

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: 8/13/15

Prepared By: Melissa McDonald

Title: River & Watershed coordinator

Vendor Name: SF Watershed Association

Address: 1413 Second Street #3

City: Santa Fe

State: NM

Zip Code: 87505

Description of Good/Service to be Procured:

An updated report on the health of our major arroyo system using a rating system for stormwater conveyance, ecological value, social value and potential infiltration areas.

Estimated Cost: \$10,000

Term of Contract: 10/01/2015 – 09/30/2016

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

The Arroyo Assessment Survey is critical to the planning of the river, watershed & arroyo improvements. It is essential that the surveyors have excellent knowledge of past condition in order to track current damage to the 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.

This survey is an update to an existing survey executed by the the SF Watershed Association. SFWA currently runs an Adopt- an- Arroyo program. Their unique knowledgebase and familiarity with the arroyo system and watershed allows them greater insight and maximum efficiency in identifying troubled areas.

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

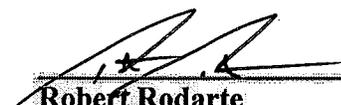
Rates are on par and meet the City of Santa Fe Living Wage Requirements.

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.)

Staff has begun discussions SFWA as to applying for grants and matching for some of the services provided and also the possibility of applying jointly toward this goal.

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

8/17/15
Date

City of Santa Fe, New Mexico

memo

DATE: August 13, 2015

TO: Robert Rodarte, Purchasing Officer *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 *MAC*

ITEM & ISSUE:

REQUEST FOR POSTING OF SOLE SOURCE FORM FOR PROFESSIONAL SERVICES AGREEMENT WITH THE SANTA FE WATERSHED ASSOCIATION (SFWA) TO EXECUTE AND UPDATE THE ARROYO ASSESSMENT SURVEY IN THE SANTA FE WATERSHED, IN THE AMOUNT OF \$10,000 INCLUDING NMGRT.

BACKGROUND & SUMMARY:

On November 16, 2012 SFWA submitted the Arroyo Assessment Survey of 10 major arroyos in the Santa Fe Watershed.

The current proposal states under the scope of services, the SFWA provides valuable services that include: Updating on the *Arroyos Assessment Surveys of 10 Major Arroyos in the Santa Fe Watershed, November 16, 2012* by the Santa Fe Watershed Association, SFWA will Perform arroyo assessments according to the agreed upon protocol by ranking arroyos on the following factors: potential risks to public safety, property and city infrastructure; storm water conveyance; ecology and natural resources; social uses and benefits, and aquifer storage recharge potential.

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 (SFWA) to the City's Arroyo Assessment Survey in the amount \$10,000.00 inclusive of New Mexico Gross Receipts Tax.

MA
Attachments: Sole Source Form

8/13/15