

City of Santa Fe, New Mexico

memo

DATE: October 26, 2015

TO: Public Works Committee

VIA:

Isaac J. Pino, PE - Public Works Department Director

John J. Romero, PE - Engineering Division Director

FROM: Leroy N. Pacheco, PE – River, Watershed & Trails Supervisor 

ITEM AND ISSUE:

REQUEST FOR APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF SANTA FE AND SANTA FE COUNTY FOR A \$150,000 CITY MATCH TO COVER A PORTION OF THE COUNTY'S 14.56% LOCAL MATCH FOR DESIGN AND CONSTRUCTION EXPENSES RELATED TO A COUNTY FEDERAL LANDS ACCESS PROGRAM (FLAP) GRANT TO DESIGN AND CONSTRUCT "EL CAMINO REAL DE ADENTRO NATIONAL HISTORIC TRAIL" OF WHICH PHASE 1 IS DESCRIBED IN THE SANTA FE MPO'S 2012 BICYCLE MASTER PLAN AS THE "MRC TRAIL".

BACKGROUND & SUMMARY:

The Santa Fe MPO's 2012 Bikeway's Master Plan identifies the "MRC Trail", from the Santa Fe River Trail to JCT Caja del Rio Road as a recommended City-lead trail priority for design and construction.

Santa Fe County has entered into a Memorandum of Agreement (MOA) with the Federal Highway Administration, the USDA Forest Service, and the Bureau of Land Management for a federally lead design and construction of the **El Camino de Tierra Adentro National Historic Trail** project comprised of a paved surface from the Santa Fe River to the north side of Marty Sanchez Links on Caja del Rio (Phase 1) and then to continue north as a natural surface trail to follow the historic El Camino Real de Tierra Adentro terminating at US Forest Service "Dead Dog Trail" (Phase 2). Santa Fe County's MOA requires a 14.56% local match of \$624,041.60 of which the city's portion is \$150,000, and the County's portion is the remaining \$474,041.60.

On September 23, 2014 the City of Santa Fe council allocated the required city match of \$150,000 in general obligation funding for Phase 1 of the project that identified in the SF MPO's 2012 Bicycle Master Plan as the MRC Trail.

The attached Memorandum of Agreement between the City and the County provides the mechanism for funding the city's participation in the County's 14.56% matching funds. Funds are budgeted and available in BU and Line Item: 426013.572970.0114400

RECOMMENDED ACTION:

The Public Works Department recommends the approval of the Memorandum of Agreement between the City and the County in the amount of \$150,000.00.

**MEMORANDUM OF AGREEMENT
BETWEEN SANTA FE COUNTY AND
THE CITY OF SANTA FE**

THIS AGREEMENT is entered into this _____ day of _____ 2015, between the **County of Santa Fe**, a political subdivision of the state of New Mexico, hereinafter referred to as the “County,” and the **City of Santa Fe**, a municipal corporation, hereinafter referred to as the “City”.

WHEREAS, the County entered into a Memorandum of Agreement (MOA) with the Federal Highway Administration Central Federal Lands Highway Division (FHWA-CFLHD), the USDA Forest Services (FS), and the Bureau of Land Management (BLM) which provides for the FHWA-CFLHD’s design and construction of the Buckman Road Segment of the El Camino de Tierra Adentro National Historic Trail (the “Project”); and

WHEREAS, according to the MOA, the cost of the preliminary engineering, construction contract and construction engineering, including a 10% contingency, is \$4,286,000.00. As agreed to in the MOA, the Project will be funded with a Federal Land Access Program (FLAP) grant whereby the County will provide a 14.56% match and the FHWA-CFLHD will fund 85.44% of the Project costs for preliminary engineering, construction contract and construction engineering; and

WHEREAS, Phase I of the Project is a 10 foot wide multi-use trail beginning at a junction with the Santa Fe River Greenway. Phase I will proceed north from the Santa Fe River Greenway trail and under NM Highway 599 through an existing multi-use trail underpass and then run parallel to the west side of Caja Del Rio Road to CR62 to the north side of the Marty Sanchez Links de Santa Fe Golf Course. From there Phase I of the Project will parallel the north side of CR62 to the Santa Fe National Forest Boundary where it will join CR 62 at the junction with Forest Road 24 ; and

WHEREAS, Phase II of the Project is a 30 inch wide natural surface recreational trail that will follow the historic route of the El Camino Real de Tierra Adentro National Historic Trail from the USFS Headquarters trailhead and continue north to a trailhead at the existing parking area for the USFS Dead Dog Trail. Phase II of the Project will proceed north and parallel Old Buckman Road (CR77) and continuing to follow the historic alignment of El Camino Real de Tierra Adentro National Historic Trail to the BLM Diablo Canyon trailhead; and

WHEREAS, design and construction of the Project is expected to be completed over a period of three years; and

WHEREAS, in 1999 the City of Santa Fe was granted right-of-way Easement No. 26839 from the New Mexico State Land Office for the exclusive purpose of the construction, operation and maintenance of a public multiuse trail on State Trust Lands from a location east of San Felipe Road on Agua Fria Street, and north across the Santa

Fe River through the underpass of NM 599 and along Caja Del Rio Road to the northern section line of T.16 N., R.8.E, Sec. 2.; and

WHEREAS, in 1998 the City of Santa Fe was granted a patent No. 30-98-0262 from the Bureau of Land Management under the Recreation and Public Purposes Act for the property known as the Municipal Recreation Sports Complex (MRC); and

WHEREAS, on September 23, 2014 the Santa Fe City Council allocated \$150,000.00 in general obligation bond funding for Phase I of the Project that is within the City of Santa Fe's Metropolitan Planning Organization's 2012 Bicycle Master Plan and is known as the "MRC Trail"; and

WHEREAS, portions of Phase I of the Project are within the City's right-of-way Easement No. 26839 and the patent No. 30-98-0262; and

WHEREAS, the County and City wish to enter into this MOA to provide for their agreement and joint funding of the County's 14.56% local match to fund Phase I of the Buckman Road Segment of the El Camino de Tierra Adentro National Historic Trail and to demonstrate the collaborative nature of regional trail building.

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES:

1. DUTIES OF THE PARTIES:

A. The County will:

1. Enter into Reimbursable Agreement DTFH68-15-E-00018 with FHWA that provides for the County's local match of Six Hundred Twenty Four Thousand Forty One Dollars and Sixty Cents (\$624,041.60) of the total project cost of Four Million Two Hundred Eighty Six Thousand Dollars (\$4,286,000.00) for preliminary engineering (project development), construction contract and construction engineering (administration and oversight of the construction contract) for the El Camino de Tierra Adentro National Historic Trail from the Santa Fe River Greenway to Diablo Canyon. The Reimbursable Agreement provides for the procedure by which FLAP-CFLHD will issue monthly billings to the County for 14.56% of the total project cost.
2. Enter into a Project Memorandum of Agreement with the FLAP that provides for the roles and responsibilities of the County, USDA Forest Service, BLM and FHWA-CFLHD for FHWA-CFLHD's construction of the Buckman Road Segment of El Camino Real de Tierra Adentro National Historic Trail from the Santa Fe River Greenway to Diablo Canyon.

3. Maintain the completed Project as provided in the Project Memorandum of Agreement referenced in 2 above subject to the maintenance obligation stated in B. 6 below.
4. Obtain from the City and the New Mexico State Land Office any temporary construction easements needed for the construction of Phase I of the Project from the Santa Fe River Greenway to Caja Del Rio Road and north to T.16 N., R.8.E, Sec. 2, Lot 23, N.M.P.M.
5. Cooperate with the City in obtaining approval from the State Land Office for FHWA-CFLHD to construct Phase I of the Project within a portion of right-of-way Easement No. 26839.
6. Cooperate with the City in obtaining approval from the BLM for FHWA-CFLHD to construct Phase I of the Project within a portion of patent Number 30-98-0262.
7. Facilitate and promote the City's involvement in the planning, design and construction by FHWA-CFLHD of Phase I of the Project.
8. Invoice the City for costs incurred and related to the design and construction of Segment 2 of the Project from the Santa Fe River Greenway to Caja Del Rio Road towards the MRC. The County will not invoice the City for costs or expenses in an amount more than the City's contribution of One Hundred Fifty Thousand Dollars (\$150,000.00).

B. The City will:

1. Provide funding in the amount of One Hundred Fifty Thousand Dollars (\$150,000.00) to be available to reimburse the County for expenses incurred and related to the design and construction of Phase I of the Project.
2. Cooperate with the Project's federal lead agencies and Santa Fe County to obtain approval from the State Land Office for FHWA-CFLHD to construct Phase I of the Project within portions of right-of-way Easement No. 26839.
3. Cooperate with the Project's federal lead agencies and Santa Fe County to obtain approval from the Bureau of Land Management for FHWA-CFLHD to construct Phase I of the Project within portions of patent Number 30-98-0262.
4. Cooperate with the County in reviewing and consulting with the County on the design and construction by FHWA-CFLHD of Phase I of the Project.
5. In accordance with 1.A.7 above, reimburse the County within 30 days of the date of receipt of an invoice from the County.

6. Provide long term maintenance of the portions of Phase I of the Project that are within right-of-way Easement No. 26839 and patent Number 30-98-0262 and in accordance with the City's duties and responsibilities described in Easement No. 26839 and patent No. 30-98-0262.
2. **EFFECTIVE DATE AND TERM:** This Agreement shall become effective on the date of execution by the City and County, whichever occurs last. The term of this MOA shall be from the date of execution until completion of Phase I of the Project from the Santa Fe River Greenway north to Caja Del Rio Road toward the MRC, unless earlier terminated pursuant to Section 3 (Termination) or 6 (Appropriations) below.
3. **TERMINATION:** This Agreement may be terminated by any of the parties hereto upon written notice delivered to the other party at least 30 days prior to the intended date of termination. By such termination, no party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.
4. **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 Agreement. Each party shall be liable for its actions in accordance with this Agreement. Any liability incurred by the County or the City 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. and as amended. 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 Agreement modifies or waives any provision of the New Mexico Tort Claims Act.
5. **AMENDMENT:** This Agreement shall not be altered, changed, or amended except by an instrument executed in writing signed by all parties.
6. **APPROPRIATIONS:** The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of the State of New Mexico and the governing body of the County and the City 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 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.
7. **GOVERNING LAW:** This Agreement shall be governed by, and construed in accordance with, the laws of New Mexico.
8. **ACCOUNTABILITY:** During the term of this Agreement and for a period of three years thereafter, each of the parties will maintain accurate and complete records of all

disbursements made and monies received by each under this Agreement; and, upon receipt of reasonable written request, each shall make such records available to the other party and to the public, including any federal, state or local authority during regular business hours.

9. NO THIRD PARTY BENEFICIARIES: Nothing in this Agreement, express or implied, is intended to confer any rights, remedies, claims or interests upon a person not a party to this Agreement.

10. ENTIRE AGREEMENT: This Agreement represents the entire understanding between the County and the City and supersedes any prior agreements or understandings with respect to the subject of this Agreement. No changes, amendments or alterations to this Agreement will be effective until in writing and signed by the parties

IN WITNESS WHEREOF, the parties set their hands:

CITY OF SANTA FE:

SANTA FE COUNTY

Javier M. Gonzales, Mayor
City of Santa Fe



Katherine Miller
Santa Fe County Manager

Date: _____

Date: 10.6.15

ATTESTATION:

Yolanda Y. Vigil, Clerk
City of Santa Fe

Approved as to form:

ADM
Kelley Brennan, City Attorney
City of Santa Fe

Date: 10/19/15

Approved:

Oscar Rodriguez
Finance Director
City of Santa Fe

Approved as to form:

Gregory S. Shaffer
Gregory S. Shaffer, County Attorney
Santa Fe County

Date: 9/29/15

Approved:

Carole H. Jaramillo
Carole H. Jaramillo
Finance Division Director
Santa Fe County

Table 8. Phase A Recommended Improvements, with Anticipated Lead Agency and Cost Estimate

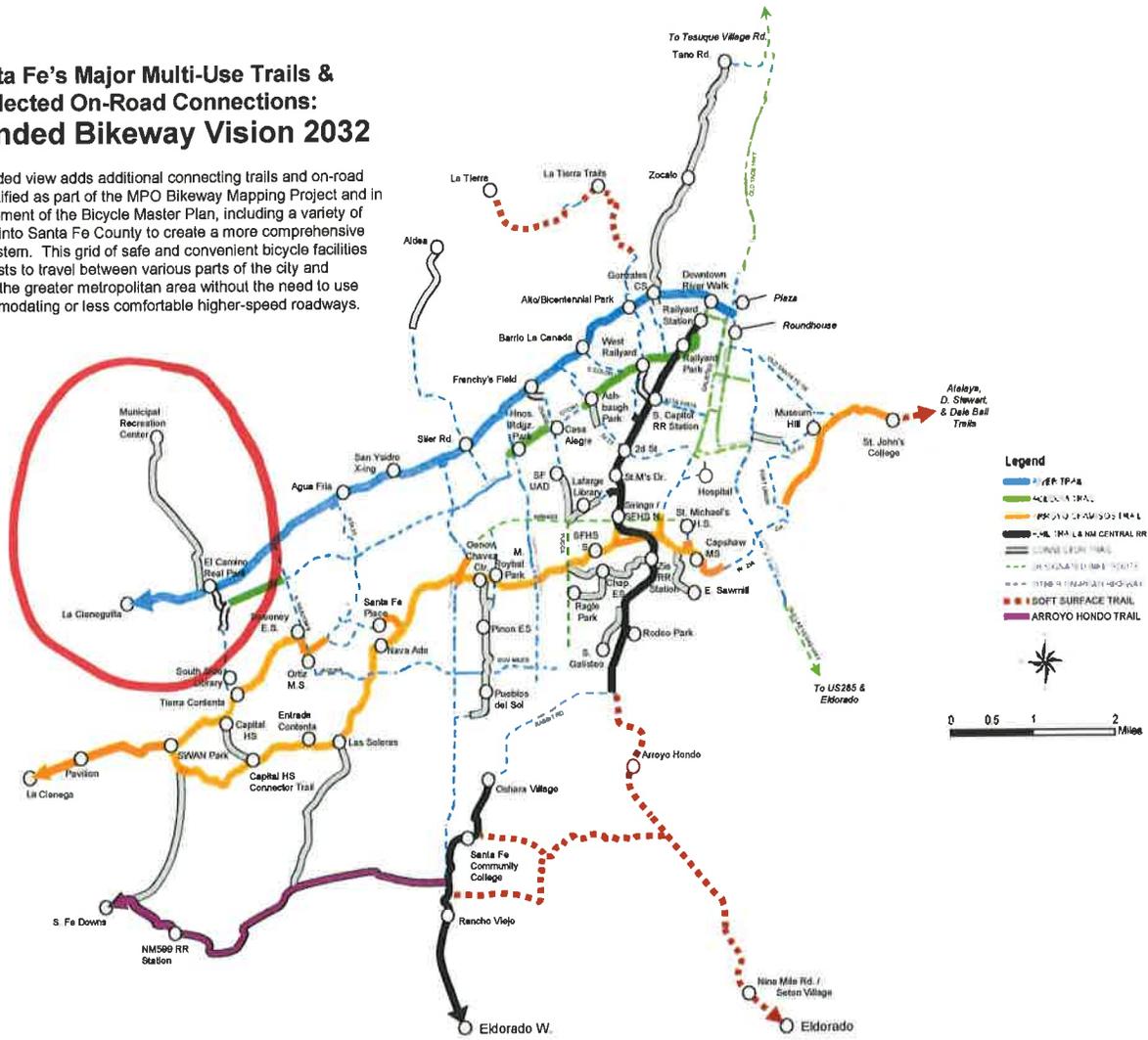
Phase A: 2012-2017, listed in order of Agency, and then type of project				
	Type of Improvement	Improvement	miles	Cost Estimate
(1) City-Lead Trail Construction (in rough order of priority)				
1	Multi-Use Trail	RIVER TRAIL: Don Gaspar to Camino del Campo, w/underpasses	0.40	\$ 682,000
2	Multi-Use Trail	RIVER TRAIL: Connection/Crosswalk to Campo	0.01	\$ 21,560
3	Multi-Use Trail	RIVER TRAIL: Connections/Crosswalks to Candelario	0.01	\$ 21,560
4	Multi-Use Trail	RAIL TRAIL: St. Francis Dr. to Cordova (along Pen Rd.)	0.20	\$ 176,000
5	Multi-Use Trail	RIVER TRAIL: Connection to Cam. De Chelly	0.02	\$ 15,840
6	Multi-Use Trail	RIVER TRAIL: Connection to La Madera St.	0.02	\$ 59,400
7	Multi-Use Trail	RIVER TRAIL: Connection to Cam. de la Cong.	0.01	\$ 6,600
8	Multi-Use Trail	RAIL TRAIL: Cordova to Alta Vista (S. Capitol Station)	0.20	\$ 176,000
9	Multi-Use Trail	ACEQUIA TRAIL: Hrnos Rodriguez Park to Harrison	0.10	\$ 66,000
10	Multi-Use Trail	ACEQUIA TRAIL: Bridge to Oñate	0.05	\$ 88,000
11	Multi-Use Trail	ACEQUIA TRAIL: Bridge to Kathryn	0.05	\$ 88,000
12	Multi-Use Trail	ARROYO DE LOS CHAMISOS TRAIL: Widen connector, install ADA ramp to mall road at Villa Linda playground	0.05	\$ 27,500
13	Multi-Use Trail	ACEQUIA TRAIL: Connection to Larragoite Park (w/ X-Walk) & Agua Fria St.	0.10	\$ 73,370
14	Multi-Use Trail	RIVER TRAIL: Camino del Campo to St Francis Dr. (widen existing trail)	0.40	\$ 234,667
15	Multi-Use Trail	ACEQUIA TRAIL: Otowi Dr. to Maclovia Park (w/ Otowi improvements @ C. de Chelly & San Felipe)	0.10	\$ 83,820
16	Multi-Use Trail	RIVER TRAIL @ C. Colon: Widen connection	NA	\$ 5,500
17	Multi-Use Trail	TIERRA CONTENTA (N. Arroyo Chamiso): Buffalo Grass Rd. to S. Meadows	0.38	\$ 247,500
18	Multi-Use Trail	ACEQUIA TRAIL: Rufina to San Felipe, with connector and crosswalk at Agua Fria	1.00	\$ 660,770
19	Multi-Use Trail	LA TIERRA TRAILS: Connection from Camino de los Montoyas via NM599 Underpass	0.40	\$ 264,000
19.1	Multi-Use Trail	MRC TRAIL: River Trail to JCT Caja del Rio Rd /NM599 frontage rd (via existg underpass)	0.50	\$ 385,000
20	Multi-Use Trail	SFUAD ROADBED along E. Boundary Ditch, w/tie-ins to Llano @ DV MS & La Farge Library	0.70	\$ 737,000
21	Multi-Use Trail	RAIL TRAIL CONNECTION: Monterey	0.05	\$ 33,000
22	Multi-Use Trail	ARROYO CHAPPARAL TRAIL: from Ragle Park to Zia Station via Candelero Park, with tie-in to ped bridge to Zia	0.50	\$ 660,000
23	Multi-Use Trail	NM CENTRAL / KENNEDY LINE: Pinon ES to Pueblos del Sol trails	0.20	\$ 132,000
24	Multi-Use Trail	ARROYO DE LOS CHAMISOS TRAIL:: Extend connector trail from Villa Linda Park soccer field to transit stop	0.13	\$ 82,500
25	Multi-Use Trail	Railyard Park & Plaza, West Railyard Connections (see Bikeways Mapping Project)	NA	\$ 63,580
26	Multi-Use Trail	NM CENTRAL / KENNEDY LINE: AC Trail / GCCC to Rodeo Rd. (w/X-walk to sidewalk to front entrance)	0.30	\$ 198,385
27	Multi-Use Trail	PUEBLOS DEL SOL: N-S Connector across Gov. Miles (w/related improvements)	0.10	\$ 128,370
28	Multi-Use Trail	ARROYO DE LOS CHAMISOS TRAIL: Connection south to Richards Ave.	0.10	\$ 66,000
29	Multi-Use Trail	ARROYO MASCARAS TRAIL: From San Francisco St. to Las Mascaras St., including speed table at San Francisco (Villa Alegre)	0.10	\$ 94,600
30	Multi-Use Trail	ACEQUIA TRAIL: Maclovia Park to Hnos. Rodriguez Park	0.20	\$ 139,370
31	Multi-Use Trail	CAÑADA RINCON TRAIL: Calle Mejia to Zocalo	0.20	\$ 132,000
32	Multi-Use Trail	RAIL TRAIL CONNECTION: Calle Sombra	0.10	\$ 66,000
33	Multi-Use Trail	ARROYO DE LOS CHAMISOS TRAIL: NM14 to Entrada Contenta (to meet Las Soleras)	0.20	\$ 132,000
34	Multi-Use Trail	ARROYO EN MEDIO TRAIL: completing route from Zia to Sawmill	0.25	\$ 192,500
35	Multi-Use Trail	GAIL RYBA TRAIL: East to Botolph Side path, w/ St. M's connection	0.40	\$ 264,000
36	Multi-Use Trail	GAIL RYBA TRAIL: Zia to Zia Connection	0.20	\$ 132,000
37	Multi-Use Trail	RAIL TRAIL CONNECTIONS: Rodeo Park E. (x2-3)	0.10	\$ 66,000
38	Multi-Use Trail	SARAH WILLIAMS TRAIL: Gonzales Rd. to Dale Ball Trails along Hyde Park Rd.	0.90	\$ 44,550
39	Soft-Surface Trail Easement	LA TIERRA TRAILS: Connection from Cañada Rincon Trail (s. of Tano Rd.)	0.30	\$ -
40	Soft-Surface Trail Easement	ARROYO POLAI: Formalize connection from Upper Canyon Rd. to Dale Ball and D Stewart Trails	0.20	\$ -
TOTAL			9.21	\$ 6,746,942
(2) City-Lead Trail Maintenance Projects (in rough order of priority)				
1	Repave M-Use Trail	ARROYO DE LOS CHAMISOS TRAIL: Repave from Yucca St. to Rodeo Rd.	2.00	\$ 880,000
2	Repave M-Use Trail	ARROYO DE LOS CHAMISOS TRAIL: Repave from Siringo Rd. to Yucca St.	0.75	\$ 330,000
3	Repave M-Use Trail	ARROYO DE LOS CHAMISOS TRAIL: Repave from Siringo to bridge over Arroyo Chamisos	0.50	\$ 220,000
4	Repave M-Use Trail	ARROYO DE LOS CHAMISOS TRAIL: Repave along Nava Ade	0.60	\$ 264,000
5	Maintenance	RAIL TRAIL: Build retaining wall south of I-25	NA	\$ 55,000
TOTAL			3.85	\$ 1,749,000
(3) City-Lead Trail Crossing Improvements (in rough order of priority)				
1	Crossing	ACEQUIA/RAIL TRAIL: St. Francis-Cerrillos Intersection Improvements, Phase I (inc. w-bound bike lane)	NA	\$ 201,080
2	Crossing	ARROYO DE LOS CHAMISOS TRAIL: Crossing at Yucca St: Remove gates, build median refuge	NA	\$ 27,500
3	Crossing	ARROYO DE LOS CHAMISOS TRAIL: Crossing at Cam. Carlos Rey: remove gates, related improvements	NA	\$ 27,500
4	Crossing	ARROYO DE LOS CHAMISOS TRAIL: Crossing at Ave de las Campanas: remove bollards, rebuild median refuge	NA	\$ 27,500
5	Crossing	RAIL TRAIL: Mark Crossings at Alta Vista, 2nd St., Siringo; Improve Paseo de Peralta markings; consider Manhattan, Alcaldesa	NA	\$ 3,080
6	Crossing	ST FRANCIS DRIVE TRAIL: St. Francis-Siringo Intersection Improvements	NA	\$ 220,000
7	Crossing	RAIL TRAIL: Crossing at St Michael's Dr., Consider Pedestrian Hybrid Signal	NA	\$ 220,000
8	Crossing	RAIL TRAIL: Crossing at Cordova Rd., Consider Pedestrian Hybrid Signal	NA	\$ 220,000
9	Crossing	ACEQUIA / CHILE LINE (Railyard Pk.): X-walk across Cerrillos to Gilmore St.	NA	\$ 12,540
TOTAL			NA	\$ 959,200

Continued on next page

Following the Implementation Plan, through coordinated efforts of public and private partners to improve bicycling in Santa Fe, within five years the metropolitan area will merit recognition by the League of American Bicyclists (LAB) as a Bicycle-Friendly Community at the Silver level. Within ten years the metropolitan area will have doubled the share of local residents who are using bicycles for transportation. Within twenty years Santa Fe will have become a leading “bicycle-friendly community” in the southwestern United States and will merit LAB recognition at the Gold or Platinum level.

Santa Fe's Major Multi-Use Trails & Selected On-Road Connections: Expanded Bikeway Vision 2032

This expanded view adds additional connecting trails and on-road routes identified as part of the MPO Bikeway Mapping Project and in the development of the Bicycle Master Plan, including a variety of extensions into Santa Fe County to create a more comprehensive bikeway system. This grid of safe and convenient bicycle facilities allows cyclists to travel between various parts of the city and throughout the greater metropolitan area without the need to use less accommodating or less comfortable higher-speed roadways.



Council shifts \$2M from St. Francis underpass to other bike, pedestrian projects

By Daniel J. Chacón

The New Mexican | Posted: Tuesday, September 23, 2014 9:00 pm

The City Council approved a plan Tuesday to move \$2 million from a voter-approved underpass at St. Francis Drive and West Alameda Street to other bike and pedestrian projects around the city.

A large chunk of the money — \$556,200 — will be shifted to another planned underpass to get pedestrians and bicyclists across St. Francis Drive, this one just north of the Cerrillos Road intersection where the Acequia Trail connects with the Santa Fe Railyard.

Under the proposal, which the council passed without discussion, the city also will spend \$100,000 for at-grade improvements at the West Alameda intersection, where the Santa Fe River Trail crosses St. Francis Drive. The city also is setting aside \$40,000 for contingencies.

A bond issue approved by city voters in 2012 included money for an underpass at the busy intersection. The ballot question didn't list specific projects, but the city promised the underpass in campaign information provided to voters.

Former City Councilor Chris Calvert tried to convince councilors not to shift the funds, saying they would risk losing credibility with voters in future bond elections. Councilors were split on whether or not to move the money to other projects but eventually supported the reallocation.

The shifting of funds from the underpass prompted City Councilor Peter Ives to sponsor a resolution that calls for the council to hold a public hearing before it votes to reallocate proceeds from a voter-approved general obligation bond or tax “that deviates materially from the information” provided to voters. The council approved Ives' resolution Tuesday.

Here is how the rest of the money will be spent:

- \$150,000 on the Arroyo Mascaras Trail near Las Mascaras and San Francisco streets.
- \$80,000 on the Acequia Trail from Otowi Road to Maclovía Park.



River Trail underpass

A cyclist and a pedestrian cross West Alameda Street at St. Francis Drive. Luis Sánchez Saturno/The New Mexican

- \$300,000 on the Tierra Contenta Trail from Buffalo Grass Road to South Meadows Road.
- \$113,800 on the Acequia Trail from Rufina Street to San Felipe Road.
- \$200,000 on the Cañada Rincon Trail from Calle Mejia to Avenida Rincon.
- \$150,000 on the Municipal Recreation Complex Trail near N.M. 599.
- \$200,000 to widen Old Santa Fe Trail from East Zia Road to Sun Mountain Road.
- \$10,000 on La Tierra Flow Trail.



Agenda

Project: **NM FLAP Trails 77000(1) El Camino Real**
 Subject: Project Kickoff Meeting
 Date: Wednesday, June 10, 2015
 Location: Santa Fe County Offices
 Attendees: TBD



NM FLAP Trails 77000(1) El Camino Real

Introductions with Roles & Responsibilities

Opening remarks: FHWA/CFLHD, Santa Fe County, BLM, USFS, NPS, Others

Team Members/Project Communication/Identify Main Points of Contact/Project Agreement

Scope: Segment 1 (Approx. 10 mile, 30-inch tread soft surface trail) status, Segment 2 (Approx. 5 mile, 10' wide paved trail)

Schedule: Project Development & Construction

Project Development issues:

1. Design
 - a. Paved Trail (10' wide asphalt paved trail)
 - i. Pave the existing gravel trail
 - ii. Applicable Accessibility Requirements/ADA challenges
 - iii. Santa Fe County Public Works Review
 - b. Soft Surface Trail (30-inch tread soft-surface trail)
 - i. Current Alignment concerns
 - ii. Loose Sand (existing soils) concerns for a sustainable trail (users?)
 - iii. Alternative alignment location(s)
 - iv. Wayfinding signs for general direction of trail
 - v. Use of existing roadway with wayfinding and interpretation
2. Survey and R/W Requirements
 - a. Topo survey vs available contours/LIDAR
 - b. Right of Way Requirements?
3. NEPA/Public meetings
4. Utilities
5. Geotechnical
 - a. Borings for bridge foundation design
 - b. Trail surfacing
6. Structures
 - a. Ped Bridge vs Extend Existing CBCs
 - b. Underpass design and possible use of existing culvert
7. Drainage
 - a. Drainage concerns (impervious surface, grading impacts to designed highway drainage)
8. El Camino Real de Tierra Adentro National Historic Trail
9. Permits
10. Safety
11. Trailheads
12. Other project concerns

~ 5 mi

~ 10 mi



Sign In Sheet

Project: NM FLAP Trails 77000(1) El Camino Real

Subject: Project Kickoff Meeting

Date: Wednesday, June 10, 2015

Location: Santa Fe County Offices

Attendees: As shown below



NAME	ORGANIZATION	EMAIL
Phil Hahn	HDR PM	Phil.Hahn@hdrinc.com
SCOTT BELONGER	LORIS	SBELONGER@LORISANDPASSOUTS.COM
KEITH WILSON	SANTA FE MPO	kpwilson@santafenm.gov
* Colleen Baker	Santa Fe County	cbaker@santafecounty.nm.gov
Maria Lohmann	Santa Fe County	meloehmann@santafecounty.nm.gov
Coreen Donnelly	NPS - National Trails	Coreen-Donnelly@nps.gov
* Thomas Puto	FHWA - CFLHD	tom.puto@doh.gov
ERIK AAROE	SANTA FE COUNTY	eaaroe@santafecountynm.gov
DARIN LOCKHART	HDR - CIVIL	darin.lockhart@hdrinc.com
* Annie Apodaca	USFS	aapodaca@fs.fed.us
Roger Norton	USFS	rnorton@fs.fed.us
Lenny N. Pacheco	CSF	lpacheco@santafenm.gov
Lanni Torres	BLM	ltorres@blm.gov

4785.00
Metro
Plannin
org
PM
Open
Space
Trail
Nat'l
Trails
Office
Funding
Match
Rec
Trails
R/W



City of Santa Fe Summary of Contracts, Agreements, & Amendments

Section to be completed by department for each contract or contract amendment

- | | | | | |
|---|-------------------------------|-------------------------------------|-----------------------------|--------------------------|
| 1 | FOR: ORIGINAL CONTRACT | <input type="checkbox"/> | CONTRACT AGREEMENT | <input type="checkbox"/> |
| | MAINTENANCE AGREEMENT | <input type="checkbox"/> | LICENSE AGREEMENT | <input type="checkbox"/> |
| | LEGAL SERVICES AGREEMENT | <input type="checkbox"/> | MEMORANDUM OF UNDERSTANDING | <input type="checkbox"/> |
| | MEMORANDUM OF AGREEMENT | <input checked="" type="checkbox"/> | JOINT POWERS AGREEMENTS | <input type="checkbox"/> |
| | GRANT AGREEMENTS | <input type="checkbox"/> | CHANGE ORDERS | <input type="checkbox"/> |

2 Name of Contractor Santa Fe County

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$150,000.00

Termination Date: Completion of PHASE 1 of Project

Approved by Council Date: Pending
 or by City Manager Date: _____

Contract is for: Santa Fe County for FLAP Grant "El Camino Real de Adentro" - City Match for PHASE 1 of project

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____
 or by City Manager Date: _____

Amendment is for:

4 History of Contract & Amendments: (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ 150,000.00 of original Contract# _____ Termination Date: Paragraph 2/ MOA

Reason: City Match for a Federal Lands Access Program (FLAP) Grant to County

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ \$150,000.00



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP RFQ Sole Source Other

6 **Procurement History:** MOA for a grant match
example: (First year of 4 year contract)

7 **Funding Source:** 2012 GO Bond Reallocation **BU/Line Item:** 426013.572970.0114400

8 **Any out-of-the ordinary or unusual issues or concerns:**
See attached memo.
(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Leroy Pacheco  Phone # 6853

Division Contract Administrator: Becky Casper

Division Director: John J. Romero, PE

Department Director: Isaac J. Pino, PE

10 **Certificate of Insurance attached.** (if original Contract) NOT APPLICABLE - Govt Agency

11 **Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity:** NOT APPLICABLE - Govt Agency

12 **Prior year's contract amount?:** 0

13 **Describe service impact from an ongoing commitment to the contractor:** NOT APPLICABLE - Govt Agency

14 **Why staff cannot perform the work?:** Federal Lead Project

15 **If extending contract, why?:** _____

16 **Was a Santa Fe company awarded contract? If not, why?:** NOT APPLICABLE - Govt Agency

17 **Has the contract has been approved as to form by City Attorney's Office?:** YES

18 **Is this for City Manager or Council approval?:** City Council

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____