



**ACTION SHEET**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 12/14/15**  
**FOR CITY COUNCIL MEETING OF 01/13/16**

**ISSUE:**

9. Request for Approval of Professional Services Agreement – City of Santa Fe Transition Plan for Public Right-of-Way Mandated by U.S. Department of Justice and Department of Transportation, Federal Highway Administration (RFP #16/10/P); KFH Group, Inc. (David Chapman)

**FINANCE COMMITTEE ACTION:**

Approved as Consent item.

**FUNDING SOURCE: 32395.572500 and 32395.572500.0114900**

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

4-13-15

**ACTION SHEET  
ITEM FROM THE  
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING  
OF  
MONDAY, DECEMBER 7, 2015**

**ITEM 8**

REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT (PSA) BETWEEN THE CITY OF SANTA FE AND KFH GROUP, INC. IN THE AMOUNT OF \$340,115 (**DAVID CHAPMAN**)

**PUBLIC WORKS COMMITTEE ACTION:** Approved on consent

**FUNDING SOURCE:** 32395.572500.0112900 and 32395.572500.0114900

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

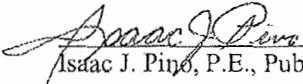
VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON TRUJILLO			
COUNCILOR BUSHEE	X		
COUNCILOR DIMAS	Excused		
COUNCILOR DOMINGUEZ	Excused		
COUNCILOR IVES	X		

# City of Santa Fe, New Mexico

# memo

**DATE:** December 7, 2015

**TO:** Public Works, CIP & Land Use Committee

**VIA:**   
Isaac J. Pino, P.E., Public Works Department Director

**FROM:** David A. Chapman, Grant Administrator-Writer / Interim ADA Coordinator 

**ISSUE:**

Request approval of Professional Services Agreement (PSA) between the City of Santa Fe and KFH Group, Inc. for \$340,115.00 as stated in Request for Proposal (RFP) # '16//P. This project will allow the City to move forward with the City's Transition Plan as mandated by the U.S. Department of Justice and the Department of Transportation / Federal Highway Administration.

## SUMMARY:

Pursuant to Title II of the American Disabilities Act (28 CFR Part 35.105), a public entity is required to have, an evaluation of its current services, policies, and practices, and the effects thereof that do not or may not meet the requirements of the ADA. Similar requirements are established pursuant to Section 504 of the Rehabilitation Act (29 U.S.C. § 701, et seq.), which provides that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

On August 30, 2011 the City of Santa Fe updated their City's 1992 ADA Self Evaluation and Transition Plan. Title II of the ADA mandates that every public entity must periodically re-evaluate its current programs, services and policies to determine whether they are in compliance with non-discrimination regulations of the ADA. The purpose of this Professional Service Agreement (PSA) is to update the City's current Self Evaluation and Transition Plan by including all City Public Right-of-Way which include streets, roads, walkways, sidewalks and curb ramps.

Generally, the ADA Transition Plan lists existing barriers in the public right-of-way under the City's jurisdiction, and schedules which barriers to remove to provide access for individuals with disabilities to City programs. The City is required to provide access to all of its programs, but is not required to remove all architectural barriers in all of its facilities. In addition to making physical improvements, government agencies can choose among various administrative solutions, such as relocating or modifying a particular program, to obtain overall program access.

The ADA Transition Plan is required by Department of Justice rules to address the following aspects of accessibility:

- (1) If a public entity has responsibility or authority over streets, roads or walkways, its ADA Transition Plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the ADA, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas;
- (2) The ADA Transition Plan shall identify physical obstacles in the public entity's facilities that *limit the accessibility of its programs or activities to individuals with disabilities*;
- (3) The ADA Transition Plan shall describe the methods that will be used to make the facilities accessible; and
- (4) The ADA Transition Plan shall specify the schedule for taking the steps necessary to achieve compliance with the ADA and, if the time period of the ADA Transition Plan is longer than one year, identify steps that will be taken during each year of the transition period.

The ADA Transition Plan contains detailed physical barrier surveys of City streets, curb ramps and related facilities. These surveys are contained in a comprehensive computer database, and document barriers present at the time of the survey. The survey does not provide a complete listing of complying architectural or physical features. It also is important to note that improvements made to facilities after the date of the survey are not included as part of this ADA Transition Plan.

In creating priorities, it is the City's intent to evaluate all areas of potential deficiency, and to make structures changes where necessary. The assignment of priorities is intended to facilitate public review and to address specific concerns of the local disabled community. It must be emphasized that it is the intent for all individuals with disabilities to be reasonably accommodated by the City.

The time of performance of this project is anticipated to be Dec. 2015 through Aug. 2016.

On September 16, 2015, the Purchasing Division accepted bids from qualified American with Disabilities ACT (ADA) professionals to update the City of Santa Fe's August 11, 2011 Title II Self Evaluation and Transition Plan. Work includes field inspections and indexing of all City Public Right-of-Way (PROW): streets, roads, walkways, sidewalks and curb ramps. The Bidders and base bids exclusive of NMGRS were as follows:

National ADAAC, Roseville, CA	\$311,075.00
Sally Swanson, San Francisco, CA	\$327,306.00
KFH Group, Inc., Bethesda, MD	\$340,115.00

**JUSTIFICION:**

The evaluation committee consisted of (7) individuals; (2) representing the Mayor's Committee on Disability, (1) representing the Public Works Department, (1) representing the Geographic Information System Division (GIS), (1) representing the Traffic Engineering Division, (1) representing the Metropolitan Planning Organization (MPO) and (1) representing the Streets & Drainage Maintenance Division. The evaluation committee was unanimous in their selection of the KFH Group. Several of the reasons cited in favor of KFH were:

1. Extensive knowledge of PROW ADA requirements
2. Their ability to integrate previously compiled data and deliver it in a geodatabase that will service additional City planning purposes.
3. KFH's favorable experience in working with the City
4. One week field guide training for City staff
5. Their teaming with a Santa Fe staffing agency
6. KFH's ability to communicate clearly

**BUDGET:**

Funding in the amount of \$201,933.45 is available in 32395.572500.0112900 and \$200,000.00 is available in 32395.572500.0114900 for a total of \$401,933.45

**SCHEDULE:**

Public Works - CIP Land Use Committee: 12/7/15

Finance Committee: 12/14/15

City Council: 01/13/16

**REQUESTED ACTION:**

Please recommend to the Finance Committee and City Council approval of the City of Santa Fe Transition Public Right-of-Way (PROW) Update January 2016 Professional Service Agreement between the City of Santa Fe and KFH Group, Inc. in the amount of \$340,115.00 exclusive of GRT.

**ATTACHMENTS:**

Professional Service Agreement

Summary of Contracts

Project Schedule

CITY OF SANTA FE  
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and KFH Group, Inc. (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

1. SCOPE OF SERVICES & SCOPE OF WORK

The Contractor shall provide the following services for the City as described in Attachment "A" attached hereto and incorporated herein.

2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the experience and knowledge necessary to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

3. COMPENSATION

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed three hundred forty thousand one hundred fifteen dollars and no cents (\$340,115.00), plus applicable gross receipts taxes.

B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

C. Payment shall be made upon receipt, approval and acceptance by the City of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed and accepted by the City.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the City and the Contractor, whichever occurs last, and shall terminate on December 31, 2016, unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City and the Contractor upon 60 days written notice to the Contractor.

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the City original copies of all work product, research or papers prepared under this Agreement.

(2) Compensation is based upon hourly rates and expenses, Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or subcontractors retained by Contractor in the performance of the services under this Agreement.

C. The Contractor shall comply with City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this Agreement.

8. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

9. CONFLICT OF INTEREST

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be

employed.

10. ASSIGNMENT; SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the City. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

11. RELEASE

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the City, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the City to any obligation not assumed herein by the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury and property damage liability, in a form and with an insurance company acceptable to the City, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any

reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.

B. Contractor shall also obtain and maintain Workers' Compensation insurance, required by law, to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement.

C. Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

13. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision

in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the City and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

16. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an

amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

22. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the

following addresses:

City of Santa Fe:  
David Chapman  
P.O. Box 909  
Santa Fe, NM 87504

Contractor:  
KFH Group, Inc.  
4920 Elm Street, Suite 350  
Bethesda, MD 20814

IN WITNESS WHEREOF, the parties have executed this Agreement on the date  
set forth below.

CITY OF SANTA FE:

CONTRACTOR:  
KFH GROUP, INC.

\_\_\_\_\_  
JAVIER M. GONZALES, MAYOR

\_\_\_\_\_  
NAME & TITLE

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

CRS#03-288218-00-1  
City of Santa Fe Business  
Registration # 14-00124834

ATTEST:

\_\_\_\_\_  
YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

 11/30/15  
\_\_\_\_\_  
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

\_\_\_\_\_  
OSCAR S. RODRIGUEZ, FINANCE DIRECTOR

32395.572500.0112900  
32395.572500.0114900  
\_\_\_\_\_  
Business Unit Line Item  
PSA for KFH Group, Inc.  
dac

Attachment: A

## SCOPE OF SERVICES

'16//P

### I. INTRODUCTION

The City of Santa Fe is seeking proposals from qualified Americans with Disabilities Act (ADA) professionals to update the City of Santa Fe's August 11, 2011 Title II Self Evaluation and Transition Plan. Work includes field inspections and indexing of all City Public Right-of-Way (PROW): streets, roads, walkways, sidewalks and curb ramps.

### II. BACKGROUND

Pursuant to Title II of the American Disabilities Act (28 CFR Part 35.105), a public entity is required to have, an evaluation of its current services, policies, and practices, and the effects thereof that do not or may not meet the requirements of the ADA. Similar requirements are established pursuant to Section 504 of the Rehabilitation Act (29 U.S.C. § 701, et seq.), which provides that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

On August 30, 2011 the City of Santa Fe updated their City's 1992 ADA Self Evaluation and Transition Plan. Title II of the ADA mandates that every public entity must periodically re-evaluate its current programs, services and policies to determine whether they are in compliance with non-discrimination regulations of the ADA. The purpose of this RFP is to update the City's current Self Evaluation and Transition Plan by including all City Public Right-of-Way which include streets, roads, walkways, sidewalks and curb ramps.

Generally, the ADA Transition Plan lists existing barriers in the public rights-of-way under the City's jurisdiction, and schedules which barriers to remove to provide access for individuals with disabilities to City programs. The City is required to provide access to all of its programs, but is not required to remove all architectural barriers in all of its facilities. In addition to making physical improvements, government agencies can choose among various administrative solutions, such as relocating or modifying a particular program, to obtain overall program access.

The ADA Transition Plan is required by Department of Justice rules to address the following aspects of accessibility:

(1) If a public entity has responsibility or authority over streets, roads or walkways, its ADA Transition Plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the ADA, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas;

(2) The ADA Transition Plan shall identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;

(3) The ADA Transition Plan shall describe the methods that will be used to make the facilities accessible; and

(4) The ADA Transition Plan shall specify the schedule for taking the steps necessary to achieve compliance with the ADA and, if the time period of the ADA Transition Plan is longer than one year, identify steps that will be taken during each year of the transition period.

The ADA Transition Plan contains detailed physical barrier surveys of City streets, curb ramps and related facilities. These surveys are contained in a comprehensive computer database, and document barriers present at the time of the survey. The survey does not provide a complete listing of complying architectural or physical features. It also is important to note that improvements made to facilities after the date of the survey are not included as part of this ADA Transition Plan.

The ADA does not designate a specific code or standard for evaluating access to existing facilities. Title II gives government agencies a choice between the Uniform Federal Access Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) as a standard for renovations. Since the ADA states that it does not override requirements of other state and local requirements, the State of New Mexico access regulations must be applied. Please use Americans with Disabilities Act Accessibility Guidelines (ADAAG). For the purpose of this ADA Transition Plan PROW, each facility or site area is evaluated based on the most stringent requirements of the 1991 ADA Accessibility Guidelines or 2011 Title 24.

In creating priorities, it is the City's intent to evaluate all areas of potential deficiency, and to make structures changes where necessary. The assignment of priorities is intended to facilitate public review and to address specific concerns of the local disabled community. It must be emphasized that it is the intent for all individuals with disabilities to be reasonably accommodated by the City.

The time of performance is anticipated to be Dec. 2015 through Aug. 2016.

### **III. SCOPE OF WORK**

The City is seeking proposals for the scope of work outlined below. The consultant is expected to expand on this scope in the proposal, incorporating their expertise and proposed methods of approach. An acceptable self-evaluation and transition plan for this RFP should contain the following:

- a) Update the 2011 Self Evaluation and Transition plan
- b) Attend a project kick off meeting

- c) Attend Mayor's Committee on Disability meetings to present progress reports;
- d) Complete a comprehensive and accurate inventory of all the City's PROWs that includes a list of all physical barriers that limits accessibility to individuals with disabilities, EXCEPT for bus stops.
- e) List a detailed outline of the methods to be used to remove these barriers and make the PROW accessible;
- f) Develop creative solutions for completing the inventory and performing fieldwork in an efficient manner by dividing this project into workable components or phases with cost estimates for each phase.
- g) Develop and deliver a database and GIS tools that are acceptable to the City's Information Technology & Telephone Department that easily identify, sort, and filter the City's Public Right-of-Way: streets, roads, walkways, sidewalks, and curb ramps. The ITT guidelines include require that the GIS should be delivered as a geodatabase with particular features in individual future class files.
- h) Review existing KFH Group, Inc. database information for the (447) bus stops currently inventoried so that existing work is not duplicated;
- i) Integrate bus stop data previously completed by KFH Group into this inventory;
- j) Establish a prioritization and improvement implementation schedule to address areas that are not in compliance to achieve compliance-with Title II of the Americans with Disabilities Act;
- k) Provide a comprehensive listing of existing infrastructure to include:
  - a. Ramp Width, Running Slope and Cross Slope
  - b. Surface Type
  - c. Location of Ramps relative to Marked Crosswalks
  - d. Lower Landing (adequate clear space, running slope, counter slope to ramp, and non-standard transition)
  - e. Flare Slope
  - f. Upper Landing (adequate clear space and slopes)
  - g. Elevation change at bottom of ramp
  - h. Evaluation of Existence of Maximum Extent Feasible (MEF) conditions
  - i. Locations where ramps exist and don't exist (including traffic islands)
  - j. Configuration (including islands and cut-throughs)
  - k. Identification of Plan Ramp Type
  - l. Detectable Warnings (Color, Material, Mount Type and Condition)
- l) Compile draft reports to include:
  - a. Summary of ADA background, requirements and any changes/developments since 1992.
  - b. Summary of City ADA compliance background and scope of project.
  - c. Summary of facilities and programs surveyed and which elements were surveyed at each.
  - d. Prioritized list of recommended improvements and criteria used for ranking.
  - e. Recommendations for future accessibility phased improvement strategies.
- m) Revise draft report into final updated Self Evaluation Plan and Transition Plan based on City staff and Mayor's Committee on Disability review and comments.



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

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

**FOR: ORIGINAL CONTRACT** or **CONTRACT AMENDMENT**

2 Name of Contractor City of Santa Fe

Complete information requested Plus GRT

Not Inclusive of GRT

Original Contract Amount: \$340,115.00

Termination Date: December 31, 2016

Approved by Council Date: Scheduled for 01/13/16

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

**Contract is for:** PSA between the City and KFH Group, Inc. to update the City's Self Evaluation and Transition Plan by including all City Public Right-of-Way which include streets, roads, walkways, sidewalks and curb ramps.

Amendment # N/A to the Original Contract# \_\_\_\_\_

Increase/(Decrease) Amount \$ \_\_\_\_\_

Extend Termination Date to: \_\_\_\_\_

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

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

**Amendment is for:**

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

Inclusive of GRT

Amount \$ N/A 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: \$ 340,115.00



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

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

RFP# #16/10/P Date: October 20, 2015

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

Sole Source \_\_\_\_\_ Date: \_\_\_\_\_

Other \_\_\_\_\_

**6 Procurement History:** First year of 1 year contract  
example: (First year of 4 year contract)

**7 Funding Source:** CIP Bond **BU/Line Item:** 32395.572500.0112900  
32395.572500.0114900

**8 Any out-of-the ordinary or unusual issues or concerns:**  
No  
(Memo may be attached to explain detail.)

**9 Staff Contact who completed this form:** David A. Chapman  
Phone # 955-2012

**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:**

KFH Group, Inc. to update the City's Self Evaluation and Transition Plan by including all City Public Right-of-Way which include streets, roads, walkways, sidewalks and curb ramps. P/W 12/7/15, Finance 12/14/15, City Council 01/13/16.

# Section C

## Project Schedule

Table C-1 provides the proposed project schedule. The proposed project schedule is premised on a notice-to-proceed date of approximately December 30, 2015 with an 8-month project and a target date of August 30, 2016. Change in the notice-to-proceed date may impact the anticipated completion date due to the labor intensiveness of the effort.

**Table C-1: Project Schedule**

