

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 07/29/2015
ITEM FROM FINANCE COMMITTEE MEETING OF 07/13/2015

ISSUE:

12. Request for Approval of Professional Services Agreement – Engineering Services for Feasibility Study to Optimize the Use of Regional Reclaimed Wastewater for Water Division (RFP #15/34/P) and Approval of Budget Increase in the Amount of \$382,500; Carollo Engineers, Inc. (Bill Schneider)

FINANCE COMMITTEE ACTION:

Approved as Discussion item.

FUNDING SOURCE: 52358.572960

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	Acting Chair X		
COUNCILOR LINDELL	Excused		
COUNCILOR MAESTAS	Recused		
CHAIRPERSON DOMINGUEZ	Excused		

06/29/2015

ACTION SHEET	
PUBLIC UTILITES COMMITTEE MEETING OF 7/1/15	
ISSUE NO. 9	
Request for approval of award of bid for RFP '15/34/P to Carollo Engineers, Inc. for reclaimed water reuse alternatives and feasibility study for the amount of \$231,496.00 exclusive of NMGR. (Bill Schneider)	
Public Utilities Committee – 7/1/15 Finance Committee – 7/13/2015 City Council – 7/29/2015	
PUBLIC UTILITES COMMITTEE ACTION: Approved	
SPECIAL CONDITIONS OR AMENDMENTS:	
STAFF FOLLOW UP: Please make sure to add to the Finance Agenda the approval of the BAR that goes along with this contract and grant. Request approval of the BAR in the amount of \$382,500	

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR RIVERA, CHAIR			
COUNCILOR MAESTAS	Recused from vote		
COUNCILOR BUSHEE	x		
COUNCILOR DIMAS	x		
COUNCILOR IVES	x		

City of Santa Fe, New Mexico

memo

Date: June 11, 2015

To: Public Utility Committee/ Finance Committee/City Council

Via: Nick Schiavo, Public Utilities Department & Water Division Director *NSA*

From: Bill Schneider, Water Resources Coordinator *WS*

RE: Request to award for proposal number '15/34/P for Engineering Services to Conduct a Feasibility Study (FS) to Optimize the Use of Regional Reclaimed Wastewater

ITEM AND ISSUE:

The Water Division requests award of proposal number '15/34/P to conduct a triple-bottom line analysis of reclaimed water reuse alternatives and develop a feasibility study based on Bureau of Reclamation (Reclamation) Title XVI reporting guidelines. The FS is being conducted in accordance with City of Santa Fe (City) Resolutions 2014-41 and 2013-55.

BACKGROUND AND SUMMARY:

The City received a Title XVI Grant (R14AP00118) from Reclamation for \$132,000 to conduct a feasibility study to optimize the use of regional reclaimed wastewater in Santa Fe, New Mexico. Santa Fe County has agreed to contribute \$12,000 towards this FS. The City received 4 competitive proposals for 15/34/P and after a thorough proposal review and interview process, staff selected Carollo Engineering to complete the feasibility study (FS). Carollo has extensive Title XVI experience and their project team was integral in developing Santa Fe's Long Range Water Supply Plan and WaterMAPS decision model. Staff concluded this combination of skill and City-specific experience is vitally important for completing the FS under the Reclamation reporting guidelines.

The total contract amount is \$231,496 plus applicable gross receipt taxes (GRT). The share of funding will be as follows: Reclamation Title XVI Grant \$132,000, Santa Fe County \$12,000 and City \$87,496 (38% of total). Upon approval of the attached budget adjustment request (BAR) and funding increase (FI), the funding will be available in Capital Improvement Project (CIP)/Water Supply Project Business Unit Line 52358.572960.

RECOMMENDATION:

The Water Division recommends:

- Review and approval of award of contract to Carollo Engineering for completing a Title XVI Feasibility Study under RFP No. '15/34/P for the total amount of \$231,496.00 plus GRT, and approval of the BAR/FI.

- Forwarding and recommendation of approval of the award and contract at Finance Committee, and the Governing Body on July 13 and 29th respectively.

cc: Rick Carpenter
Maya Martinez

CITY OF SANTA FE RFP PROCUREMENT CHECKLIST

Contractor Name: Carollo Engineers Inc.

Procurement Title: Feasibility Study to Optimize the Use of Reclaimed Water

Solicitation RFP#: 15/34/P

Department Requesting/Staff Member Bill Schneider / PWD-WRS-C

Procurement Requirements:

A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING*

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Departments Recommendation of Award Memo addressed to Finance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tabulation Evaluation score sheet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract, Agreement or Amendment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Business Registration and CRS numbers on contract or agreement
<input type="checkbox"/>	<input type="checkbox"/>	Summary of Contracts and Agreements form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: <u>Reclamation Grant Agreement</u>

Bill Schneider P.G. Water Resources Coordinator
 Department Rep Printed Name and Title

Bill Schneider
 Department Rep Signature attesting that all information included

Therese Rodriguez
 Purchasing Officer attesting that all information is reviewed

REQUIRED DOCUMENTS FOR BID FILE*

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Final RFP Document
<input type="checkbox"/>	<input type="checkbox"/>	Copy of legal solicitation published in the newspaper, website, etc.
<input type="checkbox"/>	<input type="checkbox"/>	All addendums
<input type="checkbox"/>	<input type="checkbox"/>	Plan holders list
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all RFP submittals
<input type="checkbox"/>	<input type="checkbox"/>	Complete evaluation score sheets
<input type="checkbox"/>	<input type="checkbox"/>	Non-Responsive/Non-Responsibility Form and correspondence or letters from Department to vendor regarding disqualifications
<input type="checkbox"/>	<input type="checkbox"/>	Oral presentations (sign-in sheets, presentation materials, etc.)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation sent to Proponents/Offerors and responses received regarding clarifications, decisions, negotiations, and/or best and final offers, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference Reviews/Reference Check Questionnaires |
| <input type="checkbox"/> | <input type="checkbox"/> | Pricing evaluation |
| <input type="checkbox"/> | <input type="checkbox"/> | Final overall evaluation matrix or summary of evaluator scores |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

AWARD*

YES N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Fully executed Memo to Committees from the Department with recommendation of award |
| <input type="checkbox"/> | <input type="checkbox"/> | Winning proposal (this is a copy that has all confidential/proprietary information excluded) |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Award Notice |
| <input type="checkbox"/> | <input type="checkbox"/> | Email or notification sent to all Proponent(s)/Offerors that award was made |
| <input type="checkbox"/> | <input type="checkbox"/> | Waiver or "No Action Taken" from Procurement Office |
| <input type="checkbox"/> | <input type="checkbox"/> | If IFB and not awarded to lowest responsive, responsible bidder; written explanation |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

DISCLOSURES*

YES N/A

- | | | |
|---|--------------------------|--|
| Contractor Disclosures & Conflicts of Interest | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosures & Conflicts of Interest Form(s) (winning proponent(s)/offeror(s)) |
| Contractor –Conflicts of Interest | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Purchasing Office Letter or e-mail to designated individual regarding potential conflict |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of Interest Form signed by all parties |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter from Procurement Office regarding the potential conflict |
| Subcontractor Disclosures | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosures & Conflicts of Interest form of Subcontractor(s) |
| Subcontractor –Conflicts of Interest | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Purchasing Officer Letter or email to designated individual regarding potential conflict |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of Interest form signed by all parties |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter from Legal Office regarding the potential conflict |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

CONTRACT*

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Executed Contract |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of all documentation presented to the Committees |
| <input type="checkbox"/> | <input type="checkbox"/> | Finalized Council Committee Minutes |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

MISCELLANEOUS FILE*

YES N/A

- | | | |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Local Preference Form |
| <input type="checkbox"/> | <input type="checkbox"/> | New Mexico Residence Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Veterans Exemption |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

*

PROTEST (If applicable)*

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation from protester filed with the Purchasing Office |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter from Department to Purchasing Office Providing response to protest |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter from Purchasing Officer to protester and Department on final outcome |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.

YES N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Original proposal (s) with no redactions |
|--------------------------|--------------------------|--|

Department Rep Printed Name and Title

Department Rep Signature attesting that all information included

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 Carollo Engineers, 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

The Contractor shall provide engineering services for the City as outlined in Exhibit "A" attached hereto.

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. The Contractor shall perform the services required hereunder in accordance with the prevailing engineering standard of care by exercising the skill and ability normally requires of engineers performing the same or similar services, under the same or similar circumstances, in the State of New Mexico.

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 two hundred thirty one thousand four hundred and ninety six dollars (\$231,496), plus applicable gross receipts taxes as outlined in Exhibit "B" attached hereto.

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 and approval 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 terminate on December 31, 2016, unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City upon 30 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) If compensation is not based upon hourly rates for services rendered, the City shall pay the Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

(3) If compensation is based upon hourly rates and expenses, the 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 to the extent caused by the Contractor's negligent performance under this Agreement as well as the negligent performance of Contractor's employees, agents, representatives and subcontractors. Notwithstanding the foregoing, for any claim alleging Contractor's negligent performance of professional services, Contractor's obligations regarding the City's defense under this paragraph include only the reimbursement of the City's reasonable defense costs incurred to the extent of Contractor's negligence as expressly determined by a final judgment, arbitration, award, order, settlement, or other final resolution. The Contractor shall not be responsible for warranties, guarantees, fitness for a particular purpose, breach of fiduciary duty, loss of anticipated profits or for economic, incidental or consequential damages to the City or any third party arising out of breach of contract, termination, or for any other reason whatsoever. Additionally, Contractor shall not be responsible for acts and decisions of third parties, including governmental agencies, other than Contractor's subconsultants, that impact project completion and/or success.

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:
Water Division Director
Water Division
801 W. San Mateo
Santa Fe, NM 87504

Contractor:
Carollo Engineers, Inc.
P.O. Box 53352
Phoenix, AZ 85072-3352

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

CITY OF SANTA FE:

CONTRACTOR:

JAVIER M. GONZALES, MAYOR

NAME & TITLE

DATE: _____

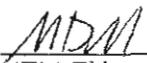
DATE: _____

ATTEST:

CRS#: 03-162628-00-9
Business Registration #: 15-00117760

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

OSCAR RODRIGUEZ, FINANCE DIRECTOR

52378.510340
Business Unit Line Item

Exhibit "A"

CITY OF SANTA FE
FEASIBILITY STUDY TO OPTIMIZE THE USE OF REGIONAL RECLAIMED WASTEWATER

Scope of Work

Engineering services are required to complete a feasibility study (FS) for reclaimed wastewater reuse alternatives. The FS is jointly funded by the Bureau of Reclamation (RECLAMATION) and the City of Santa Fe (City) whom received a grant under Title XVI, Section 1604. This Feasibility Study must be compliant with the RECLAMATION's Directives and Standards (WRT 11-01), Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process and found to meet the requirements of a feasibility study as defined under section 1604 of Pub. L 102-575.

The consultant shall prepare a Feasibility Study Report (FS) to optimize reclaimed water resources following guidelines outlined in the Title XVI Water Reclamation and Reuse Program. The FS must consider reuse alternatives, and/or combinations thereof, that includes but is not limited to the following:

Indirect and Direct Potable Reuse

- Convey reclaimed water City of Santa Fe Waste Water Treatment Plant (WWTP) to Buckman Regional Water Treatment Facility (BRWTF) for treatment to drinking water standards and transfer into the municipal drinking water supply

Exchange/Return Flow/Offset Credits

- Discharge reclaimed water to the Rio Grande by way of transmission lines and obtain a similar amount to divert at the BDD
- Debit the water returned to the Rio Grande against the total BDD diversion of water from Rio Grande
- Calculate the reclaimed water returned to the Rio Grande towards the offsets required for the Buckman Well Field groundwater pumping permit requirements
- Convey Quill WWTP reclaimed water to the Santa Fe River to provide water to downstream agricultural users, augment existing flow of reclaimed water in the Santa Fe River, offset pumping impacts for Buckman Well Field pumping, and equalize the impacts of conveying the reclaimed water from the Santa Fe Paseo Real WWTP to the BRWTF

Aquifer Storage and Recovery

- Convey the City's Santa Fe Paseo Real WWTP reclaimed water upstream to a site on the Upper Santa Fe River at which it would be released to the river. This release flow would support the City's Living River Ordinance while simultaneously recharging the regional aquifer via riverbed or basin infiltration. Optimize the configuration of the City Well Field to utilize this additional groundwater source.
- Convey the City's WWTP reclaimed water to infiltration basins and/or the Lower Santa Fe River to enable storing reclaimed water in the Aquifer for later withdrawal via new and/or existing supply wells.
- Convey the City's WWTP reclaimed water to the Buckman Well Field and implement direct inject ASR using new and/or existing supply wells.
- Convey reclaimed water from an upgraded Quill WWTP to the Santa Fe River for use by downstream agricultural users to increase the amount of reclaimed water from the City WWTP that can be released at the upstream site without impacting downstream users.

Expanded Irrigation

- Convey the reclaimed water from the City's WWTP to the largest irrigators currently using potable water and/or water wells for solely irrigation purposes. Expanded irrigation will require installing new transmission lines (purple pipe) extended to users including parks and recreation, Quail Run golf club, etc.

All deliverables shall be made in the form of hard copy (5 copies unless noted otherwise) and working electronic files.

BASIC SERVICES

Task 1: Work Plan & Project Meetings

1.01 Final Work Plan

The engineering consultant will lead a design team comprised of the consultant and its subcontractors, if applicable, and the City Water Division project manager, A City Waste Water and Compliance Specialist, the RECLAMATION project manager, and County representative. The consultant shall prepare a detailed Final Work Plan to be utilized throughout project execution. The Work Plan will be developed based on the Contract Scope of Work. The Final Work Plan shall be prepared in collaboration with the Project Team (City, County, RECLAMATION) and will include the following components:

- a. Project description, summary of work and deliverables, project schedule
- b. Anticipated City workload and schedule for interfacing with Consultant
- c. Project team, organization, and responsibilities
- d. Communication protocols, documentation, meetings and workshops
- e. Approach to review of existing data, reports, master plans, hydraulic models, and other relevant information
- f. Approach to establishment of detailed reclaimed water alternative evaluation criteria, and methodology, performance metrics and cost assumptions.
- g. Detailed description of assumptions and basis for defining parameters and framework for assessing reuse alternatives.

The Final Work Plan will be prepared in draft form for Project Team review and all comments will either be incorporated into the Final Work Plan or addressed otherwise. The draft Final Work Plan will be presented to the team during the kickoff meeting described below.

1.02 Kickoff meeting

The Consultant shall prepare for and lead a project kickoff meeting. At the meeting, the Consultant will also present the scope of work, key deliverables, budget, schedule and communications plan and other project plans as described in the draft Final Work Plan. From time to time, other Project Team representatives and other City-contracted Consultants may be involved in project meetings with the Consultant. The kickoff meeting will also be used to confirm the alternatives to be evaluated in the screening process in Task 3.

1.03 Biweekly progress conference calls

Biweekly progress telephone conference calls are anticipated to provide proper coordination, review of progress and to finalize project decisions. One biweekly progress conference call will be held each month, two weeks before or after the monthly progress meeting. The second biweekly progress discussion will be held each month as part of the monthly progress meeting under Task 1.04.

1.04 Monthly progress meeting

Three monthly progress meetings shall be held at the City's offices; all others will be held via telephonic conference call.

1.05 Monthly progress report

Monthly progress reports shall be submitted to the City and County, at least one week prior to each monthly progress meeting. Payment milestones will be set to each of the technical elements of the scope of work.

1.06 Project management

The consultant shall conduct ongoing management of staffing, project financials, and scope and schedule.

Deliverables (5 hardcopies, 1 digital copy - unless otherwise noted):

1. Kickoff Meeting Agenda (via email)
2. Draft Final Work Plan and Kickoff Meeting Materials
3. Kickoff Meeting Minutes (via email)
4. Final Work Plan
5. Bi-Weekly Progress Meeting Minutes (via email)
6. Monthly Progress Reports (via email)

Task 2: Data Review & Field Investigation

2.01 Data collection and review supply/demand projections

The consultant shall review City and County records (plans, historic data, and other relevant records) as provided to the Consultant by the City and County.

2.02 Site visits & interviews

Consultant shall interview key operating personnel and Project Team staff on the day of or adjacent to the day of the Project Kickoff meeting; perform a field investigation of potential easements for effluent lines, and shall provide engineering services during initial planning phases for evaluating alternatives for reclaimed water reuse.

2.03 Summarize non-potable/potable reuse regulations

Consultant shall summarize applicable New Mexico regulations for non-potable reuse and current status of potable reuse regulations.

2.04 Data gaps and recommendations

Consultant shall examine utility records, compile geographical information system files pertinent to the FS, and identify any key data gaps and recommendations for remedying data deficiencies. Compile water quality data and records specific to wastewater treatment plants and discharge permits.

2.05 Summarize Data Availability

Consultant shall review and compile production records of potable supply, treated wastewater and projected water demands for City and County.

2.06 Technical presentation to Project Team

Consultant shall make a presentation to the Project Team to summarize data availability in conjunction with a monthly progress meeting.

Deliverables (5 hardcopies, 1 digital copy):

1. Electronic database of relevant data and GIS files

2. Technical presentation to Project Team

Task 3: Preliminary Assessment of Reclaimed Water Reuse Alternatives

3.01 Develop screening process and criteria

Consultant shall develop a process and criteria for screening of reclaimed water reuse alternatives. Considerations may include, at a conceptual planning level:

- Quantifying Contribution of Reclaimed Water to Water Supply Portfolio
- Assessing the State of Treatment Technology
- Assessing Risks
- Costs
- Barriers to Implementation

3.02 Summarize & document supply availability from RWRP

Consultant shall summarize and document supply availability values from the City's 2013 Reclaimed Water Reuse Plan.

3.03 Summarize & document WWTP capabilities relative to reuse regs

Consultant shall use available data collected under Task 2 and Consultant's understanding of the existing processes at the Santa Fe Wastewater Treatment Plant (WWTP) to briefly assess its potential role in achieving water quality necessary for non-potable and potable water reuse alternatives. Consultant shall use available data from the County's Quill WWTP and current discharge permits to assess potential challenges with discharging Quill WWTP water to provide downstream Santa Fe River flows.

3.04 Summarize & document BRWTF capabilities relative to reuse regs

Consultant shall use available data collected under Task 2 and Consultant's understanding of the existing processes at the Buckman Regional Water Treatment Facility (BRWTF) to briefly assess its potential role in achieving water quality necessary for potable water reuse alternatives.

3.05 Summarize & document RWRP non-potable demand estimates

Consultant shall summarize and document non-potable water demand estimates from the City's 2013 Reclaimed Water Reuse Plan.

3.06 Develop treatment trains and infrastructure for alternatives

Consultant shall develop preliminary treatment trains and conceptual infrastructure plans for the identified alternatives.

3.07 Develop GIS for alternatives

Consultant shall develop GIS files showing the location or routing of conceptual infrastructure for the identified alternatives.

3.08 Characterize alternatives (nonmonetary criteria)

Consultant shall characterize the alternatives using available information to score each alternative against the screening criteria developed under Task 3.01.

3.09 Characterize alternatives (conceptual level costs)

Consultant shall use information from previous studies/projects or unit cost sources to estimate the relative costs of each alternative at the conceptual project assessment level.

3.10 Complete Screening Analyses

The consultant shall conduct a preliminary assessment of alternatives based on information acquired under Task 2 and Tasks 3.02-3.09 using the process and criteria developed in Task 3.01.

Recommend alternatives for more detailed evaluation and document rationale for screening out remaining alternatives.

Deliverables (5 hardcopies, 1 digital copy)

1. Preliminary Assessment analyses and recommendations to be discussed at Alternatives Screening Workshop

Task 4: Workshop and Public Meeting

4.01 Alternatives Screening Workshop

The consultant shall prepare a Workshop for the Project Team that will present the findings of the screening analyses conducted in Task 3. The Workshop will be hosted by the City of Santa Fe and consist of technical presentations by the consultant to Project Team and its associated members with the primary purpose of discussing reclaimed water reuse alternatives, technical challenges, preliminary costs, and other related information to assist the Project Team in being better informed of some of the main advantages, challenges and concerns for the reuse alternatives so the City and County staff can update governing bodies with the preliminary findings before transitioning to the Feasibility Study Report.

4.02 Public Meeting preparation

Consultant will work with the Project Team to develop a presentation to be given at a Public Meeting hosted by the City and County. The purpose of the Meeting is to the Public an opportunity to learn about the alternatives screening process, preliminary findings, and proposed path forward so that any significant public concerns or other issues not identified in the screening process can be adequately addressed in the Feasibility Study.

4.03 Public Meeting

Consultant will attend and make a presentation at the Public Meeting, and address questions and input provided by attendees.

Deliverables (5 hardcopies and 1 digital copy – unless otherwise noted)

1. Workshop presentation, agenda, and minutes.
2. Technical presentation for public meeting in both PDF and PPTx formats.

Task 5: Feasibility Study

5.01 WaterMAPS Functionality and Data Exchange

To facilitate analyses of reuse alternatives, Consultant will upgrade WaterMAPS to run in STELLA Version 10, eliminating compatibility issues. Consultant will hold a meeting with the City model users to define the desired use of the model in terms of simulations required for the City's planning and operations. Consultant will upgrade data exchange for inputs and outputs for the model to minimize manual data inputs and outputs and the output processing steps. The Consultant will modernize the output file creating graphics and tables relevant for the City's decision-making. Consultant will develop a new running protocol, including STELLA and Excel platforms (WaterMAPS and associated files) to minimize the steps in the simulation sequence. Consultant will develop a modeling flow chart including the questions that can trigger the simulations required, and the specific steps to take for those simulations. Consultant will define the planning questions for which the use of SURFS model is appropriate and will list them in the modeling flow chart. As part of the upgrade of the input files, Consultant will include functionality and architecture for WaterMAPS to accept new climate change hydrology sequences for ease of use in climate change simulations.

5.02 Update WaterMAPS to include viable alternatives

Consultant shall update the City's most recent WaterMAPS model to include the short-listed

alternatives identified via the Task 3 screening process. No modifications to the City's SURFS model or other modeling elements is anticipated under this task.

5.03 Develop detailed evaluation criteria

Consultant shall develop detailed evaluation criteria and method for weighting the criteria in consultation with the City. City shall conduct the weighting exercise with appropriate stakeholders and report results electronically to Consultant.

5.04 Characterize alternatives (nonmonetary criteria)

City shall assign a score for each nonmonetary criterion or performance measure to each alternative. Consultant shall tabulate scoring of each alternative each alternative against the nonmonetary criteria.

5.05 Characterize alternatives (conceptual level costs)

Consultant shall update costs for each shortlisted alternative. Consultant shall tabulate costs of each alternative.

5.06 Decision support modeling

Consultant shall combine results of criteria weighting and alternatives scoring against nonmonetary and monetary criteria to develop a preliminary ranking of alternatives.

5.07 Alternatives Evaluation Workshop

Consultant shall prepare for and facilitate an Alternatives Evaluation Workshop with the Project Team. Consultant shall modify the decision support model based on feedback received at the workshop.

5.08 Draft Feasibility Study

Consultant shall summarize analyses and develop a draft Feasibility Study report. The report format must follow RECLAMATION Title XVI Feasibility Study guidelines (as described at <http://www.usbr.gov/pmts/writing/guidelines/Guidelines.pdf>).

5.09 Draft Feasibility Study Workshop

Consultant shall prepare for and facilitate a Draft Feasibility Study Workshop with the Project Team.

5.10 Finalize Feasibility Study

Consultant shall modify and finalize the Feasibility Study report based on feedback received at the workshop.

5.11 Governing Body presentation

Consultant shall prepare for and facilitate a presentation of Feasibility Study analyses and recommendations.

Deliverables (5 hardcopies, 1 digital copy)

1. Feasibility Study (Draft)
2. Feasibility Study (Final)
3. Electronic database of relevant data, report files, database and GIS files
4. Workshop agendas and minutes
5. Governing Body presentation



**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 Carollo Engineers Inc

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$231,496.00

Termination Date: December 31, 2016

Approved by Council Date: Pending

or by City Manager Date: _____

Contract is for: Reclaimed Water Feasibility Study

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: \$ 231,496



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

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

RFP# 15/34/P Date: closed 5/4/15

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 **Procurement History:** _____

example: (First year of 4 year contract)

7 **Funding Source:** Water Division & BOR Grant (\$135K) **BU/Line Item:** 52378.57296

8 **Any out-of-the ordinary or unusual issues or concerns:**

none

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Maya Martinez

Phone # 955-4271

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:

Please obtain CAO signature and forward to Finance for signature thanks

A FEASIBILITY STUDY TO OPTIMIZE REGIONAL RECLAIMED
WASTEWATER
RFP# 15/34/P
EVALUATION SCORING SUMMARY

Evaluator Name	HDR	Carollo	CDM	CH2M
Schneider	780	870	840	850
Carpenter	760	860	820	820
Romero	870	860	810	900
Erdmann	680	840	680	840
Puglisi	820	860	800	840
Huey	780	980	580	760
TOTAL	4690	5270	4530	5010
* No Local Preference: Federal Grant Requirements				

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
ASSISTANCE AGREEMENT

1A. AGREEMENT NUMBER R14AP00118		1B. MOD NUMBER		2. TYPE OF AGREEMENT <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT		3. CLASS OF RECIPIENT Municipal Government	
4. ISSUING OFFICE Bureau of Reclamation Financial Assistance Services 84-27850 P.O. Box 25007, Denver Federal Center Denver, Colorado 80225				5. RECIPIENT The City of Santa Fe 200 Lincoln Avenue Santa Fe, NM, 87504-0909			
				EIN#	856000168	County	Santa Fe
				DONS #	069420818	Congress Dist.	NM-003
6. GRANTS MANAGEMENT SPECIALIST Janice Richardson, Supervisor Grants Specialist Bureau of Reclamation 125 S. State Street, Room 6107 Salt Lake City, UT, 84138-1147 Phone: 801-524-3741 Email: jmrichardson@usbr.gov				7. RECIPIENT PROJECT MANAGER William Schneider, Project Manager 200 Lincoln Avenue Santa Fe, NM, 87504-0909 Phone: (505)955-4203 Email: wilschneider@ci.santa-fe.nm.us			
8. GRANTS OFFICER TECHNICAL REPRESENTATIVE Mathew O'Grady, Civil engineer (GOTR) 555 Broadway Blvd NE, Ste 100 Albuquerque, NM, 87102 Phone: (505) 462-3657 Email: mogrady@usbr.gov				9A. INITIAL AGREEMENT EFFECTIVE DATE: See block 17a below		9B. MODIFICATION EFFECTIVE DATE	
				10. COMPLETION DATE May 15, 2016			
11A. PROGRAM STATUTORY AUTHORITY P.L. 102-375 Title XVI, Section 1604, as amended						11B. CFDA Number 15.504	
12. FUNDING INFORMATION		RECIPIENT/OTHER		RECLAMATION		13. REQUISITION NUMBER 20160045	
Total Estimated Amount of Agreement		\$169,495.00		132,000.00		14A. ACCOUNTING AND APPROPRIATION DATA Cost Center - RR14300000 Fund - 14XR0680 ND WBS - RS, 2017 1000,0010000	
This Obligation		\$169,495.00		132,000.00		14B. TREASURY ACCOUNT FUNDING SYMBOL 14.X0680	
Previous Obligation		\$0		50			
Total Obligation		\$169,495.00		132,000.00			
Cost-Share %		36%		44%			
15. PROJECT TITLE A feasibility study to optimize the use of regional reclaimed wastewater							
16a. Acceptance of this Assistance Agreement in accordance with the terms and conditions contained herein is hereby made on behalf of the above-named recipient BY: <u>[Signature]</u> DATE: <u>09/19/14</u>				17a. Award of this Assistance Agreement in accordance with the terms and conditions contained herein is hereby made on behalf of the United States of America, Department of the Interior, Bureau of Reclamation BY: <u>[Signature]</u> DATE: <u>9/19/14</u>			
16b. NAME, TITLE, AND TELEPHONE NUMBER OF SIGNER BRIAN K SIMON CITY MANAGER <input type="checkbox"/> Additional signatures are attached				17b. NAME OF GRANTS OFFICER WILSON OLIVER			

