

Henry Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM FOR FILE

DATE: November 15, 2021

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

RE: Sole Source Determination per Section 13-1-126 NMSA 1978 to Continue Architectural Design Services Contract with Lloyd & Associates for the Design of the District Attorney Building Renovation and Improvements.

BACKGROUND

On December 17, 2012, Santa Fe County executed Agreement No. 2013-0111-PW/MS with Ellis/Browning Architects, Ltd. to provide architectural design for renovations to the Santa Fe District Attorney's building located at 3127 Sandoval Street, Santa Fe, New Mexico.

On April 25, 2016, the Agreement was amended to provide for an assignment and assumption between Ellis/Browning and assignee Lloyd & Associates Architects.

The original scope of design services remains unchanged for this project. Delays with the completion of services were a result of unforeseen and uncontrolled circumstances with the original Architect, as well as a change in District Attorney.

The project is currently in 100% construction document phase of design.

ISSUE

The Agreement as amended expired on April 25, 2017 and the County requires the Architect to complete the design services and deliverables originally contracted to provide Bidding and Negotiating, Construction Administration, Project Close-Out and 11-month warranty, in order to complete the project. Santa Fe County requires the services of Lloyd & Associates to complete the services for the project. Public Works has requested a sole source determination in order to proceed with the design services under a new 4-year contract/agreement.

DETERMINATION

The original EJCDC Agreement with Ellis/Browning, as does the amendment assignment states that each design deliverable will be considered complete on the date when the deliverables have been delivered to the owner. In this case, all of the deliverables required have not been delivered to the owner.

In addition, although other design professionals can perform the design, those professionals will not accept all design liabilities of the Architect of Record at full Construction Documents and, therefore does not meet the original intended purpose of the contract. Further, if the County were to contract with another Architectural Firm, the County would relinquish all liabilities to the new Architectural Firm related to errors and omissions.

Due to the specific and technical intent of the original procurement and Agreement for Engineering Services, including the aforementioned liability issues, the County Procurement Manager of the County central purchasing office, has determined that a new Agreement between Santa Fe County and Lloyd & Associates, Architect be executed based on a sole source procurement, pursuant to 13-1-126, NMSA 1978.

Contract Information:

Vendor: Lloyd & Associates, Architects
321 W. San Francisco St., Suite A
Santa Fe, New Mexico, 87501

Basic Design Services & Deliverables:

Update of 100% construction drawings/specifications
Bidding and Negotiation Phase
Construction Administration Phase
11 Month Warranty Phase

Delivery: Though project completion
Total Compensation- **\$ 68,520.00, excluding NMGRT**

NOTE: This agreement may be extended an additional 3 years in 1 year increments.

LLOYD & ASSOCIATES
ARCHITECTS

PROJECT BUDGET

Project:
Santa Fe DA's Office

Date: November 1, 2021
LAA Project #:

Phase of Work	% of fee	Fee	Timeframe
Schematic Phase	4.0%	\$2,700	2 Weeks
Design Development Phase	5.4%	\$3,600	2 Weeks
Construction Doc. Phase	39.4%	\$26,420	6 Weeks
Bidding & Neg. Phase	9.0%	\$6,000	12 Weeks
Construction Phase	39.5%	\$26,500	20 Weeks
Project Closeout	1.5%	\$1,000	4 Weeks
11 Month Insp. Phase	1.2%	\$800	4 Weeks
Total (including Consultants)	100%	\$67,020	50 Weeks
Reimbursables (not in above total):			
Printing		\$ 1,500	
Consultant Costs (included in total above)			
Mechanical & Plumbing Engineering		\$ 18,000	
Electrical Engineering		\$ 4,525	
Structural Engineering		\$ 2,200	
Construction Cost			
		% of Construction	Median Cost Estimate
Project MAC		4%	\$1,900,000
Project A & E Fee's		\$	68,520

LAA

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SCOPE OF WORK

DISTRICT ATTORNEY OFFICE BUILDING RENOVATION

I. Project Purpose Statement

Santa Fe County has solicited sole source quotes from Lloyd & Associates to complete the design package, bidding, inspection and closeout services on the Santa Fe County owned District Attorney building.

II. Location

The District Attorney building is located at 327 Sandoval Street, Santa Fe, NM 87501. The existing building is 3 stories comprising approximately 18,943 square feet. The maximum occupancy is 231 people.

III. Existing Conditions & Resources

Santa Fe County is mandated by State law to provide office space to the District Attorney's office. Santa Fe County owns the building at this location, and it is now occupied by all divisions of the District Attorney's office. Due to the poor condition of the building, the County has identified a need to upgrade the building's interior, exterior and HVAC systems.

IV. Project Goals & Objective

The purpose of the project is to remodel and upgrade environmental systems to meet new ADA, Energy, Life Safety and building codes. This will create a usable, safe county facility to help meet the county's continued efforts to house the DA staff and employees.

The objective is to renovate and upgrade the existing infrastructure, including but not limited to mechanical, electrical, plumbing and special systems. The renovation will include but are not limited to reception space, administrative office space, meeting rooms, shared break room/conference area, and ADA compliant restroom facilities.

V. Project Scope:

The purpose of this agreement for architectural services is for design services for the renovations of the District Attorney's office. The Architect will provide a completed consultant list on the form provided from Purchasing, if the Architect plans to use consultants or subcontractors for this Project. The County will send the Architect a notice to proceed using the Authorization to Proceed form sent from the Project Manager.

102 Grant Avenue · P.O. Box 276 · Santa Fe, New Mexico 87504-0276 · 505-986-6200 · FAX:
505-995-2740 www.santafecountynm.gov

VI. Services:

Contractor shall provide services including, but not necessarily limited to the items shown below. Items to include design, equipment schedules, material schedules, permit ready construction documents, construction inspection and project closeout, along with any services necessary to complete the following services:

1. Architectural Design Services:

- a) Stamped permit ready construction plans for DA building remodel
- b) Design of ADA restrooms
- c) All structural, HVAC, electrical and plumbing design
- d) Design to conform to budget MACC allotted for project construction
- e) Work with County PM on design properties
- f) Meeting or exceeding existing building codes for design
- g) Ensure design meets all current building codes
- h) Bidding docs & negotiation's, 100% drawings with spec book, 11-month warranty, construction management with close out docs, Fire and sprinkler, HVAC
- i) Refurbish and/or replace exterior wood elements design
- j) Study interior traffic flow to redesign the building entry and access points
- k) Improve security for public and non-public areas of the building; including security fence and gate at the north end of the building and security fencing above the wall at the south end of the building as an add alternate
- l) Carpeting and flooring replacement
- m) Signage on North and West side of building
- n) Sealing design of first floor concrete to prevent gas fumes from entering building
- o) Improvements to lighting and lighting controls
- p) Improve the HVAC system control and locations
- q) Improve the building ADA accessibility and compliance throughout the building
- r) Provide security access on interior doors
- s) Refurbish 2 east wood railings at balconies
- t) Design removal of existing wall(s) where designated
- u) Design new partitions, meeting rooms and offices where designated

2. Additional Design Services:

- a) Code review
- b) Civil design
- c) Landscape design
- d) Interior design
- e) Structural design
- f) Mechanical design
- g) Electrical design
- h) Materials research and specifications
- i) Cost Estimating
- j) Bidding documents
- k) Attendance at pre-bid conference
- l) Addenda/responding to bidder inquiries
- m) Bidding/Negotiation

- n) Analysis of alternates and substitutions
- o) Bid evaluation

3. Contract Administration Services:

- a) Submittal services
- b) Review of Pay Applications
- c) On-site inspection of work
- d) Testing and inspection administration
- e) Supplemental documentation
- f) Quotation requests/change orders
- g) Contract cost accounting
- h) Furniture & equipment installation administration
- i) Interpretations & decisions
- j) Project close-out

4. Final Facility Administration Services:

- a) Maintenance and operational programming
- b) Startup assistance
- c) Record drawing
- d) Warranty review
- e) Post contract evaluation

V. Project Proposal and Timeline

The County intends on requesting sole source to provide design services from Lloyd and Associates due to the knowledge, and amount of work that Lloyd has done to date, on this remodel project.

LOCATION MAP:



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