

**ACTION SHEET
ITEM FROM FINANCE COMMITTEE MEETING OF 11/30/15
FOR CITY COUNCIL MEETING OF 12/09/15**

ISSUE:

20. Request for Approval of Budget Increase for Salvador Perez Park Parking Lot, Concession Building and Associated Work in the Amount of \$121,606 Approved at City Council on October 14, 2015. (Jason Kluck)

FINANCE COMMITTEE ACTION:

Approved as Discussion item.

FUNDING SOURCE: 52359.423046.572960.0014400

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			

4-13-15

15-11-001-PW

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE		
Public works / Facilities				10-30-15		
ITEM DESCRIPTION	BU / LINE ITEM	--(Finance Dept Use Only)--		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
WIP Design	423046.572960.0014400			121,606		
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	\$ 121,606	\$ -

Salvador Perez Parking Lot, CC approval 10/14/15

JASON M. KLICK ERICA MARTINEZ Prepared By Date: 10/30/15	10/30/15 Date	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date: 10/14/15 Agenda Item #: F	A. H. [Signature] Budget Officer Date: 11/2/15 [Signature] Finance Director Date: 10-2-2015 [Signature] City Manager Date:
[Signature] Division Director Date: 10-30-15	10-30-15 Date		
[Signature] Department Director Date: 10-30-15	10-30-15 Date		

⊕ ↗
 Note - BAR not incl. in Council packet.
 See e-mails →

**ACTION SHEET
ITEM FROM FINANCE COMMITTEE MEETING OF 10/05/15
FOR CITY COUNCIL MEETING OF 10/14/15**

ISSUE:

12. Request for Approval of Agreement Between Owner and Architect – Salvador Perez Park Parking Lot, Concession Building and Associated Work; John Barton Architects, LLC. (Jason Kluck)

FINANCE COMMITTEE ACTION:

Approved as Discussion item.

FUNDING SOURCE: 423046.572960.0114400

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

Approved with direction to staff.

VOTE	FOR	AGAINST	ABSTAIN
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, SEPTEMBER 28, 2015**

ITEM 11

CIP PROJECT #408D – SALVADOR PEREZ PARK PARKING LOT, CONCESSION BUILDING AND ASSOCIATED WORK

- a) REQUEST FOR APPROVAL OF A PROFESSIONAL DESIGN SERVICES AGREEMENT WITH JOHN BARTON ARCHITECTS, LLC TOGETHER WITH THE ASSOCIATED AIA AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL IN THE AMOUNT OF \$121,606 INCLUSIVE OF NMGRY AND REIMBURSABLE EXPENSES
- b) REQUEST FOR APPROVAL OF BUDGET INDICATED (JASON KLUCK)

PUBLIC WORKS COMMITTEE ACTION: Approved on Consent, items A and B

FUNDING SOURCE: 423046.572960.0114400

SPECIAL CONDITIONS / AMENDMENTS / STAFF FOLLOW UP:

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

City of Santa Fe New Mexico

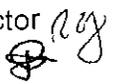
Public Works Dept. - Facilities Division

MEMO

DATE: September 28, 2015

TO: Public Works, CIP & Land Use Committee/ Finance Committee/
City Council

VIA: Oscar Rodriguez, Finance Department Director


Robert Carter, Parks & Recreation Department Director
Richard Thompson, Parks Division Director
David Pfeifer, Facilities Division Director 

FROM: Jason M. Kluck, Facilities Division Project Administrator *JMK*

ISSUE: City of Santa Fe CIP #408D Salvador Perez Park Parking Lot,
Concession Building and Associated Work:
Professional Design Services Agreement (Exhibit 1)

- Request award of design services scope to John Barton Architects, LLC together with the associated AIA Agreement between Owner and Design Professional \$121,606.00 inclusive of NMGRT & Reimbursable Expenses.
- Request approval of budget indicated below.

SUMMARY:

Under the 2012 General Obligation Bond -- Parks & Trails Implementation Plan, the amount of \$514,379.00 is allocated to improve the east parking lot, upgrade concessions & restrooms, playground, irrigation and grass slope by the multi-use field in Santa Fe.

On June 24, 2015, the Purchasing Division accepted proposals from qualified design firms to provide the required professional design services including program analysis, site evaluation and planning, probable cost estimates, design and construction documents, bidding, permitting and construction administration related to this project.

On July 9, 2015, the proposal evaluation team recommended Interviews of the proponents.

On July 29, the proposal evaluation team recommended John Barton Architects, LLC as the successful proponent.

The City issued a Notice of Intent to award this project scope to John Barton Architects, LLC on August 4, 2015. Contract negotiations were finalized on August 14, 2015. The negotiated fee of \$121,606.00 is inclusive of NMGRT including direct reimbursable expenses not to exceed \$2,000.00.

MEMO

City of Santa Fe CIP # 408D Salvador Perez Park Parking Lot, Concession Building
and Associated Work
Professional Design Services Agreement
Page 2

BUDGET:

Funding will be available upon budget approval in JOB Salvador Perez Park/WIP
Design: Business Unit #423046.572960.00114400 in the amount of \$121,606.00.

SCHEDULE:

See the attached proposed work schedule under Exhibit 1.
Public Works Committee: 9/28/15
Finance Committee: 10/5/15
City Council: 10/14/15

REQUESTED ACTION:

Please approve the budget associated with this project and the design services scope
of this project to John Barton Architects, LLC together with the associated AIA
Agreement between Owner and Landscape Architect in the amount of \$121,605.79.

ATTACHMENTS:

Professional Design Services Agreement with exhibits (Exhibit 1)

xc: Shirley Rodriguez, Purchasing Division
Project File

CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: John Barton Architects, LLC

Procurement Title: CIP #4080 -- SALVADOR PEREZ PARK IMPROVEMENTS under 2012 G.O. Bond

Solicitation RFP/RFB#: RFP

Other Methods: State Price Agreement Cooperative Sole Source Exempt Other

Department Requesting/Staff Member Public Works/Facilities/Jason Kluck

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 and proposals, 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 procurement officer, setting forth the reasoning for the contract award decision before submitting to the Committees.

SOLICITATION*

- | YES | N/A | |
|-------------------------------------|-------------------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project Beginning History (council requests etc) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Budget Determination (FIR) attach |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Solicitation document (RFP, IFB), |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Screen print of legal solicitation published in newspapers, web sites, etc.: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Screen print of addendum(s) published on the IPB/RFP: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pre-Bid/Pre-Offer Conference attendance sheet and other documents |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If canceled, screen print of cancellation of solicitation notice |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other: _____ |

EVALUATION*

- | YES | N/A | |
|-------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Blank evaluation form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Evaluator's names and profiles |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Evaluation procedures or evaluation instructions |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conflict/Confidentiality Forms signed by all Evaluators, Technical Advisors, Reviewers, and any person who assists in regard to the bid/proposal, evaluation and/or award |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Bid or Offer opening sheet(s) (if RFP, then two offer opening sheets, one for technical and one for cost) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Screen print of Bidder/Offeror's detailed information |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Responsiveness review sheet or other sheet documenting responsiveness for each Bidder/Offeror, attach requests for additional information to cure items |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Non-Responsive/Non-Responsibility Form and correspondence or letters from Department to vendor regarding disqualifications |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Oral presentations (sign-in sheets, presentation materials, etc.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Documentation sent to Bidders/Offerors and responses received regarding clarifications, decisions, negotiations, and/or best and final offers, etc. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Reference Reviews/Reference Check Questionnaires |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Individual evaluations included for each RFP. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pricing evaluation |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Final overall evaluation matrix or summary of evaluator scores |

Other: _____

AWARD*

YES N/A

- Fully executed Memo to Committees from the Department with recommendation of award
- Winning proposal (this is a copy that has all confidential/proprietary information excluded)
- Screen print of Contract Award Notice
- Screen print of Award Notice published on agency website
- Email or notification sent to all Bidders/Offerors that award was made
- Waiver or "No Action Taken" from Procurement Office
- Correspondence with Procurement Office regarding waiver
- If IFB and not awarded to lowest responsive, responsible bidder; written explanation
- Other: _____

DISCLOSURES

YES N/A

- Contractor Disclosures & Conflicts of Interest
- Disclosures & Conflicts of Interest Form(s) (winning bidder(s)/offeror(s))
- Contractor - Conflicts of Interest
- Purchasing Office Letter or e-mail to designated individual regarding potential conflict
- Conflict of Interest Form signed by all parties
- Letter from Procurement Office regarding the potential conflict
- Subcontractor Disclosures
- Disclosures & Conflicts of Interest form of Subcontractor(s)
- Subcontractor - Conflicts of Interest
- Purchasing Officer Letter or email to designated individual regarding potential conflict
- Conflict of Interest form signed by all parties
- Letter from Legal Office regarding the potential conflict
- Other: _____

CONTRACT

YES N/A

- Copy of Executed Contract
- Copy of all documentation presented to the Committees
- Finalized Council Committee Minutes (*PENDING*)
- Other: _____

MISCELLANEOUS FILE*

YES N/A

- Local Preference Form
- New Mexico Residence Form
- Veterans Exemption
- Sole Source determination form approved by Procurement Officer
- Exempt determination memo approved by Procurement Officer
- 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

- Documentation from protester filed with the Purchasing Office
- Letter from Department to Purchasing Office Providing response to protest
- Letter from Purchasing Officer to protester and Department on final outcome
- 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

- Original bid(s) or proposal(s) with no redactions.
- Documentation exempt - Proprietary, Confidential, Competitively Sensitive, or Trade Secret (i.e. e-mails, proposals, letters)

Jason M. Kulk PW PROJECT ADMIN.

Department Rep Printed Name and Title

Jason M. Kulk

Department Rep Signature attesting that all information included

ARR 9/11/15
Purchasing Officer attesting that all information is reviewed

SUMMARY INDEX
 SANTA FE CITY COUNCIL MEETING
 Wednesday, October 14, 2015

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
<u>AFTERNOON SESSION</u>		
CALL TO ORDER AND ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved	1-2
APPROVAL OF CONSENT CALENDAR	Approved [amended]	2
APPROVAL OF MINUTES: REGULAR CITY COUNCIL MEETING - SEPTEMBER 30, 2015	Approved	2
PRESENTATIONS	None	2
CONSENT CALENDAR LISTING		2-5
CONSIDERATION OF RESOLUTION NO. 2015-94 A RESOLUTION IN SUPPORT OF INCREASING THE FEDERAL ROYALTY RATE FOR OIL AND GAS PRODUCED ON FEDERAL PUBLIC LANDS	Approved	5
<u>CASE NO. 2015-91</u> . REQUEST FOR APPROVAL OF THE RECOMMENDATION OF THE CITY ATTORNEY TO REMAND BACK TO THE HISTORIC DISTRICTS REVIEW BOARD, PURSUANT TO THE STIPULATION BETWEEN THE PARTIES OF AN APPEAL BY JON JAYET FROM THE SEPTEMBER 8, 2015 DECISION OF THE HISTORIC DISTRICT REVIEW BOARD REGARDING STATUS REVIEW AT APPLICANT'S PROPERTY AT 829 WEST MANHATTAN AVENUE LOCATED IN THE WESTSIDE GUADALUPE HISTORIC DISTRICT	Approved/remanded to HDRB	5-6



Agenda

REGULAR MEETING OF
THE GOVERNING BODY
OCTOBER 14, 2015
CITY COUNCIL CHAMBERS

- e) Request for Approval of Professional Services Agreement – Services at Santa Fe Railyard Park; Santa Fe Railyard Park Stewards. (Robert Siqueiros)
- f) Request for Approval of Agreement Between Owner and Architect – Salvador Perez Park Parking Lot, Concession Building and Associated Work; John Barton Architects, LLC. (Jason Kluck)
- g) Request for Approval of Procurement Under Cooperative Price Agreement – Ninety (90) FirstVu HD Body Cameras for Police Department; Digital Ally, Inc. (Interim Police Chief Gallagher)
 - (1) Request for Approval of Budget Increase in the Amount of \$42,741.
- h) Request for Approval of Budget Increase in the Amount of \$15,386 for Section 5303 Federal Transportation Planning Funds for Santa Fe Metropolitan Planning Organization. (Mark Tibbetts)
- i) Request for Approval of Exempt Procurement – Software and Services to Upgrade City Web-Based Map Services; Latitude Geographics Group, LTD. (Renee Martinez)
- j) Request for Approval of Amendment No. 4 to Lease Operating Agreement – Food and Beverage Services for Restaurant Facility at Marty Sanchez Links de Santa Fe Golf Course; Northern Ventures, LLC d/b/a The Links Bar & Grill. (Jennifer Romero)
- k) Request for Approval of Budget Adjustment in the Amount of \$50,000 – Public Meeting Facilitation and Public Process Management Services for the Community Hospital and Health Care Study Group; University of New Mexico Health Sciences Center. (Kate Noble)
- l) CONSIDERATION OF RESOLUTION NO. 2015-__: (Finance Committee)
A Resolution Relating to a Request for Approval of the Quarterly Report and Associated Forms/Schedules Required for Submittal to the New Mexico Department of Finance and Administration/Local Government Division (DFA/LGD) for the Fourth Quarter of Fiscal Year 2014/2015. (Cal Probasco)
- m) CONSIDERATION OF RESOLUTION NO. 2015-__: (Councilor Bushee, Mayor Gonzales, Councilor Ives, Councilor Lindell and Councilor Maestas)
A Resolution Directing Staff to Complete the Old Pecos Trail Scenic Corridor Plan by Following the Necessary Public Process. (Greg Smith)

