



<b>ACTION SHEET</b> <b>CITY COUNCIL COMMITTEE MEETING OF 06/24/2015</b> <b>ITEM FROM FINANCE COMMITTEE MEETING OF 06/15/2015</b>
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**ISSUE:**

6. Request for Approval of Cooperative Agreement – Design and Right-of-Way Acquisition for Roundabout at Agua Fria Street/Cottonwood Drive Intersection; New Mexico Department of Transportation. (John Romero)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

**FUNDING SOURCE: New Mexico Department of Transportation CO-Operative project agreement: no matching**

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

06/15/2015

**ACTION SHEET  
ITEM FROM THE  
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING  
OF  
MONDAY, JUNE 8, 2015**

**ITEM 7**

DESIGN AND RIGHT-OF-WAY ACQUISITION FOR A ROUNDABOUT AT THE AGUA FRIA ST./COTTONWOOD DR. INTERSECTION

- REQUEST FOR APPROVAL OF NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT) COOPERATIVE AGREEMENT PROVIDING THE CITY WITH \$200,000 IN FUNDING (JOHN ROMERO)

**PUBLIC WORKS COMMITTEE ACTION: Approved**

**FUNDING SOURCE:**

**SPECIAL CONDITIONS / AMENDMENTS / STAFF FOLLOW UP:**

VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON TRUJILLO			
COUNCILOR BUSHEE			X
COUNCILOR DIMAS	X		
COUNCILOR DOMINGUEZ	Excused		
COUNCILOR RIVERA	X		

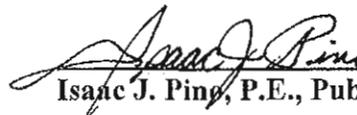
# City of Santa Fe, New Mexico

# memo

DATE: May 29, 2015

TO: Public Works Committee

VIA:

  
Isaac J. Ping, P.E., Public Works Department Director

FROM: John Romero, Traffic Engineering Division Director *R*

**ITEM AND ISSUE:**

**DESIGN AND RIGHT-OF-WAY ACQUISITION FOR A ROUNDABOUT AT  
THE AGUA FRIA ST/COTTONWOOD DR INTERSECTION  
-APPROVAL OF NMDOT COOPERATIVE AGREEMENT PROVIDING  
CITY WITH \$200,000 IN FUNDING**

**BACKGROUND & SUMMARY:**

In 2012, interns from Worcester Polytechnic Institute conducted a crash analysis for the Santa Fe Metropolitan Planning Organization. As part of this analysis they looked at intersection crashes throughout the region, placing a severity value on them (Estimated Property Damage Only) and ranked the intersections based on crashes per Million Entering Vehicles (MEV). The intersection of Agua Fria Street and Cottonwood Drive was the highest ranked intersection with 4.75 MEV/EDPO.

The City's Traffic Engineering Division conducted a further review of this intersection and determined that a roundabout should be constructed at this intersection to resolve the identified crash problem.

Subsequently, the City's Traffic Engineering Division applied for New Mexico Department of Transportation (NMDOT) administered Highway Safety Improvement Program (HSIP) funds in 2014 for the purpose of design, right-of-way acquisition and construction of a roundabout at the intersection of Agua Fria Street/Cottonwood Drive. The City has been selected to receive the HSIP funds in the amount of \$1,200,000. This funding requires no City match.

The funding is dispersed over two funding years. \$200,000 (for design and right-of-way acquisition) is allocated in funding year 2015 and \$1,000,000 (for construction) is allocated in funding year 2017. The NMDOT has now submitted a Cooperative

Agreement to the City for the design and right-of-way acquisition portion of the project in the amount of \$200,000/

**RECOMMENDED ACTION:**

The Traffic Engineering Division recommends the approval of the attached Cooperative agreement with the NMDOT which will provide the City with \$200,000 of state and federal funding for the purpose of design and right-of-way acquisition of a roundabout at the intersection of Agua Fria Street/Cottonwood Drive.

Attachments:     Resolution  
                      NMDOT Coop Agreement

Contract Number	
Vendor Number	<u>000054360</u>
Control Number	<u>S100370</u>

**COOPERATIVE PROJECT AGREEMENT – DESIGN WORK**

**This Agreement** is between the **NEW MEXICO DEPARTMENT OF TRANSPORTATION** (“Department”), and the City of Santa Fe (“Public Entity”), 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.

In consideration of the covenants contained herein and pursuant to NMSA 1978, Section 67-3-28, the Parties agree as follows:

**1. Purpose.**

The purpose of this Agreement is to provide Federal Highway Administration (FHWA) funds to the Public Entity for the preliminary and final design, project development and certification, and production of a Plans Specifications and Estimate (PS&E) Certification Package for a transportation project described in the Public Entity’s Project Identification Form (PIF) and the Statewide Transportation Improvement Program (STIP). The deliverables under this Agreement may be referred to as the “Design Work” is referred to interchangeably as “Project” or “Project Control No. S100370.” The Project is a joint and coordinated effort for which the Department and the Public Entity each have authority or jurisdiction.

**2. Funding.**

a. The total funding for Project Control No. S100370, is **Two Hundred Thousand Dollars** (200,000) which will be shared by the Parties as follows:

<b>1. <u>FFY 2015 Highway Safety Improvement Program (HSIP) Funds</u></b>	
<b><u>Department’s 90.00% share</u></b>	\$135,000
Design of a roundabout at the intersection safety improvements of Agua Fria St/ Cottonwood Dr at Rt 490066. (Description as per STIP database and Agreement Request Form, this agreement only pertains to the design portion of Project Control No. S100370.)	
<b>2. <u>State’s matching 10.00% share</u></b>	\$15,000
For the purpose stated above.	
<b>3. <u>Total FFY 2015 HSIP Funds</u></b>	\$150,000
<b>4. <u>FFY 2015 Highway Safety Improvement Program (HSIP) Funds</u></b>	
<b><u>Department’s 90.00% share</u></b>	\$45,000
Right of Way acquisition	
<b>5. <u>State’s matching 10.00% share</u></b>	\$5,000
For the purpose stated above.	
<b>6. <u>Total FFY 2015 HSIP Funds</u></b>	\$50,000
<b>7. <u>The Total Project (Design Work) Funding</u></b>	<b>\$200,000</b>

- b. The Public Entity shall pay all Project costs that exceed the total funding amount specified in this section.
- c. FHWA's obligation of federal funds shall be supported by a certified cost estimate based on the Public Entity's Engineer's Opinion of Probable Cost (EOPC). The EOPC shall be submitted to the Department's North Region T/LPA Coordinator prior to the PS&E Review pursuant to 23 CFR Part 630B.
- d. The amount of federal funds obligated by the FHWA for the Project will be reviewed, after the Project is advertised. The Department's North Region T/LPA Coordinator will review and determine if the amount of federal funds obligated by the FHWA requires adjustment pursuant to 23 CFR Part 630.106.

### **3. Method of Payment -- Reimbursement.**

The Department's District T/LPA coordinator shall reimburse the Public Entity upon receipt of payment requests for the purposes stated in Section 2 above, with supporting documentation as determined and/or approved by the Department, certifying that costs have been incurred in compliance with this Agreement. Invoices will be accepted monthly, but must be submitted at a minimum quarterly to the Department's District T/LPA coordinator. Payment requests shall be identified by the project control number and certified that the requests accurately reflect work completed, amount due and the remaining Agreement balance. All expenses must be actual, rather than estimated, and listed on the payment request as charged. Only those expenses that are properly documented and deemed eligible will be reimbursed. Incomplete submittals will be returned to the Public Entity for corrections.

The Department's District T/LPA coordinator will not reimburse the Public Entity for costs incurred prior to obligation of federal funding and the full execution of this Agreement, after the expiration of the Agreement, or in excess of the maximum dollar amount of the Agreement. The Project request for reimbursement shall be submitted to the Department's District T/LPA coordinator within thirty (30) calendar days of completion of the Project and prior to the termination date identified within Section 20.

### **4. Public Entity Shall:**

- a. Act in the capacity of the lead agency for the Project.
- b. Use the Project Control Number in all correspondence and submittals to the Department.
- c. Pay all costs, perform all labor, and supply all material for the Project.
- d. Identify a single point of contact for the Project who may be either a Public Entity employee or consultant, for all communications to or from the Department.
- e. Complete all necessary Design Work, including preliminary engineering, environmental clearance documentation, right-of-way clearance, project development, and utility clearance.
- f. Provide verification that the contractor hired for the design or certification services was solicited and hired in compliance with governing federal, state and local procurement requirements.
- g. Obtain concurrence from the Department's North Region T/LPA Coordinator prior to award of the design contract.

- h. Submit to the Department's North Region T/LPA Coordinator for concurrence, as a deliverable of this Agreement, a proposed PS&E Certification Package which includes the following:
1. Construction Plans;
  2. Engineer's Opinion of Probable Cost;
  3. Specifications;
  4. Contract Book;
  5. Proposed Invitation for Bid; and
  6. Project PS&E Certification Package, shall also contain the following documents:
    - Signed Certification of Pre-Construction Phase (**Appendix E**);
    - Environmental clearance and certification documentation;
    - The State Historic Preservation Officer's concurrence;
    - Right of Way certification documentation;
    - Utility certification documentation;
    - Work Zone Checklist, Sections J and K;
    - Intelligent Transportation Systems (ITS) certification documentation; and,
    - Railroad certification documentation.
- i. Develop and execute the Project in accordance with the Department's current Tribal/Local Public Agency Handbook, Construction Procedures Handbook for Federal Aid Local Government Lead Projects, Right of Way Handbook, Volume VII, and the New Mexico Transportation Department's Office Procedures Manual.
- j. Insure all designs comply with **Appendix A**, "Preliminary Engineering/Construction Engineering" and are performed under the direct supervision of a Registered New Mexico Professional Engineer and/or Registered New Mexico Architect, as required by NMSA 1978, Sections 61-23-21 and 61-15-1.
- k. Design the Project in accordance with **Appendix C**, "Design Standards."
- l. Comply with **Appendix D**, "Survey and Right of Way Acquisition Requirements."
- m. Warrant, covenant, and agree that they will comply with conditions and terms contained in all appendices attached hereto. They will perform any and all applicable obligations contained herein.
- n. Complete the environmental process as described in the Department's Tribal/Local Public Agency Handbook and in accordance with state and federal guidelines and regulations including the National Environmental Policy Act (NEPA), FHWA Technical Advisory T 6640.8, 23 CFR Part 771, and guidance for preparing environmental documents. This effort includes, but is not be limited to:
1. Completion of a Location Corridor Study, if applicable, as described in **Appendix B**. Initiate and cause to be prepared an Initial Corridor Analysis Report "Phase A Report," a Location Study Report "Phase B Report," and the appropriate level of environmental documentation "Phase C";
  2. Submit a scope of work to the Department's North Region T/LPA Coordinator for concurrence with the determination of the level of effort needed for completing the environmental certification process;
  3. Conduct a cultural resources survey, if required, and submit the cultural resources survey report to the Department's North Region T/LPA Coordinator for review and assistance with making the submittal to the State Historic Preservation Office (SHPO).

- The survey shall be conducted and the report shall be prepared in accordance with the Department's Guidelines for Cultural Resource Investigations;
4. Conduct and document hazardous materials investigations according to the Department's Environmental Geology Bureau's Hazardous Materials Assessment Handbook. The appropriate environmental documents shall be prepared by a qualified environmental professional, as defined in 40 CFR Part 312, and submitted to the Department's North Region T/LPA Coordinator for review;
  5. Conduct and document appropriate public notifications and public involvement activities;
  6. Submit appropriate and acceptable NEPA documents, prepared by a qualified environmental professional, to the Department's North Region T/LPA Coordinator for review and concurrence. "Acceptable" means documents that meet the criteria specified in the Department's Tribal/Local Public Agency Handbook; and,
  7. Produce and distribute an appropriate number of copies of environmental documents to regulatory agencies and interested parties.
- o. Comply with **Appendix G** if the Project involves lighting and/or highway lighting.
  - p. Comply with **Appendix H** if the Project involves signal(s) and/or highway signal(s).
  - q. Register with [www.sam.gov](http://www.sam.gov) and DUNS and provide such information to the Department as well as the total compensation and names of the Public Entity's top five executives to comply with the Federal Funding Accountability and Transparency Act of 2006.
  - r. If the Public Entity receives a combined \$750,000 in Federal Funding, which would requires an audit pursuant to OMB Super Circular Section 200.501, it must provide the Department a copy of the most recent completed audit report before the start of work.
  - s. Ensure all design and Project plans require that all construction materials, including those associated with utility facilities and relocations, are in accordance with "Buy America" requirements (23 CFR Section 635.410), which require proof of origin and place of manufacture of iron and steel products and materials to be made in America. Additional information is available at: <http://www.fhwa.dot.gov/construction/cquit/buyam.cfm>; <http://www.fhwa.dot.gov/utilities/buyam.cfm>.
  - t. Ensure all design and Project plans fully comply with Title II of the Americans with Disabilities Act of 1990 (ADA), implemented by 28 CFR 35, Section 504 of the 1973 Rehabilitation Act, implemented by 49 CFR 27, United States Access Board *Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* a.k.a. Public Right-of-Way Accessibility Guidelines (PROWAG) section 300R.

**5. The Department Shall:**

- a. Assign the Department's North Region T/LPA Coordinator as the single point of contact to provide technical assistance for the development of the Project and to monitor and oversee progress under this Agreement.
- b. Ensure the Department's Environmental Development and Environmental Geology Sections timely reviews and concurs with Public Entity's:
  1. NEPA and related environmental documentation for appropriate level of effort and completeness, and timely assists the Public Entity by transmitting the Public Entity's NEPA documents to the FHWA for review and concurrence.
  2. Cultural resource technical reports and timely assists the Public Entity by transmitting the reports to FHWA and the SHPO officer for review and concurrence.

- c. Review the Public Entity's hazardous material investigation deliverables to concur Public Entity has certified each is compliant with American Society for Testing and Materials (ASTM) and Department standards.
- d. Review required certification documents and deliverables submitted by Public Entity for Acceptability, as that term is defined in the Department's current Standard Specifications for Highway and Bridge Construction, as a prerequisite to obligating the remainder of the Project's federal funding for construction.

**6. Both Parties Agree:**

Review of documents by the Department does not relieve the Public Entity, or its consultants, of its responsibility for errors and omissions.

**7. Project Responsibility.**

The Public Entity is solely responsible for ensuring that the Project is carried out to completion. The services required under this Agreement shall remain the full responsibility of the Public Entity, unless stated otherwise in the Agreement.

**8. Public Entity Sole Jurisdiction.**

After the completion of this Agreement, ownership of the Project design and development documentation shall remain solely with the Public Entity.

**9. Legal Compliance.**

The Public Entity shall comply with all applicable federal, state and local laws and regulations, and applicable Department policies including Design Directives in the performance of this Agreement. These laws include, but are not limited to: FHWA memorandums; Authorization to proceed and project monitoring at 23 CFR Part 630.106; Agreement provisions at 23 CFR Part 630.112; Project approval and oversight at 23 U.S.C. § 106 [as amended by SAFETEA-LU section 1904]; Single Audit Act Amendments of 1996 (P.L. 104-156)/OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 49 CFR Part 18; Titles VI and VII of the Civil Rights Act of 1964 and related statutes; applicable provisions of the Disadvantaged Business Enterprise Program, 49 CFR Part 26; the Age Discrimination Employment Act, the Americans with Disabilities Act of 1990, Executive Order 12898, the Civil Rights Restoration Act of 1987, the New Mexico Human Rights Act, and Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375; the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), as amended by section 6202 of Public Law 110-252; 2 CFR Part 170; and 2 CFR Part 25; the NMAC 17.4.2; Public Utilities and Utility Services, Utility right of Way and Easements, Requirements for Occupancy of State Highway System Right-of-Way by Utility Facilities.

Additionally, the Public Entity shall comply with all applicable federal, state and local laws and regulations governing environmental issues, workplace safety, employer-employee relations and all other laws and regulations governing operation of the workplace. The Public Entity shall ensure that the requirements of this compliance are made a part of each contract and subcontract on this Project at all tiers.

## 10. Federal Grant Reporting Requirements.

Under the Federal Funding Accountability and Transparency Act, the Department is required to report on projects or activities, which are awarded federal grants of \$25,000 or more. This information will be made available to the public on [www.USASpending.gov](http://www.USASpending.gov). For this reporting, Public Entity is the “subgrantee.”

The type of information the Department is required to report includes:

- a. Name of subgrantee receiving the award;
- b. Amount of award;
- c. Funding Agency;
- d. NAICS code for contracts or the Catalog of Federal Domestic Assistance program number for grants;
- e. Program source;
- f. Award title descriptive of the purpose of the funding action;
- g. Location of the subgrantee, which includes the Congressional District;
- h. Place of performance of the program or activity, which includes the Congressional District;
- i. Unique identifier – DUNS -- of the subgrantee and its parent organization, if one exists; and,
- j. Total compensation and names of the top five executives of the subgrantee. This information is required, if the subgrantee in the preceding year received eighty (80) percent or more of its annual gross revenues in federal awards, which exceeds \$25 million annually, and the public has no access to this information under the Securities Exchange Act or the Internal Revenue Code.

The Department will extract as much information as possible from the Public Entity’s grant application and standard reports. As specified in Section 4, Paragraph r, the Public Entity will be required to provide the total compensation and names of the Public Entity top five executives, if applicable, and shall register with [www.sam.gov](http://www.sam.gov) and DUNS and provide that information to the Department.

More information on the Transparency Act may be located via the following links: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>; and, <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.

## 11. Disadvantaged Business Enterprise (DBE) Program.

- a. Required Contract Assurance: Each contract the Department signs with the Public Entity and each subcontract the Public Entity signs with a consultant or subconsultant must include the following assurance: “The contractor, sub-recipient or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of U.S. Department of Transportation-assisted contracts”. Failure by the contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy, as the Department deems appropriate.

- b. DBE Program Obligations: The portion of the Department's tri-annual state DBE goal applicable to federal-aid design projects is 7.69%, which shall be attained through race neutral measures. Accordingly, even though design and other consultant contracts do not have contract specific DBE goals assigned to them, the Department encourages the Public Entity and its consultants and contractors to facilitate small business and DBE participation on this Project and to take all reasonable steps to eliminate obstacles that may preclude such participation.
- c. Provision of DBE Program Information: The Public Entity shall provide any DBE related information or data to the Department's North Region T/LPA Coordinator or the Department's Office of Equal Opportunity Programs, including but not limited to lists of quoters and DBE monthly participation forms, as required or upon request.

## **12. Title VI Program Obligations.**

- a. Public Entity Assurances – Each contract the Public Entity enters into with a design consultant, other consultant or recipient on a project assisted by the United States Department of Transportation (USDOT), and any subcontract thereto, shall include the assurances contained in **Appendix F** as applicable:
- b. The Public Entity shall sign and submit the attached **Appendix F (Title VI Nondiscrimination Assurances For FHWA Recipients)** to the Department's Office of Equal Opportunity Programs. By signing **Appendix F**, assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Public Entity.
- c. The Public Entity shall require sub-recipients to sign and submit the attached **Appendix F (Title VI Nondiscrimination Assurances For FHWA Recipients)** to the Department's Office of Equal Opportunity Programs for each contract the Public Entity enters into with a design consultant, other consultant or sub-recipient on a USDOT-assisted project, and any subcontract thereto.

## **13. 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 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.

## **14. 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, 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.

### **15. Office of Inspector General Reviews.**

The Public Entity shall provide to all firms or individuals seeking a services contract related to this Agreement the reporting and oversight requirements that each will be bound to from the time of bid or proposal submission. The following provisions must be included in all contracts or subcontracts for services for a federally-funded project.

- a. Inspector General Reviews. Any Inspector General of a federal department or executive agency shall review, as appropriate, any concerns raised by the public about specific investments using federal funds. Any findings of such reviews not related to an ongoing criminal proceeding shall be relayed immediately to the head of the department or agency concerned.
- b. Access of Offices of Inspector General to Certain Records and Employees. With respect to each contract or grant awarded using federal funds, any representative of an appropriate Inspector General appointed under the Inspector General Act of 1978, 5 U.S.C. App. §§ 3 or 8G, is authorized to examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any state or local agency administering such contract, that pertain to, and involve transactions relating to, the contract, subcontract, grant, or sub-grant; and to interview any officer or employee of the contractor, grantee, sub-grantee, or agency regarding such transactions.
  1. Allow access by the Government Accountability Office Comptroller General and his representatives to examine any records of the contractor or any of contractor's subcontractors, or any state or local agency administering such contract that directly pertain to, and involve transactions relating to, the contract or subcontract.
  2. Allow the Comptroller General and his representatives to interview any officer or employee of the contractor or any of contractor's subcontractors, or of any state or local government agency administering the contract, regarding such transactions.
  3. Nothing in this section shall be interpreted to limit or restrict in any way any existing authority of an Inspector General.
- c. New Mexico Department of Transportation/Office of Inspector General. As specified in New Mexico State Transportation Commission Policy Number 30 (CP-30), current as of the date of execution of this Agreement, has the authority to carry out all duties required, which are the same as those specified in federal law: Office of Inspector General, 23 U.S.C. §302 (the capability to carry out the duties required by law); 23 U.S.C. §112 (contracting for engineering and design services); the review of Federal-aid construction contracts references; 23 U.S.C. § 106 (project approval); 23 U.S.C. § 112 (letting of contracts); 23 U.S.C. § 113 (prevailing rate of wage); 23 U.S.C. § 114 (construction); 23 CFR Parts 635 and 636 (design build); 23 CFR Part 637 (construction inspection approval); the State Departments of Transportation are responsible for ensuring that all federal-aid projects are carried out in accordance with federal requirements. This responsibility was specifically clarified in 23 U.S.C. § 106, as amended by Section 1904(a) of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Public Law 109-59).

### **16. Access to Records, Accountability of Receipts and Disbursements.**

There shall be strict accountability for all receipts and disbursements. The Public Entity shall maintain all records and documents relative to the Project for five (5) years after completion of the Project or termination of this Agreement. The Public Entity shall furnish the Department, State

Auditor, or appropriate federal auditors, upon demand, any and all records relevant to this Agreement for auditing purposes. If an audit determines that a specific expense was inappropriate or not related to the Project, the Public Entity 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 identified shall be reimbursed to the Department within thirty (30) days of written notification.

**17. Appropriation.**

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the State Legislature, or the Congress of the United States, if federal funds are involved. If sufficient appropriations and authorizations are not made, this Agreement shall terminate upon written notice given by the Department to the Public Entity. The Department is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, obligated by FHWA, encumbered, and approved for expenditure by the Department. The Department's decision as to whether its funds are sufficient for fulfillment of this Agreement shall be final.

**18. Scope of this Agreement.**

This Agreement constitutes the entire Agreement between the Parties. Any claimed covenant, term, condition, warranty or promise of performance not expressly included in this document or its amendments, is not part of this Agreement and not enforceable pursuant to this Agreement. Performance of all duties and obligations herein shall conform with and shall not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

**19. 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.

**20. Term.**

This Agreement becomes effective upon signature of all parties. The effective date is the date when the last party signed the Agreement on the signature page below. This Agreement shall terminate on **September 30, 2017**. Neither party shall have any obligation after said date except as stated in Sections 7 and 16 above.

**21. Termination.**

- a. The Department may terminate this Agreement if the funds identified in Section 2 above have not been contractually committed between the Public Entity and a contractor within three (3) months from the date this Agreement is effective.
- b. The Department will review inactive projects on a quarterly basis. An inactive project is a project for which no expenditures have been charged against federal funds for the past 12 months. If the Department determines a project to be inactive, the Department may, as directed by FHWA, terminate the agreement and redirect the unexpended balance pursuant to 23 CFR Part 630.106.
- c. The Department may, at its option, terminate this Agreement if the Public Entity fails to comply with any provision of this Agreement. By such termination, neither party may

nullify obligations already incurred for performance or failure to perform prior to termination of the Agreement.

**22. 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.

**North Region T/LPA Coordinator**

Lawrence Lopez  
North Region Design T/LPA Coordinator  
New Mexico Department of Transportation  
P.O. Box 1149, Room 203  
Santa Fe, NM 87504  
Office: 505-827-9734  
E-mail: Lawrence.lopez@state.nm.us

**District T/LPA Coordinator**

David Quintana, P.E.  
TSE  
New Mexico Department of Transportation  
P.O. Box 4127  
Santa Fe, NM 87502  
Office: 1-800-388-6630

**Public Entity**

John Romero  
Project Engineer  
City of Santa Fe  
P.O. Box 909  
Santa Fe, New Mexico 87504  
Office: 505-955-6612  
E-mail: jjromero1@ci.santa-fe.nm.us

**23. Amendment.**

This Agreement shall not be altered, modified, supplemented, 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

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

By: Cynthia A. Chert Date: 5-28-15  
Assistant General Counsel

**CITY OF SANTA FE**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

ATTEST

By: \_\_\_\_\_ Date: \_\_\_\_\_  
CITY OF SANTA FE Clerk

Approved as to form and legal sufficiency by the CITY OF SANTA FE Attorney

By: MDM Date: 6/1/15  
CITY OF SANTA FE Attorney

Approved: \_\_\_\_\_ Date: 6-5-2015  
CITY OF SANTA FE Finance

## APPENDIX A

### Preliminary Engineering/Construction Engineering

1. The Public Entity may select design consultants for studies and preliminary engineering and construction engineering. The selection procedures shall be in accordance with 23 CFR Part 172 and the New Mexico Procurement Code, NMSA 1978, Section 13-1-28 et seq. If the Public Entity is a Home Rule Entity, its Procurement Code shall be followed.
2. On occasion, state funds are used for the design of a federal aid construction project. Stand-alone projects funded with these monies, such as Municipal Arterial Program, Severance Tax, or General Fund are normally certification projects that require minimal oversight by the Department. If state funds are used for preliminary engineering for a federal aid construction project, the associated Request for Proposals and Architectural/Engineering Contracts must follow the same procedures as if federal funds were being used.
3. Engineering consultants shall prepare a final fee estimate of any work to be performed, indicating each element or task with estimated personnel-hours and associated unit costs. They shall keep this on file for five years.
4. Requests for Proposals (RFP) for federally funded professional engineering services shall be reviewed by the Department's North Region T/LPA Coordinator before the Public Entity may advertise the procurement. After concurrence, the Public Entity can advertise the RFP and can enter into a contract with the consultant pursuant to the Department's Consultant Services Procedures Manual or the Public Entity's own procedures as long as those comply with 23 CFR Part 172. If the Public Entity uses its own funds for design or construction engineering, no approvals for the consultant selection or process are required.
5. Reimbursements to the Public Entity for preliminary engineering or construction engineering will be made in accordance with reimbursement provisions of this Agreement, and based upon appropriate, timely submittals by the Public Entity and compliance with this **Appendix A**. Costs incurred prior to execution of this Agreement are generally ineligible for reimbursement but maybe eligible with additional justification pursuant to 23 CFR Part 1.9.
6. The Public Entity's Project Manager shall keep the Department's North Region T/LPA Coordinator apprised of the progress of Design Work under this Agreement and any important issues in a timely manner.
7. The Public Entity shall invite the FHWA Area Engineer and the Department's North Region T/LPA Coordinator and District T/LPA Coordinator to participate in any design reviews, project development conference or any related partnering meetings.

Location Corridor Study Guidelines

**The Public Entity shall:**

1. Be responsible for the Location Corridor Study, preliminary design, environmental documentation, and preliminary right of way activities.
2. Comply with the Department's Location Study Procedures, as follows:
  - a. **Phase A – Initial Corridor Study**  
Determine the need for the project, define the full range of viable alternates, identify social, economic, environmental constraints, and select the most practical alignments for further study.
  - b. **Phase B – Detailed Alternative Evaluation**  
Refine alternate alignments and generate feasible designs for each alternate at a conceptual level and provide adequate detailed information to serve as a basis for the preparation of the environmental documentation and the selection of the final alternate.
  - c. **Phase C – Environmental Documentation**  
Complete the environmental documentation process, subsequent circulation and public hearing procedures in accordance with the action plan and federal requirements.
3. Initiate and ensure the reports detailed in Paragraph 2 above are prepared and accepted by FHWA as part of its deliverables under this Agreement.
4. Require its Engineering Consultant to prepare a final fee estimate of the work to be performed, indicating each element or task with estimated personnel-hours and associated unit costs. The Public Entity shall keep this on file for a minimum of five years.
5. Secure the Department's concurrence of the reports detailed in Paragraph 2 above. The Department may assist the Public Entity by transmitting reports to the FHWA, but the Public Entity is responsible for completing all studies with its own employees or consultants.

### Survey and Right of Way Acquisition Requirements

1. All Department right of way handbooks, including particularly Volume VII of the Right of Way Handbook and the Tribal/Local Public Agency (T/LPA) Handbook, shall be adhered to for all right of way operations, including title search, property survey, right of way mapping, appraisal, appraisal review, acquisition (including donations), relocation, and right of way certification.
2. *ONLY QUALIFIED PERSONNEL MAY UNDERTAKE RIGHT OF WAY FUNCTIONS.* Non-compliance with state, federal and/or Uniform Standards of Professional Appraisal Practice (USPAP) requirements may result in the Project being deemed ineligible for federal funds.
3. The Public Entity must provide the Department's North Region T/LPA Coordinator a progress schedule for Right of Way and Survey activities.
4. All right of way surveying, mapping, and monumentation shall be performed by a licensed professional surveyor experienced in right of way projects and shall conform with the current, Minimum Standards for Surveying in New Mexico adopted by the New Mexico State Board of Registration for Professional Engineers and Surveyors, as provided in NMSA 1978, Sections 61-23-1 to 61-23-32.
5. Right of way surveying, mapping, and monumentation shall be performed in accordance with the Department's Surveying Manual, the Right of Way Mapping Development Procedures, latest edition, and subsequent Department guidelines, policies, and procedures.
6. Right of way maps and documents must be 100% complete to be eligible for reimbursement. Information, additional guidance, and early technical assistance can be obtained from the Department's North Region T/LPA Coordinator.
7. Title reports shall be obtained and prepared to meet Department format and standards for all affected right of way parcels. Title reports shall be submitted to the Department's North Region T/LPA Coordinator for review by the ROW Bureau prior to the final right of way map submittal and shall be certified by the Public Entity as complying with the Right of Way Handbook, Volume VII the applicable sections of the T/LPA Handbook, and other state and federal requirements.
8. All real property appraisals shall be developed and reported in accordance with the right of way regulations, policies, and procedures of the Department, and the USPAP and where federal funds are involved, 49 CFR Parts 103 and 104. All appraisal and appraisal review actions are subject to Department and FHWA review.
9. Before the initiation of negotiations, the Public Entity shall, through a proper appraisal, establish an amount which it believes is just compensation for the real property to be acquired. The Public Entity shall not utilize the same individual/firm to conduct both the appraisals and the appraisal reviews. Upon the completion of the acquisition function, the Public Entity shall inform the Department's North Region T/LPA Coordinator and schedule an on-site review of the work. The Department will review the work to render an opinion as to the apparent conformance of the Public Entity's work with federal and state statutes and regulations (see Right of Way Acceptance Plan). In the event that a significant amount of the work is found to be unacceptable, during acquisition or any other right of way process, no concurrence of the Public Entity's right of way certification will be issued for the Project until the Department is satisfied that the work meets the requirements.

## APPENDIX D

10. The Public Entity shall maintain all records and documents relating to the right of way acquisition for a minimum of five years and shall record all transfer of ownership documents with the Public Entity Clerk.
11. Department and FHWA personnel shall be provided access to project right of way files upon reasonable notice.
12. The Public Entity shall furnish the Department's North Region T/LPA Coordinator with a written right of way certification stating that Public Entity performed the right of way acquisition and relocations, if applicable, in compliance with federal and state laws and regulations. Right of Way Certifications will be considered by the Right of Way Bureau and the FHWA. Conditional certification of necessary right of way acquisition and relocations, if applicable, will not be accepted.

APPENDIX E

**Certification of Pre-Construction Phase**

Control No. S100370

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_ of \_\_\_\_\_ do hereby certify with reference to the aforementioned Project Control Number as follows:

1. That the State has complied with all applicable terms, conditions and certification requirements of this Agreement.
2. That the State has completed environmental coordination and obtained Department and FHWA approval of the Environmental, Right of Way, Utility, Railroad, and ITS documents and completed the consultation process with the State Historic Preservation Officer as required by law. Furthermore, the State has complied with Section Four of the Agreement.

**CITY OF SANTA FE**

By: \_\_\_\_\_  
Mayor or designee

Date: \_\_\_\_\_

**When complete, please send APPENDIX to:**

Lawrence Lopez, North Region Design T/LPA Coordinator  
NMDOT North Region Design  
P.O. Box 1149, Room 203  
Santa Fe, NM 87504

### Title VI Nondiscrimination Assurances for FHWA Recipients

The \_\_\_\_\_ (Title of Recipient) ("Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (the Federal Highway Administration), it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 ("Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures ("Regulations") and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of race color, or national origin, sex (23 USC 324), age (42 USC 6101), disability/handicap (29 USC 790) and low income (Executive Order 12898) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this Agreement. This assurance is required by 49 CFR subsection 21.7(a)(1) and 23 CFR section 200.9(a) (1).

More specifically and without limiting the above general assurance, the Recipient gives the following specific assurances with respect to its (Name of Appropriate Program):

1. That the Recipient agrees that each "program" and each "facility" as defined in 49 CFR subsections 21.23(e) and (b) and 23 CFR 200.5(k) and (g) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all (Name of Appropriate Program) and, in adapted form in all proposals for negotiated agreements:

The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally - assisted programs of the U.S. Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap and low income in consideration for an award.

3. That the Recipient shall insert the clauses of **Appendix F** of this assurance in every contract subject to the Acts and the Regulations.

## APPENDIX F

4. That the Recipient shall insert the clauses of **Appendix F** of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in **Appendix F** of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under (Name of Appropriate Program); and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under (Name of Appropriate Program).
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of the U.S. Department of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation under the (Name of Appropriate Program) and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the (Name of Appropriate Program). The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

APPENDIX F

Date: \_\_\_\_\_ Project Control Number: S100370

Recipient Name: City of Santa Fe

Signature of Authorized Official: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

This Appendix should be signed and mailed to the following:  
New Mexico Department of Transportation  
OEOP  
Aspen Plaza, Suite 201  
1596 Pacheco Street  
Santa Fe, New Mexico 87505  
Phone: 1-800-544-0936 or 505-827-1774  
Fax: 505-827-1779

## APPENDIX F

During the performance of this Agreement, the Public Entity, for itself, its assignees and successors in interest ("contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation ("USDOT") Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration ("FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, ("Regulations"), which are incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it under this Agreement, shall not discriminate on the grounds of race, color, or national origin, sex, age, and disability/handicap and low income in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin, sex, age, and disability/handicap and low income.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the (Recipient) or the FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the (Recipient), or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the (Recipient) shall impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as the (Recipient) or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the (Recipient) to enter into such litigation to protect the interests of the (Recipient), and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX F

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

**(GRANTING CLAUSE)**

NOW, THEREFORE, the U.S. Department of Transportation, as authorized by law, and upon the condition that the (Name of Recipient) will accept title to the lands and maintain the project constructed thereon, in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of (Name of Appropriate Program) and the policies and procedures prescribed by FHWA, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (Name of Recipient) all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit " \_\_\_ " attached hereto and made a part hereof.

**(HABENDUM CLAUSE)**

TO HAVE AND TO HOLD said lands and interests therein unto (Name of Recipient) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the (Name of Recipient), its successors and assigns.

The \_\_\_\_\_ (Name of Recipient), in consideration or the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, or national origin, sex, age, and disability/handicap, and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed (2) that the \_\_\_\_\_ (Name of Recipient) shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction. \*

\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX F

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the \_\_\_\_\_ (Name of Recipient) pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, \_\_\_\_\_ (Name of Recipient) shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deed.]\*

That in the event of breach of any of the above nondiscrimination covenants, \_\_\_\_\_ (Name of Recipient) shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of \_\_\_\_\_ (Name of Recipient) and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by \_\_\_\_\_ (Name of Recipient) pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, sex, age, disability/handicap, and low income shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of, race, color, or national origin sex, age, disability/handicap, and low income shall be excluded from participation in, denied the benefits of, or be otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in

\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX F

compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations. Department of Transportation, Subtitle A, Office of the Secretary. Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, \_\_\_\_\_ (Name of Recipient) shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]\*

That in the event of breach of any of the above nondiscrimination covenants, \_\_\_\_\_ (Name of Recipient) shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of \_\_\_\_\_ (Name of Recipient) and its assigns.

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\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

**Lighting and/or Highway Lighting**

If the Project involves lighting and/or highway lighting, the Public Entity shall:

1. Provide at its own expense, all electrical energy, routine maintenance such as bulb and/or luminaire replacement, and in case of accidental damage or vandalism to poles or fixtures, replace them with the same brand or equivalent for continued satisfactory operation of said subject lighting system.
2. Service and maintain the lighting system with its own funds.

If the project involves highway lighting, the lighting improvements and services required to be provided under this Agreement shall remain the full responsibility of the Public Entity. The roadway shall remain part of the State Highway System. The Department shall maintain ownership over the state or federal route and shall maintain the route with its own funds.

**Signal(s) and/or Highway Signal(s)**

If the Project involves signal(s) and/or highway signal(s), the Public Entity shall plan to provide, at its own expense, all electrical energy, routine maintenance such as lamp replacement, emergency shutdown in case of accidental damage, vandalism or equipment failure and make any repairs necessary due to accidental damage or vandalism to, or equipment failure of, the signal head, poles, conduits and wiring.

In addition, the Public Entity shall plan to:

1. Provide for equipment shut down/or emergency traffic control in the event of accidental damage or equipment failure.
2. Maintain the signal controller and control equipment (the "controller"), at its own expense, including 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.
3. After the installation of the roadway signal system, if any, provide any and all utilities, maintenance, and such other items as may be necessary for continued satisfactory operation of the subject signal system.
4. Make all timing adjustments to the signal control equipment and review the signal system(s) for efficient and satisfactory operation.
5. Obtain approval from the Department for all signal equipment prior to installation.
6. Ensure the Project construction contractor is required by contract to name the Department and the Public Entity as an additional insured in the construction contractor's general liability policy.
7. Maintain the signal system and all facilities constructed with its own funds.

Signal improvements and services required under this Agreement shall remain the responsibility of the Public Entity. If the Project involves highway signals, the signal system, improvements and services required under this Agreement shall remain the full responsibility of the Public Entity.

**CERTIFICATION OF COOPERATIVE PROJECT AGREEMENT – DESIGN WORK  
COMPLIANCE/COMPLETION**

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_ of  
\_\_\_\_\_ do hereby certify as follows:

That the State has complied with all the terms and conditions in the Agreement for  
Control Number: S100370

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor or designee

When completed, please send Certification to:

Lawrence Lopez  
North Region Design T/LPA Coordinator  
New Mexico Department of Transportation  
P.O. Box 1149, Room 203  
Santa Fe, NM 87504  
Office: 505-827-9734



**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  or CONTRACT AMENDMENT

2 Name of Contractor New Mexico Department of Transportation

3 Complete information requested  Plus GRT  
 Inclusive of GRT

Original Contract Amount: \$200,000.00

Termination Date: September 30, 2017

Approved by Council Date: \_\_\_\_\_

or by City Manager Date: \_\_\_\_\_

**Contract is for:** To provide Federal Highway Administration (FHWA) funds for the preliminary and final design for a transportation project described in the Public Entity's PIF and STIP.

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 \$ \_\_\_\_\_ of original Contract# \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Total of Original Contract plus all amendments: \$ \_\_\_\_\_



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

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

RFP# \_\_\_\_\_ Date: \_\_\_\_\_
RFQ  \_\_\_\_\_ Date: \_\_\_\_\_
Sole Source  \_\_\_\_\_ Date: \_\_\_\_\_
Other \_\_\_\_\_

6 Procurement History: \_\_\_\_\_
example: (First year of 4 year contract)

7 Funding Source: Compilation of Federal and State BU/Line Item: New BU to be established

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

9 Staff Contact who completed this form: Christine Gomez
Phone # 955-6631

10 Certificate of Insurance attached. (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # \_\_\_\_\_

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

Note: If further information needs to be included, attach a separate memo.

Comments:

Large empty rectangular box for comments.