

**PROFESSIONAL SERVICE AGREEMENT
WITH EARTH ANALYTIC, INC.
FOR THE RESOURCE INVENTORY AND ASSESSMENT
FOR OPEN SPACE, TRAILS & PARKS PLAN**

THIS AGREEMENT is made and entered into on this 13th day of June, 2014, by and between **SANTA FE COUNTY** (hereinafter referred to as the "County"), an New Mexico political subdivision, and **EARTH ANALYTIC, INC.** located at 7 Avenida Vista Grande #123, Santa Fe, N.M. 87508 (hereinafter referred to as the "Contractor").

WHEREAS, the Santa Fe County Open Space and Trails Program has been established to preserve the County's natural, historical and cultural diversity and identity. The program has endeavored to conserve the unique open landscapes throughout the County and provide enhanced opportunities for outdoor recreation and leisure;

WHEREAS, the Program now encompasses over 6,600 acres of County-owned open space, 23 properties and 46 miles of trail and requires a resource inventory and assessment of all open space, trails and parks to inform the Santa Fe County Open Space, Trails and Parks Plan;

WHEREAS, in accordance with NMSA 1978 Sections 13-1-112- and 113-1-117, competitive, sealed proposals were solicited via a formal request for proposal RFP# 2014-0303-GM/PL for the implementation of these services;

WHEREAS, based upon the evaluation criteria established within the RFP for the purposes of determining the most qualified Offeror, Santa Fe County has determined the Contractor as the most responsive and highest rated Offeror;

WHEREAS, the County requires the services and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. SCOPE OF THE WORK

The contractor shall:

A. Compile existing geospatial data for the Santa Fe County resources as specified in "Paragraph B" (below), including but not limited to, the following datasets:

- 1) Existing Southwest Regional Gap Analysis Program data (land cover, land form, animal habitat, land stewardship)
- 2) NRCS soil survey data
- 3) NM Bureau of Geology and Mineral Resources geologic data
- 4) Santa Fe County 2-foot contour topographical data (existing and new for Fall 2014)

- 5) Santa Fe County Visual Resources Inventory and Analysis (1994)
- 6) Other Santa Fe County studies on water resources, wildlife and habitat, environmentally sensitive land, and conservation suitability
- 7) EMNRD Forestry Division, New Mexico Natural Resources Assessment and Strategy and Response Plans (see also the Data Atlases)
- 8) New Mexico Game and Fish, Comprehensive Wildlife Conservation Strategy (CWCS), datasets, and management guidelines
- 9) Archaeological Resource Management Section (ARMS), New Mexico Historic Preservation Division – New Mexico Cultural Resources Information System (NMCRIS) data
- 10) Santa Fe Conservation Trust conservation data
- 11) Trust for Public Land conservation data
- 12) Nature Conservancy conservation data for New Mexico (biodiversity, forest health, green infrastructure, fragmentation, water quality and supply, economic potential, development potential, wildfire risk)
- 13) FEMA floodplain data

B. Prepare inventory maps depicting the location and extent of the following resources in Santa Fe County:

- 1) Natural Resources
 - a) Physical Features
 - Topography
 - Waterways (watersheds, rivers, streams, arroyos, wetlands, lakes, acequias, floodplains)
 - Soils
 - b) Biological Features
 - Plant communities (including listed & special status plants)
 - Wildlife communities (including listed & special status animals)
 - Wildlife Habitat & Greenways (including sensitive habitats)
 - Agricultural resources (working landscapes)
- 2) Cultural Resources
 - a) Archaeological and Historical Sites
 - b) Traditional Cultural Properties and Sacred Sites
 - c) Traditional Communities and Traditional Historic Communities
 - d) Cultural Landscapes

- 3) Visual/Scenic Resources
 - a) Viewsheds
 - b) Scenic Quality
- 4) Land Stewardship
 - a) Conservation Easements
- C. Work with Santa Fe County Open Space and Trails Planner and GIS Division staff to develop a web-based map tool (similar to ESRI Story Map) to assist with the Public Participation Process for the Santa Fe County Open Space, Trails and Parks Plan.
- D. Coordinate with the Santa Fe County Open Space and Trails Planner and other staff, the County Open Land, Trails and Parks Advisory Committee (COLTPAC), and other stakeholder organizations involved in the planning process for the creation of the Santa Fe County Open Space, Trails and Parks Plan.
- E. Prepare a Santa Fe County Resource Inventory and Assessment Report utilizing the following guiding questions:
 - 1) Why is this resource important?
 - 2) Where is this resource located in Santa Fe County?
 - 3) What are the threats to / risks from this resource?
 - 4) What are the opportunities, priorities, existing projects associated with this resource?
- F. Include in the Santa Fe County Resource Inventory and Assessment Report recommendations for the following:
 - 1) Priority Areas for Open Space Acquisition
 - 2) Strategies for Resource Management (by resource type)
- G. Deliver a final report and presentation that detail the methodology of the analysis and presents its results, including inventory maps and recommendations as follows:
 - 1) Santa Fe County Resource Inventory Map Series (and accompanying GIS datasets and map projects)
 - 2) Web-based interactive map of Santa Fe County Resources (for public audience)
 - 3) Santa Fe County Resource Inventory and Assessment Report (hard copy and electronic)

Eight (8) hardcopies of the report, as well as three (3) CDs/Thumb drive/other electronic media storage device (as may be identified by the County) with all project files, the final report and presentation slides will be delivered to the County upon completion of the project

- H. Attend a minimum of two public meetings designed to gather public input and Board of County Commissioners' (BCC) feedback during the study.
- I. Present preliminary findings to County staff and management, as well as present its final study to the BCC (one of the two required public meetings) for their consideration of the final report.

2. COMPENSATION, INVOICING, AND SET-OFF

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) County shall pay to the Contractor in full payment for services satisfactorily performed and all costs and expenses shall be in accordance with Exhibit A.
- 2) The total amount payable to the Contractor under this Agreement shall not exceed fifty-five thousand four hundred fifty dollars (\$55,450.00) exclusive of gross receipts tax. Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.
- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. The County will notify the contractor when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

3. EFFECTIVE DATE AND TERM

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate one (1) year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to renew on the same terms and conditions for three (3) years in one (1) year increments. In no event shall this Agreement exceed a term of four (4) years.

4. ADDITIONAL SERVICES

A. The parties agree that all tasks set forth in Paragraph 1, SCOPE OF WORK of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2, COMPENSATION, INVOICING, AND SET-OFF, of this Agreement, and for no other cost, amount, fee, or expense.

B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully

qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1, "SCOPE OF WORK", of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous

agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. Contractor shall comply with the requirements of Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

C. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be federal and state district courts of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County
Office of the County Attorney
102 Grant Avenue
Santa Fe, New Mexico 87501

To the Contractor: Earth Analytic, Inc.
7 Avenida Vista Grande #123
Santa Fe, New Mexico 87508

24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement filed with the New Mexico Secretary of State on Contractor's behalf.

C. Contractor is legally registered and is properly licensed by the New Mexico State to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

27. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978,

Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

28. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

29. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

30. CAMPAIGN CONTRIBUTION DISCLOSURE FORM


The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

31. SURVIVAL

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.


IN WITNESS WHEREOF, the parties have duly executed this Amendment to the Agreement as of the date first written above.

SANTA FE COUNTY:

for 
Katherine Miller
Santa Fe County Manager

6/12/14
Date

Approved as to Form


Greg Schaffer
Santa Fe County Attorney

6/9/14
Date

Finance Department Approval


Teresa C. Martinez
Santa Fe County Finance Director

6/10/14
Date

CONTRACTOR:


(Signature)

6/13/14
Date

Wetherbee Doerflinger
(Print Name)

Resident
(Print Title)

FEDERAL IDENTIFICATION NUMBER: 85-0467722

Project Schedule

We provide a preliminary project timeline based on our current understanding of the key deliverables. This schedule is subject to change based on the final requirements outlined in the contract associated with this proposal.

| TASK | Jul | Aug | Sep | Oct | Nov | Dec |
|---|-----|-----|-----|-----|-----|-----|
| TASK 1 - Compile Existing Geospatial Data | | | | | | |
| 1A. Collect all data listed in the RFP and proposal | | | | | | |
| 1B. Assemble data into Geospatial database using ArcMap 10.2 | | | | | | |
| 1C. Meet with SF County Staff and Stakeholders | | | | | | |
| TASK 2 - Prepare Inventory Maps | | | | | | |
| 2A. Prepare maps of Natural Resources | | | | | | |
| 2B. Prepare maps of Cultural Resources | | | | | | |
| 2C. Prepare maps of Visual/Scenic Resources | | | | | | |
| 2D. Prepare maps of Conservation Easements | | | | | | |
| 2E. Establish priorities & criteria for suitability analysis | | | | | | |
| TASK 3 Develop Web-Based Map Tool | | | | | | |
| 3A. Set up Web on based ArcGIS Landscape Modeler Application Template | | | | | | |
| 3B. Train SF County Staff | | | | | | |
| TASK 4 Coordinate with Development of SF Co Open Space, Trail and Parks Plan | | | | | | |
| 4. Regular Updates & Progress Reports | | | | | | |
| TASK 5 Prepare SF Co Resource Inventory and Assessment Report and Recommendations | | | | | | |
| 5. Summarize data in the Resource Inventory Maps, describing stakeholders and sources of data | | | | | | |

Project Budget

The project budget of \$60,000 is estimated to be distributed among the five tasks in the table below. This cost estimate assumes that the datasets pulled into the inventory are relatively clean.

| TASK | COST |
|--|-------------------|
| Task 1. Compile Existing Geospatial Data | \$5,950 |
| Task 2. Prepare Inventory Maps | \$24,000 |
| Task 3. Web-Based Map Tool | \$13,000 |
| Task 4. Coordinate with Development of Plan SUBTOTAL | \$2,500 |
| Task 5. Prepare SF Co Resource Inventory and Assessment Report and Recommendations | \$9,000 |
| TOTAL | \$55,450 |
| TAX (8.1875%) | \$4,539.97 |
| TOTAL with Tax | \$59,990 |

