

City of Santa Fe, New Mexico

memo

DATE: July 16, 2015
TO: Robert Rodarte *RR*
VIA: *Isaac J. Pino*
Isaac J. Pino, PE – Public Works Department Director
John Romero, PE – Acting Roadway & Trails Engineering Division Director *JR*
Leroy Pacheco, PE – River, Watershed & Trails Section Manager *LP*

FROM: Melissa A. McDonald, River and Watershed Coordinator *MA*

ITEM & ISSUE:

REQUEST FOR POSTING OF SOLE SOURCE FORM PROFESSIONAL SERVICES AGREEMENT WITH THE SANTA FE WATERSHED ASSOCIATION PURSUANT TO RESOLUTION NO. 2001-67 TO MANAGE THE CITY'S ADOPT-THE-RIVER & ADOPT-AN-ARROYO PROGRAMS IN THE AMOUNT OF \$20,000 INCLUDING NMGR.T.

BACKGROUND & SUMMARY:

On October 10, 2001, the Governing Body approved Resolution No. 2001-67 which provides that the Santa Fe Watershed Association (SFWA) shall administer the City's Adopt-the-River program. Pursuant to the Resolution, the City seeks to enter into a "sole source" Professional Services Agreement to continue the program and compensate SFWA for management of the program.

Under the scope of services for the program, the SFWA provides valuable services that include:

- Recruiting and coordinating volunteers for river and arroyo clean-up and other stewardship activities;
- Educating the public regarding the function of the Santa Fe River and its arroyos, watershed restoration activities and storm water management; and
- Update and develop an inventory of problem areas (e.g., areas of bank erosion and threats to city infrastructure) along Santa Fe River's tributary arroyos to prioritize mitigation plans.

The procurement of these professional services is in accordance with the legislative direction pursuant Resolution No. 2001-67 and the City's Purchasing Manual, *Article 16 – Sole Source Procurements* and *Article 24 – Procurement of Professional Services Under \$50,000.*

RECOMMENDED ACTION:

The Public Works Department recommends the following:

- Approval of a Sole Source Agreement with Santa Fe Watershed Association to manage the City's Adopt-the-River and Adopt-an-Arroyo Programs in the amount \$20,000.00 inclusive of New Mexico Gross Receipts Tax.

MA 7/16/15
Attachments: Sole Source Form

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: 7/15/15

Prepared By: Melissa McDonald

Title: River & Watershed Coordinator

Vendor Name: Santa Fe Watershed Association

Address: 1413 Second Street, Suite 3

City: Santa Fe

State: NM

Zip Code: 87505

Description of Good/Service to be procured: Management of the Adpot-the-River and Adopt-a-Arroyo program.

Estimated Cost: \$20,000

Term of Contract: 10/01/15 – 9/30/16

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

The Governing Body approved Resolution No. 2001-67 which provides that the Santa Fe Watershed Association (SFWA) shall administer the City's Adopt-the-River program. Pursuant to the Resolution, the City seeks to enter into a "sole source" Professional Services Agreement to continue the program and compensate SFWA for management of the program.

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.

Santa Fe Watershed Association currently manages of the Adopt-the-River and the Adopt-an-Arroyo programs since 2001. They coordinate, advertise, and manage sponsorship of 26 adopted reaches of the river. They also provide education, outreach and advocacy regarding the river and watershed ecology and hydrology. They are under contract with Santa Fe County for Adopt- an-River program therefore the management will be streamlined.

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

Hours and wages are on par with this type of work and meet current state, local, and municipal standards including the Living Wage Ordinance.

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.)

Annual review of the PSA was done with the SFWA determining the exact scope of work and area of coverage. Discussion of current and future grant opportunities were discussed to maximize the city's monies in the future.

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

7/16/15
Date