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: 06/08/2022

*Prepared By: Larry Worstell  *Title: ITT Infrastructure Manager

*Vendor Name: Bradley Engineering

*Address: 2828 Bellamah Dr

*City: Santa Fe  *State: NM  *Zip Code: 87507

*Description of Goods/Service to be procured:

*Estimated Cost: $196,000.00  Term of Contract: One (1) to Four (4) year from award  2 year

*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 City of Santa Fe (CoSF) is looking to hire a Public Safety Communication Subject Matter Expert (SME) to assist with the transition the city’s Digital Trunking Radio System (D.T.R.S) to the State of New Mexico’s Statewide Interoperable D.T.R.S. Bradley Engineering Subject Matter Expert (SME) has over 40 years’ experience to perform the following technical and functional consulting services. Bradley Engineering has also designed over 90% of the State of New Mexico’s public safety network to produce 99.999% reliability in public safety grade reliability. Below is a preliminary Scope of Work (SOP).

- Develop Installation, testing and commissioning plans with timelines for City of Santa Fe P25 DTRS transition to the State of New Mexico DTRS.
- Provide technical and design interface between the CoSF and the State of New Mexico staff, contractors and federal or local partners as needed
City of Santa Fe, New Mexico

- Assisting with the planning, design, procurement and installation required for the CoSF DTRS Network and Public Safety dispatch system transition to the State of NM DTRS.
- Provide oversight of project task scheduling and consult on technical task execution for the CoSF to State DTRS project implementation.
- Provide approval of performance testing by contractors and NM State staff. Ensure written results are provided upon completion of job.
- Provide technical answers or direction with reference to engineering and coordination questions.
- Attend all project meetings in person or through Microsoft Teams when required.
- Identify and recommend strategic DTRS related solutions to CoSF staff as requested.
- Assist in establishing policies and procedures and verifying documentation of all changes to DTRS networks and related equipment.

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 complex Public Safety Radio Systems integration between the City of Santa Fe, The State of New Mexico and the Regional Emergency Command Center (RECC) requires intimate knowledge of the all three entities and experience with integrating all three such systems into a unified and seamless radio network. Bradley Engineering is the only contractor with design and hands on experience of the NM State DTRS and CoSF DTRS. As having recently engineered State and local radio systems for the State of New Mexico Bradley Engineering Inc. is positioned to understand the complex interface requirements of all New Mexico State radio installations to local Public Safety radio systems. Bradley Engineering understands what work is needed to advance this project forward and guide implementation. Only Bradley Engineering Inc. possesses the knowledge of how the City’s DTRS needs to be configured to coordinate the radio system vendor and subcontractor installations. This project is time sensitive, which requires present day working knowledge of the NM State DTRS and City DTRS without prior study and review.
SME Contractor has a working knowledge of the State of New Mexico’s existing Digital Trunked System and Networks.

SME Contractor has a working knowledge of the City of Santa Fe Digital Trunked System, dispatching and Network.

SME Contractor must be a trained Network Engineer with 15 or more years of Radio and Point-to-Point Network design and implementation experience.

SME Contractor has a good public speaking skills and be able to interface with City officials and Public Safety personnel on issues that might arise during the transition.

SME Contractor has a permanent office within 50 miles of the City of Santa Fe offices.

SME Contractor must hold a business license with the City of Santa Fe or State of New Mexico or have a state Purchasing Agreement (SPA).

SME Contractor must have working relationships with all relevant DTRS contractors and Vendors operating in the State Of New Mexico.

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

- Contractor is considered the primary architect of the existing NM State DTRS
- Contractor is exclusive architect of several local NM Counties and municipalities to state DTRS integration projects.
- Contractor was exclusive project manager of City of Albuquerque and Bernalillo County DTRS to State DTRS process
- Contractor was exclusive project coordinator of existing NM State DTRS from design through build out and implementation.
- Contractor relationships with NM State DTRS vendors/contractors is unparalleled.
- Contractor relationships with NM County and Municipal Public safety radio personnel is unparalleled.

*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, CPO
Purchasing Officer for the City of Santa Fe

Jun 8, 2022
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      Date
Purchasing Officer for the
City of Santa Fe

*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*
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• SME Contractor must have working relationships with all relevant DTRS contractors and Vendors operating in the State Of New Mexico.

Other contractors will cannot meet the professional services required for this project.
Examples:

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• Contractor was exclusive project manager of City of Albuquerque and Bernalillo County DTRS to State DTRS process
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"CPO ITT BRADLEY ENGINEERING" History

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