



June 16, 2021

To: Sam Burnett
City of Santa Fe

BOARD MEMBERS

Jennifer Jenkins,
President

From: Shannon Palermo
Railyard Park Conservancy

Max Myers,
Treasurer

Re: Sole Source Letter from Contractor

Anne Nelson,
Secretary

Dear Sam Burnett,

Brian Egolf,
Ex Officio

The Railyard Park Conservancy is the only organization to ever submit a proposal to the City of Santa Fe in response to a Request for Proposals related to providing specialized care for the Railyard Park's gardens, educational and cultural programs. Since the beginning of the Railyard Project over a decade ago, no other organization has ever submitted a proposal in response to past bids. As such, the Railyard Park Conservancy is the only organization that has intellectual property based on long-term cultivation of programs, procedures, relationships, staff, volunteers, and institutional knowledge related to providing care for the Railyard Park's gardens, educational and cultural programs since 2010.

Molly Mehaffy

Priscilla Shannon
Gutierrez

Lynn Grimes

STAFF

Shannon Palermo,
Executive Director

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Palermo", is positioned below the word "Sincerely,".

Kathryn York,
Marketing Director

Shannon Palermo
Executive Director

Peggyjoy Hodgen
*Volunteer
Coordinator*

Juliet Staveley
*Early Childhood
Educator*

Natalie Rae Good,
*Community Garden
Manager*



June 16, 2021

Dear Sam Burnett,

Please find below a detailed quote reflecting the annual costs associated with the Railyard Park Conservancy's work providing community care for the Railyard Park + Plaza and St. Francis Underpass. This quote reflects one Fiscal Year:

SCOPE OF SERVICES	COSTS	
Specialized Horticultural Care of the Railyard Park and St. Francis Underpass Gardens	\$70,000	
Facilitate community volunteerism via weekly youth and adult volunteer programs, oversee grassland restoration and conservation efforts, manage two community food gardens, facilitate a volunteer Horticulture Advisory Committee, attend monthly meetings with the City of Santa Fe and Stakeholders, organize watering schedules for various gardens and drought stricken areas of the Railyard Park, provide stewardship for Acequia Niña and Acequia Madre. Other Park Services provided include: Oversight of the Community Room and Tool Shed - including replenishing of tools and supplies, coordination with Santa Fe Conservation Trust, Santa Fe Railyard Community Corporation, Acequia Madre Association and other Railyard Stakeholders; fundraising and solicitation of in-kind donations.		
Free Educational Programming in the Railyard Park + Plaza	\$70,000	
Facilitate educational opportunities associated with conservation efforts in the Railyard Park, coordinate a free workshop series out of the Park's Community Room, schedule and host science-based field trips available free-of-charge to all students, facilitate free nature-based play and child-directed play programs in the Park, provide green job skills training to young adults, and manage a volunteer Children's Advisory Committee. Provide staff to execute the responsibilities associated with Educational Programming in the Railyard.		
Public Art in the Railyard Park + Plaza	\$10,000	
Oversee insurance and conservation easement compliance for art installations within the Railyard Conservation Easement, acquire final art installation approval from contract manager, Sam Burnett; coordinate art proposal submissions and outreach, manage a volunteer Railyard Art Project Advisory Committee to jury art proposals, coordinate with Railyard Stakeholders for install, de-install of all art; provide staff on site for all art installations and de-installations; communicate with artists to ensure contract is fully enforced and art is maintained throughout it's exhibition time. Provide full time staff to execute the responsibilities associated with managing public art in the Railyard.		
	\$150,000	TOTAL

Sincerely,

Shannon Palermo
Executive Director



City of Santa Fe, New Mexico



SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form must be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety - () must be completed.*

*Date: 06/07/2021

*Prepared By: Sam Burnett

title: Property Maintenance Manager

*Vendor Name: Railyard Park Conservancy

*Address: 805 Early Street

*City: Santa Fe

*State: New Mexico

*Zip Code: 87501

*Description of Goods/Service to be procured:

*Estimated Cost:

\$150,000/year

Term of Contract:

One (1) to Four (4) year from a Four Years

*Sole Source Request Justification Questions 1-3.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

The contractor shall provide horticultural services, educational programming, and public art for the Railyard Park in Santa Fe, New Mexico, as follows:

1. Determine the definitive scope of work, coordinate, implement and provide specialized programs and oversee the project administration for all phases of the programs.
2. The Contractor shall provide the following programs:
 - (a) Adult and Youth Volunteer Gardening Programs;
 - (b) Community Educational Programs;
 - (c) Community Workshop Program;
 - (d) Community Garden Programs;
 - (e) Temporary Public Art Program
 - (f) Green Job Skills Training Program
 - (g) Stewardship of Acequia Madre Program
3. Manage and coordinate the work of all volunteers providing services and monitor their progress to meet deadlines.
4. Manage and Coordinate four volunteer advisory committees:
 - (a) Railyard Art Project Committee
 - (b) Horticulture Committee
 - (c) Children's Committee
 - (d) Development Committee
5. Hire independent consultants to provide services as needed;
6. Coordinate programs with the City of Santa Fe, the Santa Fe Conservation Trust, Acequia Madre Association, and the Santa Fe Railyard Community Corporation.
7. Site specific horticultural services to maintain the Railyard Park
8. Manage community rental of the Railyard Park Community Room for small events
9. Provide basic supplies for the Community Room (trash bags, soap, paper towels, cleaning supplies)
10. Solicit in-kind donations, monetary donations, and grants to fund programs in the Railyard Park
11. Prepare a yearly budget based on program costs.



City of Santa Fe, New Mexico



2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

☐

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

☒

Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

The Railyard Park Conservancy has been providing horticultural care, educational programming, and public art in the Railyard Park for over a decade. In this time, they have developed both staffing and site specific programing for maintaining and engaging the community in the Railyard Park.

The Railyard Park Conservancy has successfully executed the obligations of an annual Professional Services Agreement since FY2010-11.

The Railyard Park Conservancy has developed a comprehensive working relationship with the Parks Division for the co-management of the Railyard Park, which is essential for meeting the demands of this scope of services.

The Railyard Park Conservancy has developed an extensive knowledge of the Parks physical features, vegetation, irrigation, infrastructure, and drainage systems that is essential in the proper management of the Park and fulfilling their scope of services.

The Railyard Park Conservancy has nurtured long standing relationships with a robust group of volunteers, Railyard Park neighbors, community groups, businesses, Railyard Stakeholders, and schools that allows them to meet the demands of their scope of services.

The Railyard Park Conservancy’s volunteers and staff have nurtured relationships with the unhoused community within the Park and surrounding area that helps keep the Railyard Park safe.

The Railyard Park Conservancy has developed four highly specialized volunteer advisory committees that inform the organization’s work implementing horticultural care, educational programming, and public art.

3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

The Railyard Park Conservancy has experience working in tandem with other Railyard Stakeholders including: City of Santa Fe Parks Division, City of Santa Fe Public Works Department, Santa Fe Railyard Community Corporation, Santa Fe Conservation Trust, and the Acequia Madre Association, in order to implement their scope of services.

The Railyard Park Conservancy is the community stewardship organization that helped oversee the design and construction of the Railyard Park. The Railyard Park Conservancy has a working knowledge of the public input process and community design goals that informed the design of the Railyard Park and the entire Railyard Master Plan over two decades ago.

The Railyard Park Conservancy has long established, multi-year relationships with a large cadre of community volunteers who work in the Park weekly.

The Railyard Park Conservancy is an established and respected organization that is able to solicit in-kind, monetary, and grant funds to implement Railyard Park programs.

The Railyard Park Conservancy has a working knowledge of the Park’s physical features, vegetation, irrigation, infrastructure, and drainage systems that is essential in the proper management of the Park and fulfilling their scope of services.

The Railyard Park Conservancy has a working knowledge of the Conservation Easement and has over a decade of experience ensuring that all Railyard Park programs and community care adhere to the Conservation Easement.

The Railyard Park Conservancy has been providing horticultural care, educational programming, and public art in the Railyard Park for over a decade. In this time they have developed both staffing and site specific programing for maintaining and engaging the community in the Railyard Park.

The Railyard Park Conservancy has developed a comprehensive working relationship with the Parks Division for the co-management of the Railyard Park, which is essential for meeting the demands of this scope of services.

The Railyard Park Conservancy has developed four highly specialized volunteer advisory committees that inform the organization’s work implementing horticultural care, educational programming, and public art.




City of Santa Fe, New Mexico



*Approvals:

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.


Fran Dunaway (Jul 15, 2021 08:26 MDT)

Jul 15, 2021

Fran Dunaway, CPO
Purchasing Officer for the
City of Santa Fe

Date

Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for a period of one (1) year from the date of the award.*

Fran Dunaway, CPO
Purchasing Officer for the
City of Santa Fe

Date

*Required Attachments:

**Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),*

**Quote from sole source Contractor*

**Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*






Railyard Park Conservatory Sole Source

Final Audit Report

2021-07-15

Created:	2021-07-14
By:	Lailah Herrera (lherrera@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA27XZXdfih6whhccN2D70oXqJM9Chq-f3

"Railyard Park Conservatory Sole Source" History

-  Document created by Lailah Herrera (lherrera@ci.santa-fe.nm.us)
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-  Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature
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-  Document e-signed by Fran Dunaway (fadunaway@santafenm.gov)
Signature Date: 2021-07-15 - 2:26:55 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
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