of all municipal departments and agencies of the city, nongovernmental agencies, and private sector partners;

(c) Be the liaison and cooperate with the emergency management agencies of the federal government, the state, the county, and the other political subdivisions therein;

(d) Develop an organizational structure for the office of emergency management, subject to the approval of the governing body and recommend appointments to fill the positions established therein subject to the city manager's authority;

(e) Manage the EOC; establish the overall structure, roles, responsibilities, and direction for the operation of the EOC; and ensure that the EOC is appropriately sited, staffed, equipped, and maintained;

(f) Maintain written emergency plans, including but not limited to all chapters, annexes, and appendices of the comprehensive emergency management plan and hazard

mitigation plan, and annually review the plans to identify any recommendations for revisions; and

(g) Maintain records documenting compliance with requirements of federal and state emergency management programs, including the NIMS.

(5) *Financing.*

(a) Funds for necessary expenses of the office of emergency management, including salaries for approved positions, may be made available through appropriations by the governing body in accordance with Section 12-10-7 NMSA 1978.

(b) The emergency manager shall prepare and submit to the governing body an annual proposed budget for emergency management expenditures and shall indicate those amounts eligible for matching funds under the federal grant programs.

(c) During an emergency, purchases may be exempt from the city's procurement code, as permitted pursuant to Section 11-13 SFCC 1987.

**Section 2. [NEW SECTION] Creating Section 2-8.8 of SFCC 1987, retaining language from current Section 2-8.2 (B) (being Ord. No. 2023-11, § 1 as amended), to read as follows:**

**2-8.8 - Police Department.**

(1) *Powers and duties generally.* Police officers shall execute and return all writs and processes directed to them by the municipal judge and, in criminal cases or cases of violations of city ordinances, they may serve the same in any part of the country. They shall suppress all riots, disturbances and breaches of the peace, apprehend all disorderly persons within the city and shall pursue and arrest any person fleeing from justice. They shall apprehend any person in the act of committing any offense against the laws of the state or the ordinances of the city, and forthwith bring such persons

before a competent authority for examination and trial. They shall have, in the discharge of their proper duties, like powers and be subject to like responsibilities as sheriffs or constables in similar cases.

(2) *Appointment of police officers; commissions.* No person shall assume or exercise the functions, powers, duties and privileges incident or belonging to the office of municipal police officers without first having received an appointment in writing, known as a "commission", from the governing body. The advice of the chief of police shall be obtained in the employment and commissioning of all police officers of the department.

(3) *Training schools and examinations.*

(a) There shall be held and conducted at such times as may be prescribed by the chief of police, with the approval of the governing body, schools for training in modern police methods and practices. The schools for training and the checking of the qualifications and general fitness of applicants for positions in the police department shall be under the direction and supervision of the chief of police.

(b) All members of the police department shall take such examinations as may be prescribed.

(c) In the taking of all written examinations there shall be assigned to each applicant a number which shall be endorsed on the applicant's examination papers, and the grading of the examinations shall be by number only.

(d) Except as otherwise provided, no member shall be retained in the police department and no applicant shall be appointed to the police department unless such member or applicant, after taking the prescribed training courses, has successfully passed the prescribed examinations, written and oral; provided, that the minimum educational

qualifications required by the City Personnel Act shall not apply to members of the present police department who are otherwise qualified under the provisions hereof; provided further, that in passing on the qualifications of members of the present police department, consideration shall be given to:

(i) Length of service and faithfulness to duty; and

(ii) General aptitude for police work as disclosed by the individual records of such members to be confirmed by oral examinations.

(4) *Extra or emergency police officers.* The city manager may employ on behalf of the city such extra or emergency police officers as may be required in the proper administration of municipal affairs.

(5) *Police department reserve.*

(a) *Created.* There is created the city "police department reserve force", hereinafter referred to as the "reserve".

(b) *Control by Chief of Police.* The reserve is under the exclusive control of the chief of the city police department who shall have the sole and exclusive authority to:

(i) Summarily discipline or dismiss members without appeal to any body or tribunal;

(ii) Approve or disapprove all bylaws, rules and regulations of the reserve; and

(iii) Approve or disapprove all officers, employees or agents of the reserve.

(c) *Authority.* The reserve and its individual members shall only have authority in law enforcement on specific request by the city police chief. A specific request shall be made for each individual instance of service.

(d) *Powers and Duties.*

(i) The duties of the reserve are to assist in enforcement of law by cooperating with all law enforcement agencies and regulatory bodies.

(ii) The reserve or its members when acting upon call, and only when acting upon call, of the city police chief, for the city or for another law enforcement agency or regulatory authority, shall be possessed of the same powers and duties as a city police officer or an officer of such law enforcement agency or regulatory authority.

(e) *Call of Members.* When the city police chief calls up the members of the reserve, the call shall be in writing, list the names of each member of the reserve called, the purpose of the call, and the date and time the call begins and terminates. Except when on call, reserve members shall have no more authority in law enforcement than that of any private citizen.

(f) *Requests for Assistance.* Should any law enforcement agency or regulatory body desire assistance from the reserve, the request shall be made to the city police chief who may authorize it, if:

(i) Reserve members are fully covered by the workman's compensation insurance policy of the assisted agency or body, and this is evidenced by a writing presented to the chief; and

(ii) Any and all liability that may arise against the city, its officers, employees or agents, the reserve, or its members as a result of such assistance, is assumed in writing by the assisted agency or body.

(g) *Worker's Compensation.* The city shall immediately take steps to provide necessary worker's compensation insurance for the reserve and necessary liability insurance covering liability that may arise against the city, its officers, employees or agents as a result of the activities of the reserve on behalf of the city. If any or a portion of such liability is to be self-insured, the self-insurance fund shall be increased accordingly.

**Section 3. [NEW SECTION] Creating Section 2-8.9 of SFCC 1987, retaining**

**language from current Section 2-8.2 (C) (being Ord. No. 2023-11, § 1 as amended), to read as follows:**

**2.8.9 - Fire Department.**

(1) *Department authority and powers.*

(a) Pursuant to Section 3-18-1F. and G. NMSA 1978 and 3-18-11B (1), the city may provide proper means for protection from fire and protect the property of its municipality and its inhabitants and preserve the health, safety, peace and order within the municipality. Therefore, the stated purpose of this subsection is to grant the fire department all authority necessary to protect life and property from the hazards created by fire, explosion, and similar emergencies.

(b) The fire department shall have full and complete authority in connection with fighting, mitigating, and preventing the spread of any fire that may arise within the city, with the power to do and perform all necessary or expedient acts for the fighting of fire. When called to a fire, the fire department shall have:

(i) Full and complete authority of the premises to which it has been summoned until the fire has been extinguished and the premises are deemed safe by the fire department; and

(ii) By emergency vehicle or by foot, the right of ingress and egress on all public or private streets, alleyways, roads, driveways, and thoroughfares located within the city limits or the city annexation areas.

(c) The fire department shall have full and complete authority in connection with the provision of prehospital emergency medical services within the city, with the power to do and perform all necessary or expedient acts for the provision of these services.

(d) The fire chief shall have full authority to sign agreements, approved by the city

attorney's office, with landowners to implement fire hazard mitigation activities.

(2) *Department members designated as special police officers.* Every member duly enrolled and in good standing in the fire department shall be a special police officer of the city with power to act as such from the time of the sounding of any fire alarm until the apparatus and equipment for fighting fire has been returned to the fire station.

(3) *Obstructing or interfering with firefighters.* It is unlawful for any person to obstruct or interfere with firefighters while in the discharge of their duties.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

APPROVED AS TO FORM:



_____

ERIN K. McSHERRY, CITY ATTORNEY

*Legislation/2024/Bills/Public Safety Administration*

**FIR No. 10617.0**

**FISCAL IMPACT REPORT**

**General Information:**

**(Check)** **Bill:** X **Resolution:** _____

**Short Title(s):** Public Safety Administration

**Sponsor(s):** Councilor Amanda Chavez, Councilor Pilar Faulkner, and Councilor Lee Garica

**Reviewing Department(s):** City Attorney's Office

**Staff Completing FIR:** Marci Eannarino, Legislation and Policy Innovation Manager

**Date:** 12/02/2024 **Phone:** (505) 955-6518

**Reviewed by City Attorney:** _____ **Date:** Dec 6, 2024

**Reviewed by Finance Director:** Emily K. Oster **Date:** Dec 6, 2024

**Summary:**
The proposed bill would amend SFCC 1987, Section 2-8.2 and create Sections 2-8.8 and 2-8.9. The Amendment to Section 2-8.2 would change the name of that Section from "Community Health and Safety Department" to the "Health and Human Services Department" and remove the subsections regarding the City of Santa Fe Police Department ("Police Department") and the City of Santa Fe Fire Department ("Fire Department"). The subsections regarding the Fire Department and the Police Department would be moved into the two newly created Sections: 2-8.8, "City of Santa Fe Police Department" and 2-8.9, "City of Santa Fe Fire Department".

**Departments Affected:**
Community Health and Safety Department, Fire Department, and Police Department.

**Consequences of Not Enacting Legislation:**
If this legislation is not adopted, the City's Administration chapter of code would continue to include a Community Health and Safety Department rather than and Health and Human Services Department and would continue to list the Police and Fire Departments as part of the Community Health and Safety Department.

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**
Ordinance No. 2020-22 established the Community Health and Safety Department and described that it had five divisions: the Community Services Department, Police Department, Fire Department, Recreation Division, and the Office of Emergency Management and Safety.
Ordinance No. 2023-11 later revised the section of code regarding the Community Health and Safety Department by removing language prescribing a "Recreation Division" as one of its divisions and by listing the Family and Youth Services as a component of the Community Services Department. It also removed the term "Safety" from the Office of Emergency Management and Safety to make it "Office of Emergency Management".

**Performance and Administrative Implications:**
If the Bill is adopted, the City would have a department called "Health and Human Services". In addition, the City's code would no longer prescribe that the Fire Department and the Police Department be in the same department with the Community Services Department and the Office of Emergency Management Department.

**Fiscal Implications:**
None.

**Fiscal Impact**

_____X_____ Check here if no fiscal impact

**Expenditures**

| Expenditure Type | FYE __ | FYE __ | FYE __ | Require BAR (Y/N) | Recurring (R) or Non-recurring (NR) | Fund | 3-Year Total Cost |
|---|---|---|---|---|---|---|---|
| Personnel and Benefits* | $ | $ | $ | | | | |
| Capital Outlay | $ | $ | $ | | | | |
| Contractual/ Professional Services | $ | $ | $ | | | | |
| Operating | $ | $ | $ | | | | $ |
| Total: | $ | $ | $ | | | | $ |

* This includes all staff time associated with executing the job functions of the proposed legislation.

**Expenditure Narrative:**

**Revenue**

| Revenue Type | FYE __ | FYE __ | FYE __ | Recurring (R) or Non-recurring (NR) | Fund |
|---|---|---|---|---|---|
| General Fund | $ | $ | $ | | |
| Special Revenue | $ | $ | $ | | |
| CIP | $ | $ | $ | | |
| Enterprise | $ | $ | $ | | |
| Internal Service | $ | $ | $ | | |
| Trust and Agency | $ | $ | $ | | |
| Federal | $ | $ | $ | | |
| Other | $ | $ | $ | | |
| Total | $ | $ | $ | | |

**Revenue Narrative:**

**Signature:** Marci Eannarino

**Email:** maeannarino@santafenm.gov

# CITY OF SANTA FE

## Memorandum

**Date:** June 25, 2024

**To:** Governing Body, Quality of Life Committee

**From:** Kyle Hibner, Assistant City Attorney

**Via:** Erin McSherry, City Attorney EM

**RE:** Change Fee Schedule for Muffler Noise Violation

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**EXECUTIVE SUMMARY:**

The proposed bill would amend Schedule A of Exhibit A to Chapter 24, SFCC 1987, the Uniform Traffic Ordinance ("UTO"), to increase the penalties for first-time offenses of muffler noise violations, described in Section 12-10-1.10, from one-hundred dollars ($100.00) to five-hundred dollars ($500.00). The bill would also eliminate the concept of a graduated penalty scale, which currently employs a "2nd Offense" category resulting in a two-hundred fifty-dollar ($250.00) fine and after that, a "Subsequent Offenses" category resulting in a five-hundred-dollar ($500.00) fee. Instead, the bill proposes to eliminate the "Second Offense" category altogether and implement a five-hundred-dollar ($500.00) fee for any Muffler Noise Penalty Ordinance offenses after the first violation.

**ATTACHMENTS:**
Bill
FIR

**CITY OF SANTA FE, NEW MEXICO**

**BILL NO. 2024-13**

**INTRODUCED BY:**

Councilor Signe Lindell

Councilor Pilar Faulkner

underscored material = new [~~bracketed material~~] = delete

**A BILL**

**AMENDING SCHEDULE A OF THE UNIFORM TRAFFIC ORDINANCE TO INCREASE PENALTIES FOR MUFFLER NOISE VIOLATIONS, ELIMINATE A DISTINCTION BETWEEN THE CATEGORIES "SECOND OFFENSE" AND "SUBSEQUENT VIOLATIONS", RECOGNIZE COMMUNITY SERVICE IS AN ALTERNATIVE TO ALL TRAFFIC VIOLATION PENALTIES UNDER THE CITY'S GENERAL PENALTY, AND ESTABLISH AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:**

**Section 1. Schedule A of Exhibit A of Chapter 24 (Uniform Traffic Ordinance) of SFCC 1987 (being Ord. No. 2023-2, as amended) is amended to read:**

**SCHEDULE A - TRAFFIC VIOLATION PENALTY ASSESSMENT SCHEDULE**

ADOPTED: July 12, 2006 – Ord. No. 2006-24

AMENDED: March 25, 2009 – Ord. No. 2009-11

February 10, 2010 – Ord. No. 2010-2

June 29, 2011 – Ord. No. 2011-23

August 13, 2014 – Ord. No. 2014-26

February 24, 2021 – Ord. No. 2021-2

July 13, 2022 - Ord. No. 2022-11

January 25, 2023 - Ord. No. 2023-2

July 17, 2024 - Ord. No. 2024-4

**SECTION 1.**

This Exhibit may be cited as the city of Santa Fe traffic violation penalty assessment schedule for violations of the city of Santa Fe Uniform Traffic Code except those violations relating to parking which are set forth as Schedule B of the city of Santa Fe Uniform Traffic Code.

**SECTION 2.**

"Penalty assessment misdemeanor" means violation of the following listed sections of the city of Santa Fe Uniform Traffic Code for which the listed penalty assessment is established. The term "penalty assessment misdemeanor" does not include any violation which has caused or contributed to the cause of an accident resulting in injury or death to any person. When an alleged violator of a penalty assessment misdemeanor elects to accept a notice to appear in lieu of a notice of penalty assessment, the fine imposed upon late conviction shall not exceed the penalty assessment established for the particular penalty assessment misdemeanor and probation imposed upon a suspended or deferred sentence may include community service as contemplated in Section 1-3.1 and shall not exceed ninety days. (Ord. No. 2021-2, § 24)

**[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]**

| COMMON NAME OF OFFENSE | SECTION VIOLATED | PENALTY ASSESSMENT |
|---|---|---|
| Obedience To Traffic-Control Devices/Failure To Stop | 12-5-3 | $25.00 |
| Red Light | 12-5-6 | $25.00 |
| Pedestrian Controls | 12-5-7 | $25.00 |
| Flashing Signals | 12-5-8 | $25.00 |
| Display of Unauthorized Signs, Signals, or Markings | 12-5-10 | $25.00 |
| Basic (Speeding) Rule | 12-6-1.1 | $25.00 |
| Speed Limits | 12-6-1.2 | |
| A. The following apply outside a school zone: | | |
| Up to and including 10 miles an hour over speed limit | | $15.00 |
| From 11 up to and including 15 miles an hour over speed limit | | $30.00 |
| From 16 up to and including 20 miles an hour over speed limit | | $65.00 |
| From 21 up to and including 25 miles an hour over speed limit | | $100.00 |
| From 26 up to and including 30 miles an hour over the speed limit | | $125.00 |
| From 31 up to and including 35 miles an hour over the speed limit | | $150.00 |
| More than 35 miles an hour over the speed limit | | $200.00 |

| | | |
|---|---|---|
| B. In a school zone | 12-6-1.2A | $171.00 |
| C. In a construction zone: The penalty assessment for speeding in violation of Section 12-6-1.2 (4) of the city of Santa Fe traffic ordinance is twice the penalty assessment established in subsection A above for the equivalent miles per hour over the speed limit | | |
| D. In a pedestrian zone. The penalty assessment for speeding in violation of the posted speed limit in a designated pedestrian zone is twice the penalty assessment established in subsection A. above for the equivalent miles per hour over the speed limit. | | |
| Minimum Speed Regulations | 12-6-1.5 | $25.00 |
| Driving On Right Side Of Street | 12-6-2.1 | $25.00 |
| Overtaking A Vehicle On The Left | 12-6-2.3 | $25.00 |
| Limitations On Overtaking On The Left | 12-6-2.4 | $25.00 |
| Overtaking A Vehicle On The Right | 12-6-2.6 | $25.00 |
| No Passing Zones/Restrictions On Passing | 12-6-2.7 | $25.00 |
| Streets Laned For Traffic | 12-6-2.12 | $25.00 |
| Following Too Closely | 12-6-2.13 | $25.00 |
| Driving On Divided Streets | 12-6-2.14 | $25.00 |
| Driving Vehicle On Or Across Bicycle Lane Or Path. | 12-6-2.17 | $25.00 |
| Turning Left At Intersection | 12-6-4.2 | $25.00 |
| Entering Stop/Yield Intersection/Failure To Yield | 12-6-4.3 | $25.00 |

| | | |
|---|---|---|
| Required Position/Method of Turning/Improper Turn | 12-6-5.1 | $25.00 |
| Obedience To No-Turn Signs | 12-6-5.4 | $25.00 |
| Limitations On Turning Around/Illegal U-Turn | 12-6-5.5 | $25.00 |
| Starting A Parked Vehicle | 12-6-5.7 | $25.00 |
| Turn/Stop Movements | 12-6-5.8 | $25.00 |
| Failure To Signal | 12-6-5.9 | $25.00 |
| Motorist Turning Across Bicycle Lane. | 12-6-5.11 | $25.00 |
| Stopping, Standing & Parking | 12-6-6 | See [~~Exhibit~~] Schedule B |
| Special Stops Required | 12-6-7 (Excluding 12-6-7.3, 12-6-7.4, 12-6-7.5 and 12-6-7.7) | $25.00 |
| Stopping For School Bus | 12-6-7.3 | $100.00 |
| Failure To Stop At Railroad Crossing | 12-6-7.5 and 12-6-7.7 | $150.00 |
| Operators and Chauffeurs Must Be Licensed | 12-6-12.5 | $25.00 |
| Driving While License Suspended/Administratively Suspended | 12-6-12.6 and 12-6-12.6A | $25.00 |
| Driving While License Revoked | 12-6-12.6B | $300-$500 |
| Unattended Motor Vehicle | 12-6-12.8 | $25.00 |
| Limitations On Backing | 12-6-12.9 | $25.00 |

| | | |
|---|---|---|
| Restriction On Use of Video In Motor Vehicles | 12-6-12.11 | $25.00 |
| Coasting Prohibited | 12-6-12.12 | $25.00 |
| Prohibited Activities While Driving (including handheld mobile communication device use) | 12-6-12.18 | $200.00 |
| Mobile communication device use while driving in a school zone | 12-6-12.18 | $300.00 |
| Permitting Unauthorized Persons To Drive | 12-6-12.23 | $25.00 |
| Destructive Material On Roadway/Failure To Secure Load | 12-6-13.5 | $100.00 |
| Improper Opening Of Doors | 12-6-13.8 | $25.00 |
| Child Restraint Device Or Safety Belt | 12-6-13.12 | $100.00 |
| Mandatory Use Of Seat Belts | 12-6-13.13 | $100.00 |
| Open Container, 1st Offense | 12-6-13.14 | $100.00 |
| for subsequent violations | | mandatory court appearance |
| Littering | 12-6-13.15 | $300.00 |
| Jaywalking | 12-6-14.1 through 12-6-14.8 | $25.00 |
| Windshield | 12-10-1.12 | $25.00 |
| When Lighted Lamps Are Required | 12-10-1.3 | $25.00 |
| Headlamps On Vehicles | 12-10-1.5 | $25.00 |
| Dimming Of Lights | 12-10-1.6 | $25.00 |

| | | |
|---|---|---|
| Tail Lamps | 12-10-1.7, except 12-10-1.7C | $25.00 |
| Plate Light Required | 12-10-1.7C. | $10.00 |
| Stop Lamps/Brake Lamps | 12-10-1.9 | $25.00 |
| Mufflers, Prevention of Noise | 12-10-1.10 | [~~$100.00~~] $500.00 |
| [~~Mufflers, Prevention of Noise, 1st Offense~~ | ~~12-10-1.10~~ | ~~$100.00~~ |
| ~~2nd Offense~~ | | ~~$250.00~~ |
| ~~for subsequent offenses~~ | | ~~$500.00~~] |
| Lamp or Flag On Projection Load | 12-10-1.11 | $25.00 |
| Windshield Must Be Unobstructed and Equipped with Wipers and Windows Must Be Transparent | 12-10-1.12 | $25.00 |
| Tinted Windows | 12-10-1.12A | $25.00 |
| Unsafe Equipment (Brakes) | 12-10-1.16 | $25.00 |
| Display of Current Valid Registration Plate | 12-10-4 | $25.00 |

**Section 4. Effective Date.**

This ordinance shall go into effect ninety (90) days after adoption.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2024.

APPROVED AS TO FORM:



_____

ERIN K. McSHERRY, CITY ATTORNEY

**FIR No. 10607.1**

**FISCAL IMPACT REPORT**

**General Information:**

**(Check)** **Bill:** X **Resolution:** _____

**Short Title(s):** Change Fee Schedule for Muffler Noise Violation

**Sponsor(s):** Councilor Signe Lindell

**Reviewing Department(s):** City or Santa Fe Police Department

**Staff Completing FIR:** Kyle Hibner, Assistant City Attorney **Date:** 8/15/2024

**Phone:** (505) 955-5195

**Reviewed by City Attorney:** _____ **Date:** Nov 8, 2024

**Reviewed by Finance Director:** Emily K. Oster **Date:** Nov 8, 2024

**Summary:**
The proposed bill would amend Schedule A of Exhibit A to Chapter 24 of the City's Code, the Uniform Traffic Ordinance, to increase the penalties described in 12-10-1.10 for first time offenses of muffler noise violations from $100.00 to $500.00. The bill would also eliminate the current gradual scale which increases fine amounts for successive penalties and instead would implement a $500.00 fee for any offense of the Muffler Noise Penalty ordinance.

**Departments Affected:**
Santa Fe Police Department and Municipal Court.

**Consequences of Not Enacting Legislation:**
If this legislation is not adopted, the City will continue to impose the current fines for noise violations.

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**
Bill No. 2024-20 makes technical corrections to Section 12-10-1.10.

**Performance and Administrative Implications:**
None identified.

**Fiscal Implications:**
***According to data provided by the Santa Fe Municipal Court ("SFMC"), from April 2023 through September 2024, the Santa Fe Police Department issued 206 citations for muffler violations. The SFMC's judges (elected and pro tem) found defendants guilty in 114 of the 206 citations. In 38 muffler violation cases, the judges imposed a fine. In 2 of those 38 cases, the judges imposed a fine of $250, and in one case the judge imposed a $500 fine. For the 17 months of data, the monthly average number of cases in which judges imposed a fine is approximately 2.25 cases a month. Therefore, in a calendar year, the number of

cases in which the judge fines the defendant is approximately 27 cases, or $13,500 in fines. However, it is difficult to predict the number of violations for future years and if the court would impose a fine or defer the sentence or impose community service.

**Fiscal Impact**

_***See above_ Check here if no fiscal impact

**Expenditures**

| Expenditure Type | FYE __ | FYE __ | FYE __ | Require BAR (Y/N) | Recurring (R) or Non-recurring (NR) | Fund | 3-Year Total Cost |
|---|---|---|---|---|---|---|---|
| Personnel and Benefits* | $ | $ | $ | | | | |
| Capital Outlay | $ | $ | $ | | | | |
| Contractual/ Professional Services | $ | $ | $ | | | | |
| Operating | $ | $ | $ | | | | $ |
| Total: | $ | $ | $ | | | | $ |

* This includes all staff time associated with executing the job functions of the proposed legislation.

**Expenditure Narrative:**

**Revenue**

| Revenue Type | FYE __ | FYE __ | FYE __ | Recurring (R) or Non-recurring (NR) | Fund |
|---|---|---|---|---|---|
| General Fund | $ | $ | $ | | |
| Special Revenue | $ | $ | $ | | |
| CIP | $ | $ | $ | | |
| Enterprise | $ | $ | $ | | |
| Internal Service | $ | $ | $ | | |
| Trust and Agency | $ | $ | $ | | |
| Federal | $ | $ | $ | | |
| Other | $ | $ | $ | | |
| Total | $ | $ | $ | | |

**Revenue Narrative:**

*****See Fiscal Implications narrative.**

**Signature:**

**Email:** kjhibner@santafenm.gov

# CITY OF SANTA FE, NEW MEXICO
# PROPOSED AMENDMENT(S) TO BILL NO. 2024-13
## Change Fee Schedule for Muffler Noise Violation

**Mayor and Members of the City Council:**

**I propose the following amendment(s) to Bill No. 2024-13:**

**A BILL**
**AMENDING SCHEDULE A OF THE UNIFORM TRAFFIC ORDINANCE TO INCREASE PENALTIES FOR MUFFLER NOISE VIOLATIONS, ELIMINATE A DISTINCTION BETWEEN THE CATEGORIES "SECOND OFFENSE" AND "SUBSEQUENT VIOLATIONS", RECOGNIZE COMMUNITY SERVICE IS AN ALTERNATIVE TO ALL TRAFFIC VIOLATION PENALTIES UNDER THE CITY'S GENERAL PENALTY, AND ESTABLISH AN EFFECTIVE DATE.**

**I propose the following amendment(s) to**

1. On page 1, lines 15-16, ***delete*** ", AND ESTABLISH AN EFFECTIVE DATE".
2. On page 8, lines 1-2, ***delete*** "Section 4. Effective Date. This ordinance shall go into effect ninety (90) days after adoption."

**This amendment does change the caption. __X_**

**This amendment does not change the caption. ___**

Respectfully submitted,

Jamie Cassutt
Jamie Cassutt (Jan 13, 2025 15:45 MST)
Jamie Cassutt, Councilor

SIGNE I LINDELL
SIGNE I LINDELL (Jan 13, 2025 15:52 MST)
Signe Lindell, Councilor

Approved as to Form:

Erin K. McSherry, City Attorney

10607.1(A)

ADOPTED: _____
NOT ADOPTED: _____
DATE: _____

_____
Andréa Salazar, City Clerk

**CITY OF SANTA FE, NEW MEXICO**
**CO-SPONSOR(S) TO BILL NO. 2024-13**
**Change Fee Schedule for Muffler Noise Violation**

**The following members of the Governing Body joined sponsorship of this legislation:**



Michael Garcia, Councilor

November 13, 2024
Date

10607.1

# Co-Sponsorship - M. Garcia

Final Audit Report 2024-11-15

| | |
|---|---|
| Created: | 2024-11-14 |
| By: | CHRISTINE SPIERS (cmspiers@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA0RwpSidwMI7UVbbszhExesSvvEqDOzv9 |

## "Co-Sponsorship - M. Garcia" History

Document created by CHRISTINE SPIERS (cmspiers@santafenm.gov)
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Signer mjgarcia@santafenm.gov entered name at signing as Michael Garcia
2024-11-15 - 2:37:46 AM GMT- IP address: 174.231.16.46

Document e-signed by Michael Garcia (mjgarcia@santafenm.gov)
Signature Date: 2024-11-15 - 2:37:48 AM GMT - Time Source: server- IP address: 174.231.16.46

Agreement completed.
2024-11-15 - 2:37:48 AM GMT

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# CITY OF SANTA FE

## Memorandum

**Date:** October 7, 2024

**To:** Governing Body and Quality of Life Committee

**From:** Kyle Hibner, Assistant City Attorney

**Via:** Erin K. McSherry, City Attorney EM

**RE:** Mufflers Technical Correction

---

**EXECUTIVE SUMMARY:**
The bill would relocate sub-paragraphs A through G in Article I ("Definitions") in the Uniform Traffic Ordinance ("UTO"), Section 12-1-23.1, to Section 12-10-1.10 of Article X ("Vehicle Regulations"), "Mufflers - Prevention of Noise - Emission Control Devices". This change is technical in nature because the sub-paragraphs contain regulations for mufflers. The placement of regulations in a definitions section does not make sense and has contributed to instances of confusion.

**BACKGROUND**
In 2023, the Governing Body amended Section 12-1 via Ordinance 2023-2. It appears that a heading error resulted in the information being placed in Section 12-1-23.1 of Article I, "Definitions", rather than where it was intended: Section 12-10-1.10 of Article X "Mufflers- Prevention of Noise- Emission Control Devices".

**ATTACHMENTS:**
Bill
FIR

**CITY OF SANTA FE, NEW MEXICO**

**BILL NO. 2024-20**

**INTRODUCED BY:**

Councilor Signe Lindell

Councilor Pilar Faulkner

underscored material = new [~~bracketed material~~] = delete

**A BILL**

**MAKING A TECHNICAL CORRECTION; RELOCATING SUBPARAGRAPHS A-G OF SECTION 12-1-23.1 OF ARTICLE I ("DEFINITIONS") OF EXHIBIT A, CHAPTER 24, SFCC 1987, TO SECTION 12-10-1.10 OF ARTICLE X ("VEHICLE REGULATIONS") OF THE SAME EXHIBIT.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:**

**Section 1. Section 12-1-23.1 of Article I ("Definitions") to Exhibit A of Chapter 24 (Uniform Traffic Ordinance) of SFCC 1987 (being Ord. No. 2023-2) is amended to read as follows:**

**12-1-23.1 FACTORY-INSTALLED EXHAUST OPTION.**

"Factory-Installed Exhaust Option" means an exhaust system for a motor vehicle that is offered as an option by the manufacturer and/or dealer to the purchaser that allows the driver of the motor vehicle to adjust the sound levels of the motor vehicle's exhaust. Examples of Factory-Installed Exhaust Option include, but are not limited to, Ford's Active Valve Performance Exhaust and Porsche's Porsche Sports Exhaust.

[~~A. Every motor vehicle shall at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise, and no person shall use a muffler cutout, muffler bypass, straight-through mufflers that do not contain baffles (including but not limited to glass packs, steel packs, and straight pipes), or similar device upon a motor vehicle on a street in this municipality.~~

~~B. The muffler, emission control equipment or device, engine and power mechanism of every motor vehicle shall be so equipped and adjusted as to prevent the escape of excessive fumes or smoke.~~

~~C. Every registered gasoline-fueled motor vehicle manufactured or assembled, commencing with the 1968 models, shall at all times be equipped and maintained in good working order with the factory-installed devices and equipment or their replacements designed to prevent, reduce, or control exhaust emissions or air pollution. Such devices or equipment shall not be modified in a manner which will amplify or increase the noise emitted by the motor of such vehicle above that emitted by a muffler of the type originally installed on the vehicle.~~

~~D. The use of a factory-installed exhaust option is prohibited and violates this ordinance if the noise emitted exceeds the decibel level reading described in Section 10.2-9.~~

~~E. Muffler changes or modification. No person shall sell, offer for sale, install or offer to install, modify or change the exhaust muffler, intake muffler, or any other noise abatement device of a motor vehicle in a way that increases or tends to increase the exhaust fumes, smoke, or noise from a motor vehicle. Such prohibited changes or modifications shall include, but not be limited to cut-outs, by-passes, and straight-through mufflers that do not contain baffles (including but not limited to glass packs, steel packs, and straight pipes).~~

~~F. For a first offense under paragraphs A, B, or C above, a person shall not be convicted if repairs are affected on the motor vehicle and the vehicle passes a compliance test within ninety (90) days of the citation being issued.~~

~~G. The city manager or the city manager's designee shall prescribe the compliance test based on the decibel levels identified as excessive in Section 10.2-9. A person cited under this section may rely on measured decibel levels from the compliance test as an affirmative defense in challenging a citation. ( Ord. No. 2023-2 , § 1)~~]

**Section 2. Section 12-10-1.10 of Article X ("VEHICLE REGULATIONS") of Exhibit A of Chapter 24 (Uniform Traffic Ordinance) of SFCC 1987 is amended to read as follows:**

**12-10-1.10 - MUFFLERS—PREVENTION OF NOISE—EMISSION CONTROL DEVICES.**

A. Every motor vehicle shall at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise, and no person shall use a muffler cutout, muffler bypass, straight-through mufflers that do not contain baffles (including but not limited to glass packs, steel packs, and straight pipes), or similar device upon a motor vehicle on a street in this municipality.

B. The muffler, emission control equipment or device, engine and power mechanism of every motor vehicle shall be so equipped and adjusted as to prevent the escape of excessive fumes or smoke.

C. Every registered gasoline-fueled motor vehicle manufactured or assembled, commencing with the 1968 models, shall at all times be equipped and maintained in good working order with the factory-installed devices and equipment or their replacements designed to prevent, reduce, or control exhaust emissions or air pollution. Such devices or equipment shall not be modified in a manner which will amplify or increase the noise emitted by the motor of such vehicle above that emitted by a muffler of the type originally installed on the vehicle. (66-3-844 NMSA 1978)

D. The use of a factory-installed exhaust option is prohibited and violates this

ordinance if the noise-emitted exceeds the decibel level reading described in Section 10.2-9.

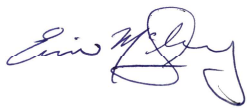
E. Muffler changes or modification. No person shall sell, offer for sale, install or offer to install, modify or change the exhaust muffler, intake muffler, or any other noise abatement device of a motor vehicle in a way that increases or tends to increase the exhaust fumes, smoke, or noise from a motor vehicle. Such prohibited changes or modifications shall include, but not be limited to cut-outs, by-passes, and straight-through mufflers that do not contain baffles (including but not limited to glass packs, steel packs, and straight pipes).

F. For a first offense under paragraphs A, B, or C above, a person shall not be convicted if repairs are affected on the motor vehicle and the vehicle passes a compliance test within ninety (90) days of the citation being issued.

G. The city manager or the city manager's designee shall prescribe the compliance test based on the decibel levels identified as excessive in Section 10.2-9. A person cited under this section may rely on measured decibel levels from the compliance test as an affirmative defense in challenging a citation. *

PASSED, APPROVED, and ADOPTED this _____day of _____, 2024.

APPROVED AS TO FORM:



_____

ERIN K. McSHERRY, CITY ATTORNEY

*Legislation/2024/Bills/2024)/Technical Amendment Muffler Noise Violation*

**FIR No. 10623.1**

**FISCAL IMPACT REPORT**

**General Information:**

**(Check)** **Bill:** X **Resolution:** _____

**Short Title(s):** Muffler Regulation Technical Corrections

**Sponsor(s):** Councilor Signe Lindell and Councilor Pilar Faulkner

**Reviewing Department(s):** City Attorney's Office

**Staff Completing FIR:** Kyle Hibner, Assistant City Attorney **Date:** 10/07/2024

**Phone:** (505) 955-5195

**Reviewed by City Attorney:** Erin McSherry **Date:** Nov 8, 2024

**Reviewed by Finance Director:** Emily K. Oster **Date:** Nov 8, 2024

**Summary:**
The bill would make a technical correction to Article I, "Definitions," in the Uniform Traffic Ordinance ("UTO"), Section 12-1-23.1, to relocate sub-paragraphs A through G and relocate them in Section 12-10-1.20, of Article X, "Mufflers – Prevention of Noise – Emission Control Devices", which contains regulations for mufflers. Paragraphs A through G are regulatory in nature, and they do not contain definitions. Their placement in a section devoted to definitions has caused confusion.

**Departments Affected:**
City Attorney's Office (Prosecutor), Community Health and Safety Department (Santa Fe Police Department), and Municipal Court.

**Consequences of Not Enacting Legislation:**
If this legislation is not adopted, then sub-paragraphs A though G which outline rules regarding mufflers, would remain in the "Definitions" in Section 12-1-23.1 of Article I.

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**
None Identified.

**Performance and Administrative Implications:**
None Identified.

**Fiscal Implications:**
None Identified.

**Fiscal Impact**

_____X_____ Check here if no fiscal impact

**Expenditures**

| Expenditure Type | FYE 2025 | FYE 2026 | FYE 2027 | Require BAR (Y/N) | Recurring (R) or Non-recurring (NR) | Fund | 3-Year Total Cost |
|---|---|---|---|---|---|---|---|
| Personnel and Benefits* | $ | $ | $ | | | | |
| Capital Outlay | $ | $ | $ | | | | |
| Contractual/ Professional Services | $ | $ | $ | | | | |
| Operating | $ | $ | $ | | | | $ |
| Total: | $ | $ | $ | | | | $ |

**Expenditure Narrative:**

**Revenue**

| Revenue Type | FYE 2025 | FYE 2026 | FYE 2027 | Recurring (R) or Non-recurring (NR) | Fund |
|---|---|---|---|---|---|
| General Fund | $ | $ | $ | | |
| Special Revenue | $ | $ | $ | | |
| CIP | $ | $ | $ | | |
| Enterprise | $ | $ | $ | | |
| Internal Service | $ | $ | $ | | |
| Trust and Agency | $ | $ | $ | | |
| Federal | $ | $ | $ | | |
| Other | $ | $ | $ | | |
| Total | $ | $ | $ | | |

**Revenue Narrative:**

**Signature:**

**Email:** kjhibner@santafenm.gov

# MARK SCOTT

**Fresno, California**

**Education:**

**Stanford University Graduate School of Business**
**MBA, 1980. Active in the Public Management Program.**

**California State University, Fresno**
**BA, 1973 – Political Science/Public Administration**

**Summary of Work Experience:**

**Interim City Manager**

- **City of Live Oak, CA – April 2024 to November 2024**
- **City of Ojai, CA – July 2023 to November 2023**
- **City of Downey, CA – July 2022 to March 2023**
- **City of Lincoln, CA – June 2021 to February 2022**

**City Manager**

- **City of Indio – August 2017 to May 2021**
- **City of San Bernardino – February 2016 to August 2017**
- **City of Burbank – August 2013 to February 2016**
- **City of Fresno – April 2010 to July 2013**
- **City of Culver City – June 2009 to April 2010**
- **City of Spartanburg, SC – November 2003 to May 2009**
- **City of Beverly Hills – March 1990 to December 2003**

**Other Work Experience**

- **City of Beverly Hills**
  - **Director of Community Development – 1985-89**
  - **Executive Assistant to City Manager – 1983-85**
- **American Airlines Corporate Headquarters, DFW Airport, TX**
  - **Manager, Marketing Planning -- 1980-83**
- **U.S. Environmental Protection Agency, Washington, DC**
  - **Program Analyst – Summer of 1979**
- **City of Clovis, CA**
  - **Assistant to City Manager – 1972-78**

**Career Highlights:**

- **Currently completing 34th consecutive year in the role of City Manager in 11 communities.**
  - **Longest tenured Beverly Hills City Manager (almost 14 years)**
  - **Have served 90+ City Council members**
  - **Recently working as retired annuitant on Interim assignments.**

- **Assumed the City Manager role in Beverly Hills during a period of financial and political turmoil and nurtured a long period of trust and accomplishment over the next 14 years. Provided leadership through the LA riots, the Northridge earthquake, a protracted racial profiling lawsuit, a much-publicized tort lawsuit, controversial development projects, and other high-profile incidents.**

- **After completing 20 years with the City of Beverly Hills, my wife and I sought out a different challenge. We moved to Upstate South Carolina where I became City Manager of the City of Spartanburg and she became Founding Executive Director of an emerging children's museum in Greenville, SC. Spartanburg is a fascinating, diverse (52% Black & 47% White) community that had been economically challenged by loss of the textile industry. We arrived at a time of extensive community rebuilding led by remarkable leaders from all parts of the community. I had a chance to play a contributing role during a period of economic and social renewal that has continued after our departure to attend to family needs in California.**

- **Due to my father's failing health, we returned to my hometown of Fresno in 2010. Fresno is a city of 550,000 people and a budget of more than $1 billion. During the economic downturn, Fresno suffered major economic losses and was widely expected to follow the City of Stockton into bankruptcy. I was asked to assume the City Manager role in Fresno by a courageous Mayor who took very difficult actions to keep the City solvent and eventually returned to fiscal stability. Although implausible on the surface, I served also as Acting CFO and Community Development Director for 2 years.**

- **After a stint in the relatively calm city of Burbank, I volunteered to join the City of San Bernardino as City Manager to help them exit the longest municipal bankruptcy in U.S. history. Initially signed a one-year contract to live in San Bernardino and to direct the local recovery efforts, but extended for 19 months to complete the task and to promote passage of a new local charter establishing a more effective local governance structure. Through a coordinated communitywide effort, we successfully exited bankruptcy and earned passage of the new charter.**

- **Despite being topped out in CalPERS pension, I chose to stay active and join the City of Indio as City Manager in 2017. Although it is the host city of the Coachella and Stagecoach Music Festivals and is winter residence for many wealthy visitors, Indio is also the permanent home for working families who support the agricultural and tourism economies of the region. My excellent City Council in Indio asked me to focus energy on upgrading older neighborhoods and infrastructure and to solicit new investment in wealth-producing businesses. While we made great strides, COVID hit halfway through my tenure in Indio, which then became our next leadership challenge. As the Eastern Riverside County seat of government, Indio played a big role in supporting a struggling local economy and medical emergency.**

- **Within my many cities, I have established strong working relationships with diverse communities representing a variety of racial, religious and ethnic cultures (African American, Latino, Hmong/Southeast Asian, Armenian, Persian, Jewish, Muslim). City representative at numerous PRIDE and civil rights/social justice events.**

**Other Personal and Community Information:**

- **Happily married to Carol Scott for 50 years. Carol is an accomplished educator, children's museum builder/director, women's leadership and nonprofit management consultant. Two grown children.**
- **Life Member, International City Management Association.**
- **Served on Executive Committee, City Managers' Department, League of California Cities.**
- **One of 6 founding members of the City-County Communications & Marketing Association (3CMA).**
- **As City Manager, my cities have earned Emmy, Cable Ace, Beacon, Savvy and America's Promise awards.**
- **Participated for five years in the MISTER Program at McKinley Avenue School in South Central Los Angeles.**
- **Member of NAACP chapters in both Los Angeles and Upstate South Carolina. Hosted ACT-SO youth competition programs.**
- **Long-time supporter of Project Redwood, a social entrepreneurship program initiated by my Stanford Business School Class of 1980.**
- **Served as City Manager during the formal accreditation of 3 Police and 3 Fire Departments.**
- **Awarded Key to the City of Fresno by Mayor Ashley Swearengin.**
- **Awarded City of Spartanburg's Patriot's Award by Mayor William Barnet III.**
- **Taught a graduate level *Entrepreneurial Government* course at Clemson University for 3 semesters.**
- **Active in numerous professional, community, civic and youth organizations through the years.**

# JESSICA NOEMI AGUIRRE

[redacted]

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**EDUCATION**

**University of New Mexico School of Law** — Albuquerque, NM
*Juris Doctor* — December 2020

**University of New Mexico** — Albuquerque, NM
*Bachelor of Arts*, History
*Bachelor of Arts*, Sociology — May 2018

**EXPERIENCE**

**Santa Fe Dreamers Project**, Santa Fe, NM
*Staff Attorney*, March 2021 – Present
Providing direct legal representation to immigrants and their families in the following areas: DACA, family-based immigration, humanitarian visas, naturalization, non-detained asylum, Special Immigrant Juvenile Status (SIJS), including obtaining in-state predicate orders; collaborating with community partners to contribute to a robust network of legal services for New Mexico's immigrant communities; providing legal supervision to new legal representatives and support staff; participating in advocacy efforts, including providing public comment for relevant state legislation.

**University of New Mexico School of Law**, Albuquerque, NM
*Research Assistant*, May 2020 – December 2020
Conducted legal research regarding criminalization and policing in schools and criminal procedure case law under the supervision of Professor Maryam Ahranjani, conducted document acquisition, legal research, and website design and building for Environmental Justice: Law, Policy & Regulation under the supervision of Professor Cliff Villa.

**Española Humane Clinic**, Española, NM
*Clinic Receptionist*, May 2017 – August 2018
Checked in clients' pets for free spay/neuter services; communicated nuanced benefits and risks of sterilization; answered telephone calls and questions; scheduled appointments; entered and filed paperwork; inputted surgical notations; logged controlled substances for the surgical team; and trained incoming clinic receptionists.

**COMMUNITY SERVICE**

Peter H. Johnstone Settlement Day Volunteer, April 2019
New Mexico Immigrant Law Center Citizenship Fair Translator, October 2018

**LANGUAGE**

Professional proficiency in Spanish as a native speaker

**ACTIVITIES**

Immigration Law Section – State Bar of New Mexico
*Director & Secretary*, 2021 – present
Marshall-Brennan Constitutional Literacy Project
*Law Student Fellow*, Fall 2019
Association of Public Interest Law
*Secretary* (2019-2020); *Treasurer* (2018-2019)

Gina Azu

[redacted]

I immigrated at the age of 15 from Guayaquil Ecuador, it was one of the hardest moments in my life since I did not know the language, the culture was completely different, I had no friends and the rest of my family separated from me. When I was only 15 years old, I learned a lot and from there I understood how difficult it was for many immigrant families to live in this country. Little by little I understood the laws learning a different system from mine, different cultures even speaking Spanish we have different dialects, I learned that we are all the same only with different flavors and customs.

My 5 children taught me to know more about the system and to realize again that empathy and knowledge are needed. From there I began to help my community with what I had learned, I started being part of the PTA of the schools volunteering in PMS, churches and Salvation Army. I worked for 11 years as a waitress then manager at the same time I worked at Santa Fe Youth Works as a case manager, helping the community find more resources and give them more knowledge. Eventually I created my FB page (help the community through the Unit) to be able to reach more people and be able to help them outside of work with resources that the city has to offer, we created a food distribution program with the help of Youth Works where we gave 1600 boxes of food a week to families in need, all this happened in times of pandemic, for this I already had a lot of knowledge of how I could help families and businesses and I started to create my organization (Latino Small Business Association) already understanding the needs of the Latino community working with different organizations and with the help of the city council Pilar Faulkner and Lee García to be able to help with better resources to the community of Santa Fe and we have managed to create a better space for the families of my community

Gina

Inmigré a los 15 años de guayaquil Ecuador, fueron unos de los momentos más duros en mi vida ya que no conocía el idioma, la cultura era completamente diferente, no tenía amigos y el resto de mi familia separados de mí. Con tan solo 15 años aprendí mucho y desde ahí entendí lo difícil que era para muchas familias inmigrantes el vivir en este país. Poco a poco fui entendiendo las leyes aprendiendo un sistema diferente al mío, diferentes culturas incluso hablando español tenemos diferentes dialectos, aprendí que todos somos lo mismo solo con diferentes sabores y costumbres.

Mis 5 hijos me enseñaron a conocer más el sistema y a darme cuenta otra vez que hace falta empatía y conocimiento. Desde ahí empiezo ayudar a mi comunidad con lo que yo había aprendido empecé siendo parte del PTA de las escuelas haciendo voluntariado en PMS, iglesias y Salvation Army. Trabaje por 11 años como mesera luego manager al mismo tiempo trabaje en Santa Fe Youth Works como case management, ayudando a la comunidad a encontrar más recursos y darles más conocimiento. Eventualmente cree mi página de FB(ayuda a la comunidad a través de la Unidad) para poder alcanzar más personas y poder ayudarlos fuera del trabajo con recursos que la ciudad tiene q ofrecer, creamos un programa de repartición de comida con la ayuda de Youth Works en donde dábamos 1600 cajas de comida a la semana a familias necesitadas todo esto paso en tiempo de pandemia, para esto ya tenía mucho conocimiento de cómo podía ayudar a familias y negocios y empecé a crear mi organización (Latino Small Business Association) ya entendiendo las necesidades de la comunidad latina trabajando con diferentes organizaciones y con la ayuda de la city council Pilar Faulkner y Lee García para poder ayudar con mejores recursos a la comunidad de Santa Fe y hemos logrado crear un mejor espacio para las familias de mi comunidad

# JULIE ANN BALL

[redacted] [redacted]

## SUMMARY OF QUALIFICATIONS

Criminal defense attorney with exceptional talent for trial advocacy and proven commitment to the rights of indigent persons. Known for ability to combine expert analytical, investigative and organizational methods with negotiation and courtroom litigation skills to prepare and present powerful defense for high-profile criminal cases. Achieved numerous "Not Guilty" verdicts for clients charged with murder, rape, drug trafficking, burglary, and other felonies. Successful legal career marked by rapid movement to positions of increasing responsibility, including death penalty case experience and training.

## PROFESSIONAL EXPERIENCE

### *NEW MEXICO LAW OFFICES OF THE PUBLIC DEFENDER*

| | | |
|---|---|---|
| DISTRICT DEFENDER, 1ST JUDICIAL DISTRICT | SANTA FE, RIO ARRIBA, LOS ALAMOS AND TAOS COUNTIES | 2019 – PRESENT |
| DISTRICT DEFENDER, 9TH JUDICIAL DISTRICT | CURRY, ROOSEVELT AND LEA COUNTIES | 2017 – 2019 |
| MANAGING ATTORNEY | HOBBS, NEW MEXICO · LEA COUNTY | 2017 |

Oversight of public defender offices to include: Administer resources; oversee operational activities to ensure clients are effectively represented in all criminal proceedings. Train, guide, and motivate employees to meet, then exceed performance standards. Foster and model a commitment to customer service; demonstrate a commitment to quality public service through statements and actions; measure customer satisfaction; create external partnerships. Additional responsibilities include knowledge of and compliance with general conditions of employment and employment law, EEO, security and workplace safety. Duties include supervision and training, case management, strategic planning, and litigation of all levels of felonies, misdemeanors, juveniles, and appeals. **Recipient of the 2022 LOPD Leadership Award.**

### *ATTORNEY AT LAW • TULSA, OKLAHOMA*

BALL LAW · TULSA, OKLAHOMA — 2004 - 2007, 2010 - 2013 & 2015 - 2017

Solo practitioner with criminal law as primary focus. Practice includes all aspects of legal representation in felony and misdemeanor cases, including motion practice, evidentiary hearings, trial, sentencing, as well as preparation and drafting of appeals. Superb success record of favorable verdicts with reputation as a "no-nonsense" attorney and aggressive litigator among the prosecution core. Complemented criminal defense specialty by providing legal representation of children and parents in deprived cases, including several trials on termination of parental rights and post-termination appeal. OIDS co-contractor in McCurtain, Choctaw, and Pushmataha counties (2011-13) and OIDS subcontractor in Osage and Pawnee counties (2004-07).

### *PUBLIC DEFENDER • TULSA, OKLAHOMA*

OFFICE OF THE PUBLIC DEFENDER · TULSA COUNTY — 2007 - 2010 & 2013 - 2015

Lead felony attorney with full oversight of initial investigations, trial planning, motion preparation and practice, discovery, legal research, and courtroom appearances. Managed a continuous caseload in excess of two hundred active cases, including over thirty set for trial.

- Experience includes 100+ felony jury trials, including capital cases and such notable cases as Owens v. State, 2010 OKCR 1.
- Capital case certified
- Trained and supervised junior attorneys and legal interns in investigation, motions/briefs, trial preparation, and trial advocacy techniques.
- *INTERIM CHIEF PUBLIC DEFENDER, 2014* - Responsible for staff development, budgeting, resource utilization and office administration. Worked to better address the needs of clients through identifying, building, and maintaining relationships across criminal justice organizations and through community outreach.

# IVAN J CORNEJO

[redacted]

## PROFESSIONAL EXPERIENCE

**SANTA FE PUBLIC SCHOOLS - ADELANTE PROGRAM**
*McKinney-Vento High School Liaison, December 2022- Present*

- Conduct intakes for referred students who are considered homeless or who are struggling with a stable housing situation and referring them to community resources and agencies based on their situation.
- Case manage student caseload by providing support with any basic needs inside and outside of school, assuring that the students have a stable home and the adequate tools to succeed in school and in life
- Work closely with the Wellness Teams from the designated schools to ensure proper services and supports are provided to the caseload students.

**COMMUNITIES IN SCHOOLS OF NEW MEXICO**
*Field Director, December 2019 - August 2021*

- Supervise and support site coordinators working in school sites. Work collaborative with a program administration team in developing and implementing program initiatives and processes.
- Carry out daily program management logistics, run staff meetings, training and retreats.
- Manage positive collaborations with school principals, staff and community partners.
- Develop and implement an educational model that supported students academically, socially and emotionally throughout remote learning during COVID-19.
- Contributed in raising emergency funds and launched a food distribution for students and families in most need during COVID-19.

*Site Coordinator, August 2015 – December 2019*

- Case manage a cohort of referred students, monitor and connect them to resources, tools and basic needs that contribute to their success in school and in life.
- Identify and assess the needs of the assigned school to implement a site plan that addresses the needs of the students, the staff and the campus.
- Regularly meet with school staff and student's parents to set academic, behavior or attendance goals for the students.
- Conducted parental engagement activities that connected families with other community agencies, providing guidance and support for their children.

**WELLS FARGO BANK N.A.**
*Personal Banker, June 2009 – August 2015*

- Establish and maintain relationships with individual and business customers to provide satisfactory service and assistance with their financial needs.

*Lead Teller, August 2006 - June 2009*

- Supervise and coach tellers with daily performed tasks, transaction handling and implementing a code of ethics
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Implement and train policies and procedures for different work scenarios. Manage a team to maintain a safe and positive work environment. Secure large amounts of cash and customer information.

## EDUCATION

**UNIVERSITY OF NEW MEXICO, ALBUQUERQUE, NEW MEXICO**
*Completed coursework towards B.A. Sociology with minor in Psychology*

- Member of Mexican Student Association (August 2008-May 2012)

**SANTA FE COMMUNITY COLLEGE, SANTA FE, NEW MEXICO**
*Completed coursework towards Double A.D. in Spanish and General Studies*

- Member of Student Ambassadors (August 2005-May 2008)
- Member of ENLACE (ENgaging LAtino Community for Education) (May 2002-August 2006)

## ADDITIONALAFFILIATIONS

- Puente De Amor (2015-Present)
- Watersheds Foundation (2022-Present)
- City of Santa Fe Immigration Committee (2018-2022)
- Diversity, Equity and Inclusion Council at SFPS (2018- 2021)
- NM Dream Team (2016 - 2022)

## REFERENCES

| | | |
|---|---|---|
| **Carmen Gonzales** | (SFPS Secretary and Board Member) | 505.629.8616 |
| **Noemi Sanchez** | (SFPS Adelante, Program Director) | 505.467.2555 |
| **Renee Villareal** | (New Mexico Women Org) | 505.699.9734 |

# MARCELA DÍAZ

[redacted]

## RELEVANT PROFESSIONAL EXPERIENCE

1998-PRESENT **FOUNDING EXECUTIVE DIRECTOR,** Somos Un Pueblo Unido
*Somos* is a statewide immigrant-based organization that works to advance racial and worker justice in New Mexico.

2014-2021 **COMMUNITY CONFERENCING FACILITATOR,** Common Ground Restorative Justice Services
Facilitated restorative justice conferences with young people coursing through the criminal justice system, harmed parties and community members.

## EDUCATION

1997 **BACHELOR OF ARTS, HISTORY,** COLUMBIA UNIVERSITY
1996 **CUNY STUDY ABROAD PROGRAM,** UNIVERSIDAD DE CHILE, SANTIAGO

## TRAINING PROGAMS

2024 The Management Center, Managing to Change the World, 12-hour Management Training
2018 Common Ground Mediation Services, Santa Fe, NM, 40-hour Divorce Mediation Training
2015 American Council on Germany Immigration Study Program
2015 Longmont Community Justice Partnership, Longmont CO, Community Group Conference Facilitator Training (16 hours)
2014 Common Ground Mediation Services, Santa Fe, NM, 40-hour Basic Mediation Training
2013 Midwest Academy, Chicago, IL, Supervising Organizers Training
2003 The Grantsmanship Center, Santa Fe, NM, Strategic Fundraising Training
2001 Midwest Academy, Chicago, IL, Community Organizing & Campaign Development Training
1998 Center for Third World Organizing, Albuquerque, NM, Community Action Training

## LEADERSHIP EXPERIENCE & APPOINTMENTS

2019-PRESENT Fair Immigration Reform Movement Coalition, Executive Committee Member (Elected)
2005-PRESENT *Nuestra América* Weekly Public Radio Talk Program, KSFR 101.1 FM, Host
2003-PRESENT City of Santa Fe Immigration Committee, Member (Mayor-appointed)
2020-2023 City of Santa Fe Community Health & Public Safety Taskforce, Member (Council-appointed)
2019-2020 NM Statewide Census Complete Count Commission, Chairperson of the Minority, Vulnerable & Underrepresented Communities Subcommittee (Governor-appointed)
2019-2020 Santa Fe County Complete Count Committee, Member (Commission-appointed)
2018-2020 Santa Fe Municipal Drug Strategy Taskforce, Chairperson of Prevention Subcommittee (Mayor-appointed)
2017-2018 Labor Research Action Network, Advisory Committee Member (Elected)
2017 Santa Fe Mayoral Transition Working Group, Public Safety Committee Member
2015 Monte de Sol Charter School Mentorship Program

| | |
|---|---|
| 2014 | City of Santa Fe Police Chief Citizen Screening Committee, Member (Mayor-appointed) |
| 2012-2014 | New Mexico Attorney General's Task Force on Wage Theft, Member (AG-appointed) |
| 2013-2014 | City of Santa Fe Law Enforcement Assisted Diversion Task Force, Member (Mayor-appointed) |
| 2003-2008 | Santa Fe Living Wage Network Steering Committee, Member |
| 2004 | Forum for Mexican Leaders in the Exterior, Mexico City |
| 2000-2003 | *ENLACE Comunitario*, Secretary (Albuquerque agency providing services to immigrant survivors of domestic violence) |
| 2000-2002 | Immigrants' Rights Community Council (Albuquerque), Member |
| 2001-2002 | Committee for Educational Improvement, Member (Committee overseeing Price Water House Cooper audit of the Santa Fe Public School District) |
| 2001 | National Immigrants' Rights Working Group Member & NGO Delegate, UN World Conference Against Racism, Durban, South Africa |
| 1999-2002 | American Friends Service Committee--New Mexico Area Committee, Member |

## AWARDS & HONORS

| | |
|---|---|
| 2018 | Legacy Award, ACLU of New Mexico |
| 2017 | Sprit of Hope Service Award, New Mexico Voices for Children |
| 2016 | Distinguished Community Service Award, Unitarian Universalist Congregation of Santa Fe |
| 2015 | Excellence in Community Service, Mexican American Legal Defense Fund |
| 2009 | Grassroots Leadership Award, *De Colores* Hispanic Cultural Festival |
| 2008 | *Celebramos La Mujer Latina* Award, New Mexico LULAC |
| 2007 | "One of Twenty Intriguing Santa Feans," a distinction given by culture and arts magazine *The Santa Fean*. |
| 2006 | *Premio Ohtli*, Secretariat of Mexicans in the Exterior |
| 2002 | Beloved Community Award, Theater Residency Project |

## PRESS INTERVIEWS

| | |
|---|---|
| 1999-Present | Interviewed by several local, national and international news outlets including CNN, BBC, New York Times, Univisión, Telemundo, O Globo, Bloomberg, Business Insider, USA Today, Colorlines, Yes! Magazine, Labor Notes, EFE News Agency, The Financial Times, Reuters, Wall Street Journal and the Associated Press. |

# CURRICULUM VITAE

**Nombre:**
**Domicilio:**

[redacted]

**Email:**
**Celular:**

**Estudios:**

**CNM** Educación Temprana

**Abriendo Puertas** Facilitador certificado de educación para padres de familia de Abriendo Puertas

**Primaria:** Escuela Primaria Club de Leones
Cd. Juárez Chih.

**Comercial:** Escuela Comercial Iberoamericana
*Cd. Chihuahua, Chihuahua*

**Secundaria:** I. N. E. A Cd. Juárez Chihuahua

**Reconocimientos:**

**Mujer ilustre Defensora de Derechos Humanos de Ciudad Juárez 2024 ( se colocó el nombre de Cipriana Jurado Herrera en la rotonda de mujeres ilustres Juarenses )**

**Lannan Foundation Cipriana Jurado Herrera awarded 2011 Cultural Freedom Award**

**The Tides Foundation:Premio Jane Bagley Lehman** De 1998 Por Excelencia En Defensa Pública en su trabajo por **Comercio Justo**

**Experiencia Laboral y Comunitaria:**

**PMS Presyterian Medical Services**

Maestra en Tierra Contenta Head Start / Early Heart Start

**Organizadora comunitaria en Chainbreaker Collective**

Chainbreaker; trabaja para expandir el acceso a transporte asequible vivienda asequible se apoya a comunidades para lograr ser económicamente sostenibles además trabaja en la salud ambiental de nuestras comunidades de color espacialmente para personas de bajos ingresos en el norte de Nuevo México. Organización comunitaria sin fines de lucro

**Earth Care/ Poder familiar 2017 al presente**

Nuestra misión es educar y empoderar a los jóvenes y padres de familia para crear comunidades saludables, justas y sostenibles. coordinadora de la Plaza Comunitaria " Colegio Santa Fe

**Voluntaria en Gerard's House**

Organización comunitaria sin fines de lucro

**Presidenta de Mexicanos en el Exilio**

Organización de mexicanos en busca de asilo político en los Estados Unidos y justicia para sus familias en México (El Paso Texas) organización sin fines de lucro

**Directora del Centro de Investigación y Solidaridad Obrera A.C**
Organización fundada en 1983 que apoya a los trabajadores / as en sus derechos humanos, laborales, sociales económicos de género, de justicia ambiental y salud
Madres en Busca de Justicia,
Apoyar, denunciar y buscar Justicia para las familias con hijas desaparecidas y asesinadas desde 1993 en Ciudad Juárez Chihuahua.
Apoyar denunciar y buscar justicia para familias con hijos e hijas desaparecidas por el ejército mexicano, policías federales, estatales y locales y grupos criminales

**Organización de Madres Víctimas de Feminicidio representación y apoyo a familias víctimas del feminicidio**
Responsable del área de justicia
seguimiento a las denuncias y revisión de expedientes de feminicidios, reuniones con los ministerios públicos,
procuradora, solicitud de estudios de ADN para asegurar que los restos que se entregaban a las madres fueran en realidad sus hijas
Propuestas al gobernador del estado José Reyes Baeza para brindarle apoyo social a las familias (atención psiquiátrica, psicológica, atención a la salud, becas de estudio etc)

**Apoyo y representación de familiares víctimas de la militarización**
Apoyar a las familias víctimas de violación a los derechos humanos a presentar las quejas ante la CNDH, CEDH, PGR
Dar seguimiento a estas denuncias acompañar a las familias a las citas del ejército
Revisar los expedientes ante las diferentes instancias civiles y militares
Acudir a las citas con las familias al campo militar con los ministerios públicos militares

**Fundadora de la Coordinadora de ONGS en Pro de la Mujer**
Que se dedica principalmente a presionar porque se resuelvan los asesinatos y desapariciones de mujeres en ciudad Juárez Chih
**Directora de la Campaña por la Justicia Fronteriza y Laboral de la Red del Suroeste por la Justicia Ambiental y Económica**

Esta red está formada por 80 organizaciones de los estados fronterizos de México y Estados Unidos

**Directora del Comité Internacional de la Segunda Cumbre de Gente de Color por la Justicia Ambiental en USA**

Integrante de la Mesa de Justicia Ambiental de la Agencia de Protección al Medioambiente EPA de los Estados Unidos de América en representación de la campaña por la justicia fronteriza (codirectora de la campaña)

Representante Mexicana del Comité de Transición Justa en la mesa directiva donde participa México, Estados Unidos y Canadá.

**Experiencia Laboral:**

**Maestra**
En Tierra Contenta Head Start/Early Head Start - Santa Fe County

Organizadora comunitaria en **Chainbreaker Collective**
**Chainbreaker**; trabaja para expandir el acceso a transporte asequible vivienda asequible se apoya a comunidades para lograr ser económicamente sostenibles además trabaja en la salud ambiental de nuestras comunidades de color espacialmente para personas de bajos ingresos en el norte de Nuevo México. Organización comunitaria sin fines de lucro

**Universidad Autónoma de Ciudad Juárez**
2010
Asistente administrativo en Bellas Artes
Atender a los maestros que imparten los talleres culturales
Hacerlas inscripciones de los alumnos
Llevar el manejo de la oficina

**Universidad Autónoma de ciudad Juárez**
1996
Aplicar encuestas para una investigación sobre nuevas propuestas educativas para los estudiantes

**Colegio de la Frontera Norte**
1995
Asistente de investigación
Proyecto: Guillermina Valdez Villalba, la historia de su vida
Investigadora: Dra. Socorro Tabuenca Córdoba
Investigación en la hemeroteca, entrevistas a diferentes
Personalidades de la ciudad (ex presidentes municipales, líderes
Sociales, y personas de la comunidad que conocieron a la Dra. Villalba)

**Despacho obrero**
1993
Asistente de administración
Coordinar el trabajo del despacho, llevar las agendas de los
Abogados, clasificar los expedientes
Manejo de oficina, contabilidad revisión de expedientes

**Colegio de la Frontera Norte**
1993
Asistente de investigación
Proyecto: cultura e identidad en ciudad Juárez y el paso Texas
Investigador: Dr. Pablo Vila entrevistas con diferentes grupos de la
Comunidad a través de fotografías tomadas en ambas ciudades
Manejo de grupos grandes en entrevistas, manejo de computadora y
Trascripción

**INEGI**
1990
Responsable de área geoestadística básica
Coordinar a encuestadores en el censo 1990
Manejo de personal, manejo de estadísticas y entrevistas

**Maquiladora NPC de ciudad Juárez**
1985
Operadora de producción
Clasificadora de cupones
Manejo de calculadora

**Maquiladora ECOM de México**
1986
Inspectora de producción
Revisar el control de la calidad de las diferentes piezas que se hacían en
El área de producción
Trabajar en equipo, manejo de máquinas de inspección y microscopio

**Maquiladora semiconductores ópticos.**
1980
Jefa de grupo
Manejo de personal en el área de producción, responsable de la
Producción y la calidad de la línea
Trabajo en grupo, manejo de grupo, informes de la producción y
Capacitación del personal nuevo

**Otros Estudios**

Taller: Salud en el trabajo en las maquiladoras
México D.F Universidad Metropolitana
Noviembre 1994

-Taller de Desechos Tóxicos, Derecho a la Información y a la Producción Limpia
México D.F
Greenpeace, México
Enero 1994

-Trabajo Organizativo desde la Perspectiva de Género
Cd. Guatemala, Centro América
Febrero 1994

-Taller Integración Económica, Alternativas Populares
México D.F
Marzo 1994

-Taller: Mujer y Poder
Marcela Lagarde
Chihuahua, Chih.
Marzo 1993

-Salud Ocupacional en el Marco de la integración de las Américas
La Universidad Michoacana de San Nicolás de Hidalgo
El Departamento del Medio Ambiente del Trabajo de la Universidad de Massachusetts - Lowell

-Seminario Regional Sobre Zonas Francas México, Centroamérica y el Caribe
Santo Domingo República Dominicana 1996

-Talleres y Entrenamientos Sobre Salud y Seguridad en el Trabajo
Programa de Salud Laboral de la Universidad de California – Berkeley

-Diplomado Antropología de la violencia: Estrategias metodológicas
Abril- octubre del 2003

-Diplomado de Educación en Derechos Humanos: Ciudadanía, género y modelos de intervención. Sep.- dic. Del 2005

-Diplomado Antropología de la violencia: estrategias metodológicas.

**Ponencias:**

-Audiencias fronterizas por la Justicia Ambiental y Económica
Tema: Envenenamiento de obreros y comunidades
Sunland Park New México
Mayo 1994

-Foro Público: Participación Ciudadana frente al Acuerdo Ambiental del TLC de América del Norte
México D.F
Octubre 1994

-The Duke University of North Carolina
Program in Latin American Studies
Trabajadores en México en la época del TLC 1994

-Workers Center Rocky Mount N.C
Trabajadores en México en la época del TLC
(Educando en las comunidades) 1994

Construyendo Alternativas al Neoliberalismo

Washington D.C



# The Rev. Fr. Ryan Lee

[redacted]

**PRIEST**

## MINISTRY STATEMENT:

"Give graciously to all the living; do not withhold kindness even from the dead" (Sir. 7:33). God's love knows no bounds nor borders. I serve God alongside the community so that we may provide sacred hospitality to the world. We will work together for dignity and justice of all so that that they will know God's love.

## SUMMARY OF QUALIFICATIONS:

Seventeen years' experience in the field of public safety handling emergencies, supervision, and technical systems. Several years of hands-on parish experience in a local church setting involving liturgical worship and ministries in marginalized contexts. Experience serving in multi-cultural, multi-lingual contexts. Master of Divinity, Latino Ministry Concentration. Bilingual (English/Spanish).

## EXPERIENCE AND TRAINING:

| | | |
|---|---|---|
| Ordination to the Priesthood | September 28, 2024 | |
| Diaconal Ordination | March 25, 2023 | |
| Seminarian | Seminary of the Southwest, Austin | (2020-2023) |
| Seminarian, field education | Proyecto Santiago, Austin | (2021-2023) |
| Fourth Friday for Life Outreach Ministry | St. Andrew's, Interlachen | |

## PROFESSIONAL EXPERIENCE:

Saint Bede's Episcopal Church — Santa Fe, NM — (2023-present)

**Priest (2023)**

Exercises priestly ministry in worship, spiritual care, social justice, and community outreach ministries such as support to undocumented families. Bilingual parish with services offered in English and Spanish.

Alachua County Sheriff's Office, — Gainesville, FL — (4/2003 – 5/2020)

**Radio Systems Manager (2018)**

Lead and supervised the Radio Unit who is responsible for overseeing and maintaining telecommunications equipment for public safety such as public safety radios, 9-1-1 equipment, equipment for special deployments, interoperability systems, and infrastructure projects.

### Other positions:

Radio Unit Supervisor, Alachua County Sheriff's Office (2014)
Supervisor, Alachua County Sheriff's Office (2012)
Commander, Alachua County Sheriff's Office (2008)
Supervisor, Alachua County Sheriff's Office (2006)
9-1-1 Telecommunicator, Alachua County Sheriff's Office (2003)



# El Rvdo. Padre Ryan M. Lee

[redacted]

**SACERDOTE**

## DECLARACIÓN DE PROPÓSITOS:

«Sé generoso con todos los que viven, y no olvides mostrar amor y fidelidad a los muertos». (Sir. 7:33). El amor de Dios no tiene fronteras ni límites. Yo sirvo a Dios junto con la comunidad para proporcionar una hospitalidad sagrada hacia el mundo. Trabajaremos juntos para la justicia y la dignidad de todos para que todos conozcan el amor de Dios.

## PERFÍL PROFESIONAL:

Trabajé por diecisiete años en la gestión de emergencias para el departamento del alguacil, desempeñándome como supervisor de operaciones y gerente de sistemas técnicos. Poseo varios años de experiencia parroquial en un entorno eclesiástico, en el que he estado involucrado en el culto litúrgico y en ministerios para personas marginadas. Tengo experiencia trabajando en contextos multiculturales y multilingües, y cuento con una Maestría en Divinidad mención estudios ministerio latino. Bilingüe (inglés/español).

## EXPERIENCIA Y FORMACIÓN:

| | | |
|---|---|---|
| Ordenación Sacerdotal | El 28 de septiembre de 2024 | |
| Ordenación Diaconal | El 25 de marzo de 2023 | |
| Seminarista | El Seminario del Suroeste, Austin | (2020-2023) |
| Seminarista, educación práctica | Proyecto Santiago, Austin | (2021-2023) |
| Fourth Friday for Life Outreach Ministry | San Andrés, Interlachen | |

## EXPERIENCIA LABORAL:

La Iglesia Parroquial de San Beda, Santa Fe, NM (2023 - actualidad)

### Sacerdote (2023)

Desempeño ministerios litúrgicos, cuidado pastoral, justicia social y ministerios de alcance que incluyen apoyo a familias indocumentadas. Somos una parroquia bilingüe. Ofrecemos servicios en inglés y español.

Alachua County Sheriff's Office, Gainesville, FL (4/2003 – 5/2020)

### Gerente de Sistemas Técnicos (2018)

Supervisor principal de la unidad técnica, con la responsabilidad de mantener y reparar los equipos correspondientes a los sistemas de 9-1-1. Estaba a cargo de los equipos portátiles utilizados en emergencias y desastres, así como de la infraestructura.

### Puestos laborales:

Supervisor Técnico, Alachua County Sheriff's Office (2014)
Supervisor de turno, Alachua County Sheriff's Office (2012)
Comandante, Alachua County Sheriff's Office (2008)
Supervisor de turno, Alachua County Sheriff's Office (2006)
9-1-1 Operador, Alachua County Sheriff's Office (2003)

**From:** [redacted]
**Subject:** Fwd: Immigration Committee Nominee Resumes
**Date:** December 16, 2024 at 7:34 AM
**To:** WEBBER, ALAN M. amwebber@santafenm.gov

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

Hi Maryor,
Here's María José Cadiz' resume, from Solace Sexual Assault Services.

Marcela Díaz, Executive Director
Somos Un Pueblo Unido
(505) 670-9301
marcela@somosunpueblounido.org

Begin forwarded message:

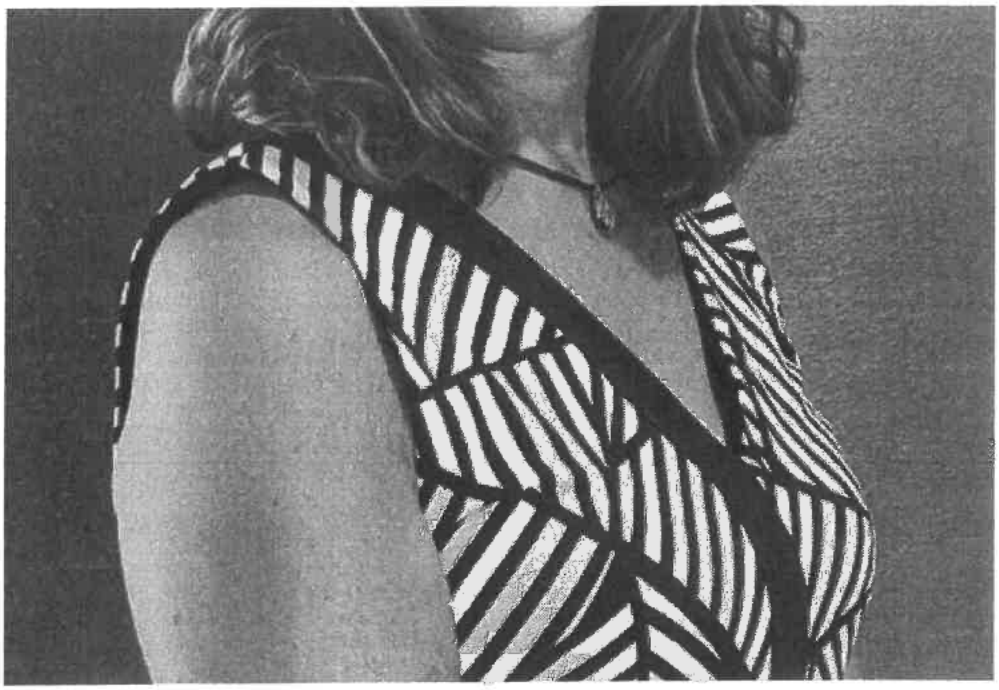
**From:** Maria Jose Rodriguez Cadiz <mjrodcadiz@findsolace.org>
**Subject: RE: Immigration Committee Nominee Resumes**
**Date:** December 12, 2024 at 5:43:57 PM CST
**To:** Marcela Diaz <marceladiaz.somos@icloud.com>

Hola,
I am so sorry it is late.
I hope you may still be able to use it.

Gracias!

Maria Jose Rodriguez Cadiz
Executive Director
Solace Sexual Assault Services
6601 Valentine Way,
Santa Fe, NM 87507
www.findsolace.org





María José Rodríguez Cádiz, a native of Spain, has been living in Santa Fe for over three decades. In the late 90's she worked in the areas of Restorative Justice and Conflict Resolution. She has been a staff member at Solace Sexual Assault Services since 2002 and as the Executive Director since 2011. She is responsible for overall program's management, compliance, development and financial sustainability. She was an advisory board member with Self Awareness and Schools Support for Girls (SASS), and a Board Member with the Santa Fe Rotary Club. She is currently a Board Member with La Familia Health and the Santa Fe Community Foundation.

**Rebecca K. (Becky) Rowley- Biography**

Rebecca K. (Becky) Rowley started as president of SFCC on July 1, 2019. Prior to being named president of SFCC, she was president of Clovis Community College in Clovis, New Mexico since 2011. Prior to becoming president, she was Executive Vice President (Academics and Student Services) at CCC. Before moving into administration, she taught English as a full-time faculty member at Clovis Community College for seven years.

Since joining SFCC, Rowley has emphasized student-focused success in a collaborative environment that engages students, faculty and staff. President Rowley has led with a strong focus on efficiency and transparency. Rowley reaches out to community leaders and responds to the community's needs. A long-time advocate of community colleges, she continues to work with the legislature through the New Mexico Independent Community Colleges.

*The Santa Fe New Mexican* listed Rowley as one of "20 who will make news in 2020." Rowley has steered SFCC through the COVID-19 pandemic with the SFCC CARES: COVID-19 Readiness Plan.

To ensure the college's commitment to all, she oversees the President's Diversity Advisory Committee. In addressing Black Lives Matter, she wrote a column for the *Santa Fe New Mexican*, "My View: SFCC will continue to support equity." She invited Gloria Ladson-Billings, Ph.D., a renowned scholar in education and equality, to give the keynote speech at SFCC's fall convocation.

Dr. Rowley has served on the New Mexico State Workforce Development Board as well as the Eastern Area Workforce Development Board. She has also served as a member of the NM Higher Education Strategic Planning Committee and the NM Higher Education Governance Committee where she co-chaired the Legislative Sub Committee.

Dr. Rowley was a member of the 2009 Core Class of Leadership New Mexico. In 2018, she was named a "Woman of Influence" by Albuquerque Business First.

Since 2015, Dr. Rowley has been chair of the New Mexico Independent Community Colleges (NMICC). As chair of this group, Dr. Rowley regularly presents before the Legislative Finance Committee, House Appropriations, and Senate Finance Committees on behalf of NMICC.

Dr. Rowley received her PhD in English from the University of New Mexico in 1996 and a Master's degree in English from the University of Virginia in 1988. She received a Bachelor's degree in English and Latin with a minor in Political Science from Creighton University in Omaha, Nebraska in 1986.
Becky Rowley is also an avid runner, having finished 25 marathons, including eight Boston Marathons.

# Marisol Suarez

Clinical Operations Manager
La Familia Health

My career goals include expanding my knowledge and expertise in my role as an Operations Manager by enhancing my communication and presentation skills. Additionally, I aim to strengthen my leadership capabilities.

## Experience

2024-Present

**Clinical Operations Manager**

Member of Executive Leadership Team. Oversee and assist with the development of provider schedules. Supervise scheduling of 31 medical providers and residents at three clinics. Schedule and coordinate specialty clinics. Ensure compliance with regulations and collective bargaining agreement. Contributed to the launch and support of the no-show predictability project.

2021-2024

**Clinical MA Supervisor**

Supervise team of 11 medical assistants at Alto clinic. Provide floor coverage when short-staffed. Assist in the creation of provider and MA schedules.

2014-2024

**Residency Support Coordinator**

Oversee resident schedules. Manage telephone and web encounters. Coordinate and schedule specialty clinics. Assist procedure clinics.

2017-2021

**Lead Medical Assistant**

Ensure chart compliance. Manage provider-patient communication. Conduct new Medical Assistant training.

2007-2017

**Medical Assistant**

Obtain vital signs and patient medical history. Assist providers during procedures. Administer vaccines to adults and children. Perform EKGs and Peak Flow measurements. Conduct point-of-care lab testing.

2004-2007

**Lead Patient Services Representative**

Schedule appointments. Collect payments from patients.
Assist with phone coverage as needed. Interpretation services for patients.
Other duties when the team was short-staffed.

## Education

2005-2006

**Medical Assisting Program, Diploma**

Ashworth University

Norcross, Georgia

## Skills

- Leadership
- Bilingual
- Organization
- Teamwork
- BLS training

## Contact



# City of Santa Fe New Mexico

# Memo

**DATE:** January 16, 2025

**TO:** Alan M. Webber, City of Santa Fe Mayor
Erika F. Quintana, Administrative Manager, City Clerk/ Constituent Services

**VIA:** Regina A. Wheeler, Public Works Director RW

**FROM:** Andrew J. Baca, Santa Fe Transit Director of Operations & Maintenance AJB

---

**ACTION:** Request appointment of nine (9) members to the Transit Advisory Board (TAB)

**BACKGROUND/SUMMARY:**

As outlined in the enabling legislation (attached), the TAB plays a vital role in providing strategic guidance and recommendations to support transit services in Santa Fe.

Per the legislation, TAB The Transit Advisory Board shall have nine (9) members, all of whom shall be residents of Santa Fe County. Members must possess relevant expertise in areas such as Business/Chamber of Commerce, Education, Elderly, Disabled, Convention and Visitors Bureau/Tourism, Institutional/Governmental, (3) At Large Members. Additionally, the composition of the board should reflect the diversity of our transit sector and community at large.

The City has reviewed and vetted nine (9) applicants for the TAB who meet the established criteria. These candidates are being recommended for appointment. They are as follows: Andrea Archuleta (Institutional/Governmental), Aurore Bleck (Elderly & Disability), Owen Conely (Education & Disability), Juan Cucalon (Business/Chamber of Commerce), Marcos Maez (Business/Chamber of Commerce & Education), Colin Messer (Business/Chamber of Commerce, Education, Elderly, Institutional/Governmental, & Tourism/Convention Center), Marie Meyer (Business/ Chamber of Commerce & Elderly), Dolores Shapiro (Education & Elderly), Susan Sheldon (Elderly and Institutional/Governmental).

Attachments

- TAB Enabling Legislation
- TAB Applications totaling nine (9):

**CITY OF SANTA FE**

**APPLICATION FOR CITY OF SANTA FE BOARD, COMMISSION, OR COMMITTEE**

***INSTRUCTIONS**: Please complete this form in its entirety. Be sure to include the full title of the Board, Commission or Committee for which you desire consideration. Note the additional requirements listed at the bottom of the second page.*

*(For Official Use Only)*

***Please note that this application is a public record subject to disclosure.** This application will be active for a period of one year. After one year, it is necessary to file a new application for another year of eligibility.*

| Archuleta | Andreas |
|---|---|
| *Last Name* | *First Name* |

Transit Advisory Board — *Name of Board, Committee, or Commission to Which You are Applying for Membership*

*District 1* — *District You Live In*

Institutional/Governmental

**County boards, commissions, and committees meet at times mutually satisfactory to the members. Day meetings are more common than evening meetings. Will you be able to schedule your time accordingly? Yes**

I would not be available before 8:30 am or Saturday before 10

*Please list any time restrictions*

**What are your principal areas of interest in City Government?**

My principal areas of interest in City Government center on transportation equity and accessibility.

**List all City Boards, Commissions or Committees of which you are a current member.**

**Not a current member _☒_**

| *Committee Name* | *Date Appointed* |
|---|---|
| | |
| | |
| | |

**List past City appointments with dates served, and other past or present community or public service appointments.**

**Not a current member _☒_**

| *Committee/Organization Name* | *Dates Served* |
|---|---|
| | |
| | |
| | |
| | |

**What experience or special knowledge can you bring to your area(s) of interest?**

Through my current role as the Bicycle Resource Center Organizer at Chainbreaker Collective and my previous work with Together for Brothers, I've observed firsthand how transportation policy directly impacts our most vulnerable community members and its potential to empower and uplift. I bring both practical experience working daily with community members facing transportation barriers, as well as policy advocacy skills from my time as a policy advocate at the state-level and previous board experience at non-profits. Though I have more to learn about transit, my combination of hands-on community work, policy understanding, and experience building partnerships with diverse stakeholders gives me what I believe to be a valuable perspective on our transportation system's challenges and opportunities.

**Please list community organizations to which you belong:**

Chainbreaker Collective

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

Andreas Archuleta — *Applicant's Signature*

11/13/2024 — *Date*

## CONTACT INFORMATION

*Note: Personal information may be withheld from public view as allowed by law.*

| Archuleta | Andreas | |
|---|---|---|
| *Last Name* | *First Name* | |
| Transit Advisory Board | | *District 1* |
| *Name of Board, Committee, or Commission to Which You are Applying for Membership* | | *District You Live In* |
| Yes, I am a resident of Santa Fe County. | | |
| *Resident of Santa Fe:* | | |

[redacted]

# Andreas Archuleta

## Bicycle Resource Center Organizer

[redacted]

## SKILLS

- Transportation Justice & Equity Advocacy
- Inclusive Community Engagement & Coalition Building
- Policy Analysis & Government Relations
- Program Development & Management
- Volunteer Coordination & Training
- Bicycle Infrastructure & Safety

## EXPERIENCE

### Chainbreaker Collective, Santa Fe, NM - *Bicycle Resource Center Organizer*

MAY 2024 - PRESENT

- Oversee daily operations of community bicycle center, coordinating outreach and skill-building workshops
- Develop inclusive volunteer base focusing on leadership training for historically marginalized communities
- Represent organization in transportation equity coalitions and community partnerships
- Build relationships with Spanish-speaking communities to ensure transit accessibility

### Together for Brothers, Albuquerque, NM - *Contracted Bike Mechanic*

SEPTEMBER 2023 - PRESENT

- Conduct bike safety checks and provide on-site support for youth transportation justice programs
- Collaborate with Youth Project Manager to plan safe routes and facilitate community engagement
- Mentor young participants from impacted communities in transportation advocacy

### Albuquerque Center for Peace and Justice, Albuquerque, NM - *Board Chair*

MAY 2023 - APRIL 2024

- Led council meetings and supervised community projects
- Managed grant committee and fundraising initiatives

- Fostered inclusive decision-making processes

### New Mexico Bike Polo, Albuquerque, NM - *President & Cofounder*

JUNE 2021 - SEPTEMBER 2023

- Established and managed 501(c)(3) promoting alternative transportation and community engagement
- Created inclusive programming and secured funding for community cycling events
- Built partnerships with local organizations and facilities

### NM Allied Council on Tobacco, Santa Fe, NM - *Contract Government Affairs Liaison*

JANUARY 2022 - FEBRUARY 2024

- Coordinated policy strategy and met with lawmakers
- Testified at committee hearings as subject matter expert
- Developed skills in policy advocacy and stakeholder engagement

## EDUCATION

### University of New Mexico, Albuquerque, NM - *B.A. Anthropology*

MAY 2020

- Minor in Communications
- Certificate in National Security Studies (ICCAE scholar)
- Research focus on community development and cultural integration

## CERTIFICATIONS

- Advanced Leadership and Practice Public Health, Tulane University (March 2021)
- Psychological First Aid, San Diego State University (February 2021)

## VOLUNTEER EXPERIENCE

- Mutual Aid Projects (2021-present): Coordinated community resource distribution
- Active bicycle commuter and transportation advocate

**CITY OF SANTA FE**

**APPLICATION FOR CITY OF SANTA FE BOARD, COMMISSION, OR COMMITTEE**

***INSTRUCTIONS**: Please complete this form in its entirety. Be sure to include the full title of the Board, Commission or Committee for which you desire consideration. Note the additional requirements listed at the bottom of the second page.*

*(For Official Use Only)*

***Please note that this application is a public record subject to disclosure.** This application will be active for a period of one year. After one year, it is necessary to file a new application for another year of eligibility.*

| Bleck | Aurore |
|---|---|
| *Last Name* | *First Name* |

Transit Advisory Board — *Name of Board, Committee, or Commission to Which You are Applying for Membership*

*District 3* — *District You Live In*

Elderly, Disabled

**County boards, commissions, and committees meet at times mutually satisfactory to the members. Day meetings are more common than evening meetings. Will you be able to schedule your time accordingly?** **Yes**

not available 1st and 3rd Tuesday evenings or 1st Wednesday afternoon or any Wednesday mornings

*Please list any time restrictions*

**What are your principal areas of interest in City Government?**

I use public transportation and do not have a car, so Santa Fe Trails, Santa Fe Ride, and Senior Van are my lifelines.

**List all City Boards, Commissions or Committees of which you are a current member.**

**Not a current member _☐_**

| *Committee Name* | *Date Appointed* |
|---|---|
| Mayor's Committee on Disability | 2016 |
| | |
| | |

**List past City appointments with dates served, and other past or present community or public service appointments.**

**Not a current member _☐_**

| *Committee/Organization Name* | *Dates Served* |
|---|---|
| Transit Advisory Board | 2010-2020 |
| | |
| | |
| | |

**What experience or special knowledge can you bring to your area(s) of interest?**

I have used public transportation for more than thirty years, including being a person with mobility issues since 1991. I was a member of TAB from 2010 until it quit meeting during the pandemic. I also share information between the Mayor's Committee on Disability and the Transit Advisory Board.

**Please list community organizations to which you belong:**

formerly a Master Gardener

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

| Aurore Bleck | 11/9/2024 |
|---|---|
| *Applicant's Signature* | *Date* |

## CONTACT INFORMATION

*Note: Personal information may be withheld from public view as allowed by law.*

| | |
|---|---|
| Bleck | Aurore |
| *Last Name* | *First Name* |
| Transit Advisory Board | *District 3* |
| *Name of Board, Committee, or Commission to Which You are Applying for Membership* | *District You Live In* |
| Yes, I am a resident of Santa Fe County. | |
| *Resident of Santa Fe:* | |

[redacted]

# AURORE BLECK

[redacted]

**Education**

BA in Sociology and Human Relations, University of Oklahoma, 1976

MA in English Composition and Rhetoric, University of the District of Columbia, 1997

**Experience**

Wide range of professional and volunteer work including administration, facilitation, editing, teaching, and community activities focused on health and the arts

Administration

Marine Board, National Academy of Sciences, 1985-1997; Medical Department, The World Bank, 1981-1984; Human Relations Program, University of Oklahoma, 1972-1977

Community Health

Mayor's Committee on Disability, City of Santa Fe, Chair, 2017-present, Member, 2016-present; Transit Advisory Board, City of Santa Fe, Member, 2010-present; Master Gardeners, intern/member, 2016/2017; Squeaky Wheels, 2008-2010; Lobbied New Mexico Legislature to enact medical marijuana legislation and testified before the state House Agriculture Committee, 2007; Rural Health Agent, Central African Republic/Empire, Peace Corps, 1977-1979; Crisis Center volunteer, University of Oklahoma, 1971-1972

Facilitation

Group Facilitator (volunteer), Lexington Regional Treatment Center Drug Abuse Program, Oklahoma Department of Corrections, 1974-1975; Consciousness Raising Seminar, University of Oklahoma, 1976; Human Liberation/Human Sexuality Seminar, 16th Annual Human Relations Conference, University of Oklahoma, 1975

Editing

Marine Board, National Academy of Sciences, 1985-1997; Center for Natural and Traditional Medicines volunteer, 1990-1992; freelance

Teaching

Well baby and healthy mom talks and conversational English, Bouca, Central African Republic, 1977-1978; Crochet, extra-curricula classes, University of Oklahoma, 1973-1974, and workshop, El Reno Federal Reformatory, 1975

Community Arts

National Academy Consort choir member, 1986-1989; Costumer, GALA Hispanic Theatre, 1985, and Centro de Artes/Latin American Youth Center, 1983 and 1980; exhibitor, Stovall Museum Crafts Fair, University of Oklahoma, 1974 and 1975

**Languages**

French, Spanish, Italian, and Sango (Central African Republic)

**CITY OF SANTA FE**

**APPLICATION FOR CITY OF SANTA FE BOARD, COMMISSION, OR COMMITTEE**

***INSTRUCTIONS**: Please complete this form in its entirety. Be sure to include the full title of the Board, Commission or Committee for which you desire consideration. Note the additional requirements listed at the bottom of the second page.*

*(For Official Use Only)*

***Please note that this application is a public record subject to disclosure.** This application will be active for a period of one year. After one year, it is necessary to file a new application for another year of eligibility.*

| Messer | Colin |
|---|---|
| *Last Name* | *First Name* |

Transit Advisory Board — *Name of Board, Committee, or Commission to Which You are Applying for Membership*

*District 4* — *District You Live In*

Business/Chamber of Commerce, Education, Elderly, Institutional/ Governmental, Tourism/Convention Center

**County boards, commissions, and committees meet at times mutually satisfactory to the members. Day meetings are more common than evening meetings. Will you be able to schedule your time accordingly? Yes**

None
*Please list any time restrictions*

**What are your principal areas of interest in City Government?**

I have been involved with Santa Fe Trails since its inception, circa 1992. In all my professional and personal capacities, I have supported public transportation, most specifically Santa Fe Trails and regional transit activities. I also work closely with another Public Works Department, Environmental Services. I am dedicated to Santa Fe and public service.

**List all City Boards, Commissions or Committees of which you are a current member.**

**Not a current member _☒_**

*Committee Name* — *Date Appointed*

**List past City appointments with dates served, and other past or present community or public service appointments.**

**Not a current member _☐_**

| *Committee/Organization Name* | *Dates Served* |
|---|---|
| Transit Advisory Board | 1997 (but involved with TAB since 1991 before service began) |

**What experience or special knowledge can you bring to your area(s) of interest?**

I have spent my entire career working with transportation energy, specifically heavy-duty alternatively-fueled vehicles. I was involved in establishing Santa Fe Trails as the first 100 percent compressed natural gas transit fleet in the U.S. I continue to support both Santa Fe Trails and Environmental Services as well as many other fleets with their alternative fuels legacy and future cleaner fuel goals..

**Please list community organizations to which you belong:**

Land of Enchantment Clean Cities Coalition Santa Fe Community College Community Health Worker Advisory Board 100% Santa Fe County Chainbreaker Coalition Santa Fe Model Railroad Club

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

Colin Messer — *Applicant's Signature*

11/11/2024 — *Date*

## CONTACT INFORMATION

*Note: Personal information may be withheld from public view as allowed by law.*

| | |
|---|---|
| Messer | Colin |
| *Last Name* | *First Name* |
| Transit Advisory Board | *District 4* |
| *Name of Board, Committee, or Commission to Which You are Applying for Membership* | *District You Live In* |
| Yes, I am a resident of Santa Fe County. | |
| *Resident of Santa Fe:* | |

[redacted]

**CITY OF SANTA FE**

**APPLICATION FOR CITY OF SANTA FE BOARD, COMMISSION, OR COMMITTEE**

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| Shapiro | Dolores |
|---|---|
| *Last Name* | *First Name* |

Transit Advisory Board — *Name of Board, Committee, or Commission to Which You are Applying for Membership*

*District 4* — *District You Live In*

Education, Elderly

**County boards, commissions, and committees meet at times mutually satisfactory to the members. Day meetings are more common than evening meetings. Will you be able to schedule your time accordingly? Yes**

None
*Please list any time restrictions*

**What are your principal areas of interest in City Government?**

Housing, transit

**List all City Boards, Commissions or Committees of which you are a current member.**

**Not a current member _☒_**

| *Committee Name* | *Date Appointed* |
|---|---|
| | |
| | |
| | |

**List past City appointments with dates served, and other past or present community or public service appointments.**

**Not a current member _☐_**

| *Committee/Organization Name* | *Dates Served* |
|---|---|
| Homewise Fellows Program | 9/2024 |
| Villa Therese Free Cllinic | 2020 |
| New Mexico Medical Reserve Corps | 2020 |
| | |

**What experience or special knowledge can you bring to your area(s) of interest?**

As a New York City native, I know that transit system well--first used their buses at age 10 to visit my grandmother! I would use the system in SF if it were more accessible, thus reducing emissions and air pollution. Although I walk a lot, at 79, walking to the plaza or to do shopping is just barely out of my ability. I could bike, but the city just isn't comfortable to do this except for recreational biking. As a retired professor of nursing and anthropology with a specialty in community assessment, I am very conversant with the use of statistics and ethnographic research in assessing local communities and planning community wide programs.

**Please list community organizations to which you belong:**

Villa Therese Free clinic volunteer and former board member Homewise Fellow NM Medical Reserve Corps

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

Dolores Shapiro — *Applicant's Signature*

1/10/2025 — *Date*

## CONTACT INFORMATION

*Note: Personal information may be withheld from public view as allowed by law.*

| | |
|---|---|
| Shapiro | Dolores |
| *Last Name* | *First Name* |
| Transit Advisory Board | *District 4* |
| *Name of Board, Committee, or Commission to Which You are Applying for Membership* | *District You Live In* |
| Yes, I am a resident of Santa Fe County. | |
| *Resident of Santa Fe:* | |

[redacted]

**CITY OF SANTA FE**

**APPLICATION FOR CITY OF SANTA FE BOARD, COMMISSION, OR COMMITTEE**

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| Cucalon | Juan |
|---|---|
| *Last Name* | *First Name* |

Transit Advisory Board — *Name of Board, Committee, or Commission to Which You are Applying for Membership*

District 4 — *District You Live In*

Business/Chamber of Commerce, Education, Elderly

**County boards, commissions, and committees meet at times mutually satisfactory to the members. Day meetings are more common than evening meetings. Will you be able to schedule your time accordingly? Yes**

I have an office job

*Please list any time restrictions*

**What are your principal areas of interest in City Government?**

Transportation

**List all City Boards, Commissions or Committees of which you are a current member.**

**Not a current member _☒_**

| *Committee Name* | *Date Appointed* |
|---|---|
| | |
| | |
| | |

**List past City appointments with dates served, and other past or present community or public service appointments.**

**Not a current member _☒_**

| *Committee/Organization Name* | *Dates Served* |
|---|---|
| | |
| | |
| | |
| | |

**What experience or special knowledge can you bring to your area(s) of interest?**

I drive a car, ride a bicycle, take a bus and walk. Experience with homeless and youth.

**Please list community organizations to which you belong:**

Chainbrakers Collective

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

Juan Cucalon — *Applicant's Signature*

1/6/2025 — *Date*

## CONTACT INFORMATION

*Note: Personal information may be withheld from public view as allowed by law.*

| Cucalon | Juan | |
|---|---|---|
| *Last Name* | *First Name* | |
| Transit Advisory Board | | *District 4* |
| *Name of Board, Committee, or Commission to Which You are Applying for Membership* | | *District You Live In* |
| Yes, I am a resident of Santa Fe County. | | |
| *Resident of Santa Fe:* | | |

[redacted]

**CITY OF SANTA FE**

**APPLICATION FOR CITY OF SANTA FE BOARD, COMMISSION, OR COMMITTEE**

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*(For Official Use Only)*

***Please note that this application is a public record subject to disclosure.** This application will be active for a period of one year. After one year, it is necessary to file a new application for another year of eligibility.*

| Maez | Marcos |
|---|---|
| *Last Name* | *First Name* |

Transit Advisory Board — *Name of Board, Committee, or Commission to Which You are Applying for Membership*

*District 3* — *District You Live In*

Business/Chamber of Commerce, Education

**County boards, commissions, and committees meet at times mutually satisfactory to the members. Day meetings are more common than evening meetings. Will you be able to schedule your time accordingly? Yes**

During the business hours of 8:00 am to 5:00 pm
*Please list any time restrictions*

**What are your principal areas of interest in City Government?**
Re-upping my membership to serve once again on the Transit Advisory Board.

**List all City Boards, Commissions or Committees of which you are a current member.**
**Not a current member _☒_**

| *Committee Name* | *Date Appointed* |
|---|---|
| | |
| | |
| | |

**List past City appointments with dates served, and other past or present community or public service appointments.**

**Not a current member _☐_**

| *Committee/Organization Name* | *Dates Served* |
|---|---|
| Transit Advisory Board | February 2019 |
| | |
| | |
| | |

**What experience or special knowledge can you bring to your area(s) of interest?**

I currently served as member of the City of Santa Fe's Transit Advisory Board from 2019 to 2021. I served as the education representative and am hoping to continue in that role. I understand the role that public transportation plays in the lives of our students every day. I also celebrate how collaborative work between a student, Santa Fe Community College, and most importantly Santa Fe Trails staff has now resulted in change that will benefit the entire community-especially students. I am born and raised in Santa Fe and have dedicated my career to education and community service. I realize the vital importance public transportation and access to its opportunities are to this community.

**Please list community organizations to which you belong:**

Communities In Schools of New Mexico Board of Directors Santa Fe Community College President's Equity and Diversity Advisory Committee Santa Fe Community College Foundation Board Santa Fe Hispanic Chamber of Commerce

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

| Marcos Maez | 1/9/2025 |
|---|---|
| *Applicant's Signature* | *Date* |

## CONTACT INFORMATION

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| | |
|---|---|
| Maez | Marcos |
| *Last Name* | *First Name* |
| Transit Advisory Board | *District 3* |
| *Name of Board, Committee, or Commission to Which You are Applying for Membership* | *District You Live In* |
| Yes, I am a resident of Santa Fe County. | |
| *Resident of Santa Fe:* | |

[redacted]

**Marcos Maez**

[redacted]

## Education

New Mexico Highlands University, Las Vegas, NM — May 2022
MBA, Business with concentration in Marketing, Delta Mu Delta

University of New Mexico, Albuquerque, NM — December 2008
BA, University Studies, Communication/Journalism Emphasis Magna cum Laude, Phi Theta Kappa

Santa Fe Community College, Santa Fe, NM — May 2006
AA, General Studies, Humanities Emphasis, Dean's List

## Employment

Marketing and Public Relations, Santa Fe Community College — Santa Fe, NM
**Director of Recruitment and Student Engagement** — May 2022 - Present

Directs Student Recruitment Activities

- Collaborates closely with College administration to build a comprehensive strategic plan, thorough communication plan, work cycle, and timeline for student recruitment at multiple levels including high school, post-traditional and transfer.
- Collaborates, oversees, manages, and maintains development of all recruiting material, promotional items, and related branding advertising SFCC programmatic offerings.
- Develops and maintains tools that build consistent engagement with dual credit and prospective students, applicants and admitted students.
- Provides leadership and supports community relationships and partnerships to community constituents in effort to provide appropriate services to include identifying programming (academic/student affairs) needs; coordinates on-site admission, advisement, and registration processes.

Oversees the Office of Student Engagement

- Manages large scale student engagement programming to include Student Government, Student Ambassadors, clubs and organization, and other student initiatives to promote retention.
- Organize and manage new student orientation and collaborate and participate with graduation.
- Coordinating, planning, organizing, and managing initiatives that support development of a vibrant student life community.
- Develops communication and marketing for student engagement programs, student handbook, and methods for gathering, analyzing, and reporting program feedback and measuring success.

Directs/Manages the Dual Credit Program

- Collaborates with institutional constituents and provides leadership to address and create marketing, recruitment, admission, enrollment, engagement, and student success strategies and initiatives.
- Manages the College's student recruitment, admission, dual credit and student engagement teams, including supervision, training, development, planning, and implementation of strategic plans, initiatives and day-to-day responsibilities.
- Manages, collaborates and coordinates recruitment, admissions, dual credit and student engagement efforts to include scheduling, coordinating, organizing, travel, transportation, and presentations.
- Serves on college committees and attends community events as it relates to the position and as assigned.
- Provides accountability and meets data requirements and related regulatory bodies.
- Provides fiscal management and oversight.
- Oversees the implementation of student travel procedures.

Division of Student Success, Santa Fe Community College — Santa Fe, NM

**Director of Student Recruitment and Dual Credit** — January 2019-May 2022

- Serve as primary liaison to Dual Credit partner high school administration, staff, and teachers.
- Coordinate with Santa Fe Community College Vice President for Academic & Student Affairs and Academic Deans to plan Dual Credit offerings for the academic year including cohort courses.
- Supervise Dual Credit Specialist
- Administer and coordinate recruitment and registration process of and for Dual Credit students.
- Collaborate with multiple Santa Fe Community College departments, including Registrar and Office of Planning & Institutional Effectiveness, to provide annual reports, data reports, and analysis and transcript information to internal and external stakeholders.
- Prepare and distribute appropriate information regarding the college for the purpose of recruitment and outreach, including but not limited to instructional programs, high school student recruiting, and general student outreach.
- Use independent judgment to manage and implement an integrated college recruitment and outreach plan. This may include all aspects of conducting surveys, determining target audiences, developing specific program advertising vehicles (including publications, placement in print, and electronic media), identifying potential opportunities for media coverage, and gathering information and feedback on the effectiveness of the recruitment and outreach plan.
- Serves as a liaison to and provides outreach for credit, noncredit programming and contract training for targeted populations (e.g. Santa Fe County and City of Santa Fe): includes working with agencies/employers to identify programs; providing on-site advisement to participating students in programs; working with students to complete application process; and, registering students for courses and programs.
- Work directly with institutional research, student services and instructional staff on enrollment and retention issues.
- Works closely, and without direct supervision, with the community and other external stakeholders.
- Manage the college's student recruitment team, including development and implementation of the recruiting and outreach plan.
- Creates and develops specialized programming with individualized marketing strategies; provides leadership, conceptualization, and execution for recruitment programs; tracks success; evaluates programs upon completion.
- Supervise the day-to-day work and training of the college Student Recruitment and Outreach staff.
- Partners with Dual Credit staff to promote, process and retain Dual Credit students: includes completing application process with students; advising students regarding courses and programs; registering Dual Credit students for courses; and, maintaining contact with identified Dual Credit students for continued advising and registration for the purposes of retaining them for full matriculation to SFCC.
- Promotes programs and services to generate support for the college among schools, public and private businesses, and community based organizations.
- Receive and process recruitment data as it pertains to enrollment.
- Schedules and confirms rooms for special events; schedules off-campus visits to community agencies, high schools and other areas with prospective students; reserves college transportation for staff when needed.
- Interacts effectively with all levels of administration, management, faculty and staff on a variety of topics, including recruitment initiatives, collaborative projects focusing on recruitment and retention of targeted populations, development and adjustment of policies and procedures.
- Develop and manage campus visitation programs for local high schools and the high school/college conference programs in cooperation with high school counselors and counseling/career center staff.
- Coordinate campus tours for prospective students and parents, Board members, legislators, business community leaders, or other special guests of the college.

- Serve on college committees as it relates to the position.
- Work collaboratively in conjunction with the Executive Director of Marketing and Public Relations to coordinate and maintain a cohesive brand strategy and to develop and distribute outreach materials.
- Work with MPR to develop, execute and report on digital recruitment and marketing strategies.
- Develop and delegate community relations and outreach duties to staff in order to accomplish college goals.
- Attends community events to promote college.
- Schedules, trains and supervises Outreach Ambassadors (student recruiters)/volunteers for recruitment events.
- Assists with other on-campus events designed to promote the college and inform various targeted audiences e.g. open houses and information sessions: includes providing advising to students; completing application process with students; and registering students for courses.
- Provides additional support, including registering and advising students, to Dual Credit Office and Welcome and Advising Center.

Division of Student Success, Santa Fe Community College — Santa Fe, NM
**Director of Student Recruitment and Community Outreach** — June 2017– January 2019

Division of Student Success, Santa Fe Community College — Santa Fe, NM
**Interim Student Recruitment and Outreach Administrator** — January 2015 – June 2017

Division of Student Success, Santa Fe Community College — Santa Fe, NM
**Student Admissions Counselor** — February 2011 – January 2015

**Other Professional Experience**

| | |
|---|---|
| Member, Communities In Schools Board of Directors | 2023-Present |
| Co-Chair, Santa Fe Community College President's Diversity Advisory Committee | 2023-Present |
| Member, Santa Fe Community College Foundation Board | 2023-Present |
| Member, Santa Fe Hispanic Chamber of Commerce | 2023-Present |
| President, College & Career Plaza Board of Directors | 2023-2024 |
| President, The MASTERS Program Early College Charter High School Governing Council | 2021-2023 |
| Vice President, College & Career Plaza Board of Directors | 2021-2022 |
| Member, SFCC Bookstore Task Force | 2020-present |
| SFCC Team Lead, Collaborative for Higher Education Shared Services (CHESS) | 2020-present |
| Treasurer, The MASTERS Program Early College Charter High School Governing Council | 2019-2021 |
| Member, City of Santa Fe Transit Advisory Board (Mayoral Appointment) | 2019-2021 |
| SFCC Research and Public Service Project Funding Committee | 2018-2020 |
| SFCC Enrollment Management Taskforce | 2018-2019 |
| Santa Fe Chamber of Commerce *Leadership Santa Fe* Graduate | 2018 |
| SFCC Professional Development Task Force | 2015 - 2018 |
| Leadership Santa Fe, SFCC Cohort (Level I and Level II) | 2014 – 2016 |
| Facilitator/Presenter, New Student Orientation Workshops | 2013 - present |
| Vice President of Public Relations, Santa Fe Sunrise Toastmasters Club, Santa Fe, NM | 2008 |
| Area 12 Governor, Santa Fe Toastmasters Clubs, Santa Fe, NM | 2007 – 2008 |
| Tutor, Young Man's Project, Capshaw Middle School, Santa Fe, NM | 2006 – 2007 |
| President, Rotaract (Junior Rotary) Club of Santa Fe, Santa Fe, NM | 2006 – 2007 |
| President, Santa Fe Sunrise Toastmasters Club, Santa Fe, NM | 2005 – 2008 |
| President/SFCC Ex- Oficio Board Member, Student Government Association, Santa Fe Community College, Santa Fe, NM | 2005 – 2006 |

**Awards/Honors/Recognition**

| | |
|---|---|
| Santa Fe Hispanic Chamber of Commerce *40 Under Forty* Recipient (Inaugural Cohort Award) | 2022 |
| Member, Theta Nu Chapter, Delta Mu Delta Honor Society | 2021 |
| Keynote Speaker, Early College Opportunities High School Graduation | 2018 |
| SFCC Certificate of Excellence, Outstanding Team Award for Student Learning, Excellence, Valuing People, Social Responsibility, and Integrity | 2016 |
| SFCC WOW! Award For Outstanding Customer Service | 2015 |
| Featured in *Inside SFCC* Publication Article | 2011 |
| Keynote Speaker, ENLACE Sí Se Puede Student Leadership Conference | 2011 |
| Keynote Speaker, ENLACE Sí Se Puede Student Leadership Conference | 2009 |
| Golden Key International Honor Society | 2008-2009 |
| Distinguished Area 12 Governor Award | 2007-2008 |
| Area 12 Toastmasters International Speech Contest Champion | 2007 |
| Dean's List University of New Mexico | 2006-2008 |
| Area 12 Toastmasters International Speech Contest Champion | 2006 |
| Student Keynote Speaker, SFCC Commencement Ceremony | 2006 |
| Dean's List Santa Fe Community College | 2004-2006 |

SFCC
SANTA FE COMMUNITY COLLEGE

6401 Richards Avenue
Santa Fe, NM 87508-4887
505-428-1000
www.sfcc.edu

January 9, 2025

Mayor Allan Webber
200 Lincoln Avenue
Santa Fe, New Mexico 87504-0909

Dear Mayor Webber,

It is with enthusiasm that I submit this letter of interest to resume my role as the Education Representative for the Santa Fe Transit Advisory Board. Having been born and raised in Santa Fe and having dedicated my career to education and community service, I realize the vital importance public transportation and access to its opportunities are to this community.

I recognize the role that this system plays in the lives of our students every day. I also celebrate how collaborative work between a student, SFCC, and most importantly SF Trails staff has now resulted in change that will benefit the entire community-especially students. This system transports our older and younger generations, it provides access to health care and employment.

I am excited to have the opportunity to continue my role in this collective impact and social justice work, because at its core, public transportation is a piece that results in both.

Thank you, for your time and consideration. Please do not hesitate to contact me if there is anything else you need.

Marcos Maez

Marcos Maez
Director of Student Engagement & Recruitment
(505) 428-1779
marcos.maez@sfcc.edu

**CITY OF SANTA FE**

**APPLICATION FOR CITY OF SANTA FE BOARD, COMMISSION, OR COMMITTEE**

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*(For Official Use Only)*

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| Meyer | Marie |
|---|---|
| *Last Name* | *First Name* |

Transit Advisory Board — *Name of Board, Committee, or Commission to Which You are Applying for Membership*

*District 4* — *District You Live In*

Business/Chamber of Commerce, Elderly

**County boards, commissions, and committees meet at times mutually satisfactory to the members. Day meetings are more common than evening meetings. Will you be able to schedule your time accordingly? Yes**

none
*Please list any time restrictions*

**What are your principal areas of interest in City Government?**

I am interested in transportation issues and also making Santa Fe a better place for retirees.

**List all City Boards, Commissions or Committees of which you are a current member.**

**Not a current member _☒_**

| *Committee Name* | *Date Appointed* |
|---|---|
| | |
| | |
| | |

**List past City appointments with dates served, and other past or present community or public service appointments.**

**Not a current member _☒_**

| *Committee/Organization Name* | *Dates Served* |
|---|---|
| | |
| | |
| | |
| | |

**What experience or special knowledge can you bring to your area(s) of interest?**

I'm widely traveled and have seen many examples from other cities, both good and bad. I also have Board/Committee membership experience in the form of many years f HOA work.

**Please list community organizations to which you belong:**

none at this time

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

Marie Meyer — *Applicant's Signature*

10/29/2024 — *Date*

## CONTACT INFORMATION

*Note: Personal information may be withheld from public view as allowed by law.*

| Meyer | Marie | |
|---|---|---|
| *Last Name* | *First Name* | |
| Transit Advisory Board | | *District 4* |
| *Name of Board, Committee, or Commission to Which You are Applying for Membership* | | *District You Live In* |
| Yes, I am a resident of Santa Fe County. | | |
| *Resident of Santa Fe:* | | |

[redacted]

**CITY OF SANTA FE**

# APPLICATION FOR CITY OF SANTA FE BOARD, COMMISSION, OR COMMITTEE

***INSTRUCTIONS**: Please complete this form in its entirety. Be sure to include the full title of the Board, Commission or Committee for which you desire consideration. Note the additional requirements listed at the bottom of the second page.*

*(For Official Use Only)*

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| Conley | Owen |
|---|---|
| *Last Name* | *First Name* |

Transit Advisory Board — *District 1*

*Name of Board, Committee, or Commission to Which You are Applying for Membership* — *District You Live In*

Education, Disabled

**County boards, commissions, and committees meet at times mutually satisfactory to the members. Day meetings are more common than evening meetings. Will you be able to schedule your time accordingly? Yes**

I have a day job but fairly flexible currently.

*Please list any time restrictions*

**What are your principal areas of interest in City Government?**

Transit and pedestrian transportation.

**List all City Boards, Commissions or Committees of which you are a current member.**

**Not a current member _☐_**

| *Committee Name* | *Date Appointed* |
|---|---|
| | |
| | |
| | |

**List past City appointments with dates served, and other past or present community or public service appointments.**

**Not a current member _☐_**

| *Committee/Organization Name* | *Dates Served* |
|---|---|
| | |
| | |
| | |
| | |

**What experience or special knowledge can you bring to your area(s) of interest?**

I have worked on avoiding transit cuts and expanding service in Santa Fe. Cycling and pedestrian infrastructure.in relation to transit such as "the first and last mile." I have taught travel training for biking, bussing, and walking to young adults with cognitive and physical disabilities.

**Please list community organizations to which you belong:**

Chainbreaker Collective - Past board member and current volunteer for the Bicycle Resource Center and current transit organizing.

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

| Owen Conley | 1/3/2025 |
|---|---|
| *Applicant's Signature* | *Date* |

## CONTACT INFORMATION

*Note: Personal information may be withheld from public view as allowed by law.*

| | |
|---|---|
| Conley | Owen |
| *Last Name* | *First Name* |
| Transit Advisory Board | *District 1* |
| *Name of Board, Committee, or Commission to Which You are Applying for Membership* | *District You Live In* |
| Yes, I am a resident of Santa Fe County. | |
| *Resident of Santa Fe:* | |

[redacted]

**CITY OF SANTA FE**

**APPLICATION FOR CITY OF SANTA FE BOARD, COMMISSION, OR COMMITTEE**

***INSTRUCTIONS**: Please complete this form in its entirety. Be sure to include the full title of the Board, Commission or Committee for which you desire consideration. Note the additional requirements listed at the bottom of the second page.*

*(For Official Use Only)*

***Please note that this application is a public record subject to disclosure.** This application will be active for a period of one year. After one year, it is necessary to file a new application for another year of eligibility.*

| Sheldon | Susan |
|---|---|
| *Last Name* | *First Name* |

Transit Advisory Board — *Name of Board, Committee, or Commission to Which You are Applying for Membership*

*District 4* — *District You Live In*

Elderly, Institutional/Governmental

**County boards, commissions, and committees meet at times mutually satisfactory to the members. Day meetings are more common than evening meetings. Will you be able to schedule your time accordingly?** **Yes**

Work hours are M, W, Th 10-4
*Please list any time restrictions*

**What are your principal areas of interest in City Government?**
Transportation, library services, housing/poverty

**List all City Boards, Commissions or Committees of which you are a current member.**
**Not a current member _☒_**

| *Committee Name* | *Date Appointed* |
|---|---|
| | |
| | |
| | |

**List past City appointments with dates served, and other past or present community or public service appointments.**

**Not a current member _☒_**

| *Committee/Organization Name* | *Dates Served* |
|---|---|
| | |
| | |
| | |
| | |

**What experience or special knowledge can you bring to your area(s) of interest?**

Commuter via city bus. Drive around the City for work, volunteering, personal reasons. Have used public transit in other states/cities.

**Please list community organizations to which you belong:**

Santa Fe Womans Club, Friends of the Santa Fe Public Library, RSVP

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

Susan Sheldon — *Applicant's Signature*

11/5/2024 — *Date*

## CONTACT INFORMATION

*Note: Personal information may be withheld from public view as allowed by law.*

| Sheldon | Susan | |
|---|---|---|
| *Last Name* | *First Name* | |
| Transit Advisory Board | | *District 4* |
| *Name of Board, Committee, or Commission to Which You are Applying for Membership* | | *District You Live In* |
| Yes, I am a resident of Santa Fe County. | | |
| *Resident of Santa Fe:* | | |

[redacted]

City of Santa Fe

# Memorandum

To: Mayor Alan M. Webber

From: Katherine Christner, Public Safety Committee Liaison KSC

Date: January 15, 2025

Re: Request for approval of re-appointment of Public Safety Committee Member

The purpose of the Public Safety Committee: The Public Safety Committee shall be charged with reviewing programs, initiatives, projects, construction, signage and such other matters regarding the Santa Fe Police and Fire Departments operations as may require public examination prior to Governing Body approval. The Public Safety Committee shall also be charged with making recommendations to the Finance Committee, Governing Body and such other bodies as may be required to consider public safety issues.

Duties and Responsibilities (Article 3, Section 3) The Public Safety Committee shall be responsible for the ten items listed in resolution 1984-56. Article 3. Section 3 (A), including making recommendations to the Governing consistent with the purpose provided above.

Membership: (Article 7) The Public Safety Committee shall consist of nine members. The term of each member shall be four years. Members need not be residents of the City of Santa Fe. Membership of the committee shall consist of a chairperson who shall be a member of the governing body, a vice chair who shall be a citizen at-large, and seven other at-large members.

Officers: (Article 8) The Mayor shall appoint a member of the Governing Body as the chair and the vice chair shall be designated by the chair in accordance with Article 8.

As a longstanding former member of the Public Safety Committee Mr. Finger will bring tremendous experience and a unique perspective to the Public Safety Committee.

The Public Safety Committee would like to formally submit a recommendation for the reappointment of Bruce Finger to the Public Safety Committee.

# BRUCE FINGER [redacted] [redacted]

**Objective**

Continue to assist the city of Santa Fe's Public Safety Committee. Bring my experiences from the Union Pacific's Safety/Police Department.

**Education**

Attended Harper Community College, Palatine Illinois, 1973-1975, graduated with an Associate of Applied Science degree in Criminal Justice.

Attended Western Illinois University, 1975-1977, graduated with a Bachelor of Science Degree in Law Enforcement Administration, with a Security Administration Minor.

**Employment**

Hired by the Chicago and North Western Railroad police department as a Security Officer in June 1977. Duties included monitoring the inbound and outbound traffic at a Chicago intermodal railyard.

Promoted to a Special Agents position in January 1979. Duties were to provide security and protection for C&NW RR employees, patrons, and lading. One of my assignments was to provide police service at the Ogilvie Transportation Center, where the railroad moved over one hundred thousand passengers a day. I was a commissioned police officer in the state of Illinois. I attended basic training at the Police Training Institute at the University of Illinois.

I was promoted to Lieutenant, in August of 1989, responsible for a shift of seven special agents.

I moved to a training position when the Union Pacific Railroad acquired the C&NW RR in April of 1995. I was responsible for the training of 23 agents in, firearms, defensive tactics, safe driving, and first aid.

In 2008 I was promoted to the Training Directors position and moved to Omaha NE. My duties included supervising/supporting the instructors in the field, who trained over 200 special agents. I was a part of the departments administrative staff and was directly involved in policy making for training.

I retired in July 2015 after 38 years of service and moved to Santa Fe NM.

**Certifications**

I currently hold a Level One and Two certificate to teach Security Officers by the New Mexico Regulation and Licensing Department.

I am certified by A.S.P. as a Tactical Weapons Instructor and Sabre Red/Personal Safety Products as a O.C. Pepper Spray instructor.

Additionally in October 2019, I was awarded a 5th Degree Masters rank in the traditional Korean martial art, Tang Soo Do. Along with the physical test, I was required to write a twenty thousand word thesis, my topic was the effects of stress on the body, and what training can be done to help reduce its effects.

References on request.

Thank you,



**Justin S. Greene**
*Commissioner, District 1*

**Lisa Cacari Stone**
*Commissioner, District 2*

**Camilla Bustamante**
*Commissioner, District 3*

SANTA FE COUNTY

**Adam Fulton Johnson**
*Commissioner, District 4*

**Hank Hughes**
*Commissioner, District 5*

**Gregory S. Shaffer**
*County Manager*

January 15, 2025

Bradley Prada
BDD Facilities Manager
Buckman Direct Division
341 Caja Del Rio Road
Santa Fe, NM 87506
bxprada@santafenm.gov

Dear Mr. Prada,

At its January 14, 2025, meeting, the Santa Fe County (County) Board of County Commissioners (Board) appointed County Commissioners and staff to represent the County on various boards and other entities. I am writing to formally notify you that the Board appointed the following County Commissioners to serve on the Buckman Direct Diversion Board in calendar year 2025:

Justin S. Greene, County Commissioner, District 1 (Primary)
Hank Hughes, County Commissioner, District 5 (Primary)
Adam Fulton Johnson, County Commissioner, District 4 (Alternate)

Please send meeting notices, packet materials, calendar invites, and other information concerning the Buckman Direct Diversion Board to:

1. Commissioner Justin S. Greene at jsgreene@santafecountynm.gov; Constituent Services Liaison Ambra Baca at aabaca@santafecountynm.gov;
2. Commissioner Hank Hughes at hhughes@santafecountynm.gov; Constituent Services Liaison Gabe Bustos at gcbustos@santafecountynm.gov; and
3. Commissioner Adam Fulton Johnson at afjohnson@santafecountnm.gov; Constituent Services Liaison Tina Salazar at tsalazar@santafecountynm.gov.

If you have questions or concerns, please contact Sara Smith, Operations Manager, at ssmith@santafecountynm.gov or (505) 992-1635.

Respectfully,

Hank Hughes,
Chair, Santa Fe County Board of County Commissioners