

City of Santa Fe, New Mexico

memo

Date: July 22, 2014
To: Robert Rodarte, Purchasing Department Director ✓
Via: Nick Schiavo, Acting Public Utility Dept. & Water Division Director NS
From: Alan G. Hook, Water Resources Coordinator A.G.H.
Subject: Request for approval of sole source professional services agreement with the Santa Fe Watershed Association in support of education and outreach for the Santa Fe Municipal Watershed Management Program.

Background

An integral part of the Santa Fe Municipal Watershed Management Program is community education and outreach. To foster community support for ongoing forest and watershed management activities, which protect our valuable municipal surface water supply from catastrophic wildfire, past community engagement has focused on raising awareness about the local hydrologic cycle, the City of Santa Fe's (City) water supply system, forest and riparian ecology, wildfire protection, principles of watershed restoration, natural and cultural history, and the impacts of drought and climate change on our water resources. Furthermore, as the United States Forest Service's (USFS) Environmental Assessment (EA) for the proposed thinning of the wilderness portion of the municipal watershed will soon be finalized and the release of the Record of Decision (ROD) is pending, the need for community understanding and acceptance the on-going forest thinning work to protect the City's water supply has never been more important.

The Santa Fe Watershed Association has served as the City's contractor leading a number of education and outreach activities including:

- "My Water, My Watershed" public school programs (up to 45 in-class plus outdoor, field classes per year for all of Santa Fe public school district's 5th and 6th grade students);
- Middle & high school environmental monitoring (teaching students about their environment and water resources issues through hands-on science);
- Public watershed hikes for City residents (4 per year, including two van tours);
- Community meetings with business groups, neighborhood associations, non-profits and community organizers to inform the general public of activities occurring in the Santa Fe Municipal Watershed (6 community meetings per year);
- City water utility brochures (2 per year, addressing topics such as watershed restoration, drought, and smoke from prescribed burning) ;
- Bi-annual newsletter;
- Watershed program website design and development;

- Watershed video/DVD production (27 min. documentary on the City's water system and wildfire threat to the municipal watershed); and
- Climate Master's Program, modeled after NM Environment Department's program, successfully educating up to 25 participants in a 30 hour program on climate change related to water resources and forest ecology and possible future impacts on the City of Santa Fe's water resources.

In order to continue this valuable education and outreach work which engages diverse groups within the community and imparts important messages about persistent water/natural resource issues facing the City's water utility and the USFS, City staff requests to establish a new 1-year contract with the Santa Fe Watershed Association (SFWA). In their role as an advocate and major stakeholder for the entire Santa Fe River Watershed, SFWA has a long history of advocacy and valuable expert service work on a number of high-profile initiatives including: leading development of the Watershed Resource Action Strategy (WRAS) in 2002, forming and leading the Technical Advisory Group (TAG) in support of the USFS Environmental Impact Statement (EIS) for the 2002 Santa Fe Municipal Watershed Thinning Project, developing the managing the Adapt-the-River Program, staffing the Santa Fe River Children's Fishing Derby, and supporting passage of the City's Living River ordinance.

The attached proposed scope of work for SFWA's new contract includes all of the previously mentioned education and outreach activities, with the exception of the video/DVD production which was a one-time effort. However, the new scope of work includes: 1) a Kid-friendly Santa Fe River Watershed video for educational purposes and 2) an Annual Report citing results of the 4th 5th grade classroom and field visits, the middle/high school monitoring, amount of participants in the watershed tours, number of participants in the climate master's program, number of successful community programs, website updates, and the subject matter of the utility billing inserts & newsletters.

Unique Qualifications

The SFWA's long history of fostering collaborative solutions and advocating science-based policies focused on the Santa Fe River Watershed leaves them uniquely qualified to continue education and outreach work for the municipal watershed project. There is no other organization in Santa Fe that has the same focus and experience within the Santa Fe Municipal Watershed, nor is there another organization that has the same expertise in outdoor-experiential teaching, aligned with NM science standards and benchmarks, to teach Santa Fe's public school students about critical water and natural resource issues in the municipal watershed, as substantiated by the attached letters of support. Furthermore, SFWA has worked diligently to create relationships with teachers, school administrators, and the Santa Fe Public Schools transportation department. It would be impossible for any other individual or organization to implement a school year program in the fall of 2014. Please, see the attached memo from SFWA for details. Also, with ongoing construction at McClure Reservoir this year, SFWA is in ongoing conversations with two partners to obtain permission to use two alternate sites along the Santa Fe River. This would allow flexibility of the *My Water, My Watershed* programs during times of construction or limited access to the municipal watershed.

Due Diligence

The following link is to The Nature Conservancy's on-line Rio Grande Water Fund map, listing education and outreach programs in New Mexico.

<http://tnc.maps.arcgis.com/apps/Edit/index.html?appid=839c530d73474715b9ce55f366881de7>. I have researched the various watershed education and outreach programs and associated individuals or organizations within New Mexico, but there is no other organization, especially locally, that is as uniquely qualified as the SFWA to continue implementing education and outreach activities under the Santa Fe Municipal Watershed Management Plan. Again, it would be impossible for any other individual or organization to implement an outdoor school year program, aligned with NM science standards and benchmarks, by the fall of 2014.

Recommended Action

Approve the justification for a sole source new professional services agreement with the Santa Fe Watershed Association in the amount of \$145,823.53 not including applicable gross receipts tax.

- Approved
 Not Approved



Robert Rodarte, Purchasing Department Director



Date

CC: Maya Martinez, Public Utilities Financial Administrator

SOLE SOURCE REQUEST AND DETERMINATION FORM

This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.

Date: July 18, 2014

Prepared By: Alan G. Hook

Title: Water Resources Analyst

Vendor Name: Santa Fe Watershed Association

Address: 1413 2nd St # 3, Santa Fe, NM 87505

City: Santa Fe

State: NM

Zip Code: 87505

Description of Good/Service to be Procured:

Estimated Cost: \$145,823.53

Term of Contract: FY 2014-15

1. Explain why this is the only available source that can be meet the needs of your department.

The Santa Fe Watershed Association's (SFWA) long history of fostering collaborative solutions and advocating science-based policies focused on the Santa Fe River Watershed leaves them uniquely qualified to continue education and outreach work for the municipal watershed project. There is no other organization in Santa Fe that has the same focus and experience within the Santa Fe Municipal Watershed, nor is there another organization that has the same expertise in outdoor-experiential teaching, aligned with NM science standards and benchmarks, to teach Santa Fe's public school students about critical water and natural resource issues in the municipal watershed, as substantiated by the attached letters of support. Furthermore, SFWA has worked diligently to create relationships with teachers, school administrators, and the Santa Fe Public Schools transportation department. It would be impossible for any other individual or organization to implement a school year program in the fall of 2014. Please, see the attached memo from SFWA for details. Also, with ongoing construction at McClure Reservoir this year, SFWA is in ongoing conversations with two partners to obtain permission to use two alternate sites along the Santa Fe River. This would allow flexibility of the *My Water, My Watershed* programs during times of construction or limited access to the municipal watershed.

2. Explain why this vendor is the only available source from which to obtain this product of service.

The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or

Other reason, please explain in full. Attach additional sheets, if necessary.

3. Explain why the price is considered fair and reasonable.

The quoted price for the Professional Services of the Santa Fe Watershed Association is in line with the FY 2013-14 and will include additional watershed hikes plus an Education & Outreach Annual Report summarizing the successes of the scope of services deliverables.

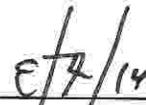
4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)

As the Santa Fe Municipal Watershed Management Program Manager, I have researched the various watershed education and outreach programs and associated individuals or organizations within New Mexico, but there is no other organization, especially locally, that is as uniquely qualified as the Santa Fe Watershed Association to continue implementing education and outreach activities under the Santa Fe Municipal Watershed Management Plan. Again, it would be impossible for any other individual or organization to implement an outdoor school year program, aligned with NM science standards and benchmarks, by the fall of 2014.

Approvals:

Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.


Robert Rodarte
Purchasing Officer


Date