

5-8-19

**Santa Fe County
Purchasing Process Request Form**

Date Submitted:	May 8, 2019	Requesting User Agency:	Public Works/Projects
Name & Phone of Contact Person:	Joseph Martinez – x 6271		
Contract Tracking #/Buyer (Purchasing)	2018-0245-PW/MAM Bill – x6373	BCC Approval? (Y/N) (include BCC Meeting date)	N

AGENCY REQUEST: (RFP, IFB, Lease, MOU, Grant, Professional Services Agreement, Construction, Application, etc.)
Describe the County, Public and/or Agency needs and the scope of work. Describe what you are attempting to purchase, obtain or accomplish. Attach additional sheets if necessary.

Requesting Amendment No. 1 to Agreement No. 2018-0245-PW/MAM to extend the term of the Agreement an additional year to continue design services for the renovation of the Abedon Lopez facility in Santa Cruz, NM.

The Agreement expired March 30, 2019 and was an oversight by the PM prior to obtaining responsive bids. The A/E will be required to redesign the specifications in order to bring the project in on budget.

PURCHASING STATUS: Routing for signatures *5/8/19*

FINANCIAL / BUDGETARY INFORMATION: (If applicable, include a breakdown of project cost estimates; is funding already appropriated? If this action will result in revenue to the County, include the total compensation and timetable.)

No additional funding is required for this Amendment No. 1.

LEGAL FORM: (identify any known liabilities and/or risks to the County. Is this a new contract or an amendment or change of a previously submitted procurement or contract?)

FINANCE DIRECTOR APPROVAL: (sign and date)

[Signature] 5/10/19

LEGAL APPROVAL: (sign and date)

5-9-19 *[Signature]* Approval

BCC MEETING DATE

COUNTY MANAGER APPROVAL: (sign and date)

Katherine Miller 5.22.19

ATTACH NEEDED DOCUMENTS (Purchase Requisition, Justification Memo (sole source, emergency or other procurement exemption), W-9 for new vendor, draft BCC caption and memorandum, etc.)

Returned for memorandum of Ratification of a contract that expired 45 days ago and documentation of actions taken to insure contracts of this nature do not lapse.
[Signature]

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: May 19, 2019

To: Katherine Miller, County Manager
Tony Flores, Deputy County Manager

Cc: Michael Kelley, Public Works Director
Robert Martinez, Deputy Public Works Director

Fr: Russell Naranjo, Vertical Project Manager

In light of the recent issues that have occurred within the vertical project management team, I am proposing the following objectives and preliminary solutions to the project management team and myself in order to improve and streamline the process in which projects are managed.

Objectives:

- To establish best business practices to effectively and efficiently manage vertical projects within Santa Fe County.
- To streamline the vertical project management process by delegating authority to the appropriate level and empowering project management personnel.
- To implement best business practice SOP's to which project management personnel are held accountable.
- To ensure that adequate controls over project cost, schedule and quality are in place.
- To make certain that adequate process and documentation standards are in place to ensure that public funds are expended prudently and are properly substantiated.

To achieve the above objectives in order to improve and create consistency within the projects division I am proposing the following:

- Create and implement an internal desk manual and policy in order to guide and streamline all project managers business process regardless of level (to include; procurement, financial management, and project implementation and tracking).
- Once the desk manual and policy are created, ensure that all staff and servicing agencies are aware of requirements from the projects division within the policy.
- Create a project request routing e-form to be completed by departments prior to requesting funding and entering into the existing database. This will assist in collaborating with the department and stakeholders.

- To address immediate concerns, the projects department will immediately be creating a contract and grant database to track ALL deadlines and to create accountability with the project managers.
- Create control mechanisms to ensure accountability for all staff.
- Work with each project manager to ensure that all facets of project management are understood and consistent, also request training from procurement and finance in areas that are relevant to projects.

AMENDMENT NO. 1
TO
PROFESSIONAL SERVICES AGREEMENT WITH
BETWEEN SANTA FE COUNTY AND LLOYD & ASSOCIATES FOR
ARCHITECTURAL SERVICES

THIS AMENDMENT is made and entered into as of this 22nd of May 2019, by and between the Santa Fe County, hereinafter the "County", and Lloyd & Associates Architects, 321 W. San Francisco St., Suite A, Santa Fe, New Mexico, hereinafter the "Contractor".

WHEREAS, the County entered into Agreement No. 2018-0245-PW/MAM (the Agreement) with the Contractor for design services for the renovation of the Abcdon Lopez Senior Center Project (the Project); and

WHEREAS, the term of the Agreement has expired, however, the County continues to require the Contractor's services to assist with modifications or adjustments to the Project design that will result in successfully securing construction bids for completion of the Project; and

WHEREAS, the parties are in agreement to extend the term of the Agreement to allow the Contractor to continue to provide design services and assistance with obtaining construction bids for completion of the Project.

NOW, THEREFORE, both parties agree to amend the Agreement as follows:

1. Article 4 (Effective Date and Term) is amended by inserting a new subparagraph "a" to read as follows:
 - a. By Amendment No. 1 to this Agreement, the term of this Agreement is extended from April 1, 2019 to March 30, 2020.
2. All other provisions of the Agreement not specifically amended or modified by this Amendment No. 1 shall remain in full force and effect.
3. The effective date of this Amendment is April 1, 2019.

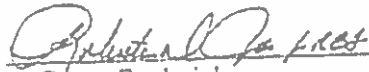
IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of last signature of the parties.

SANTA FE COUNTY:


Katherine Miller
Santa Fe County Manager

5.22.19
Date

Approved as to form:


R. Bruce Frederick
Santa Fe County Attorney

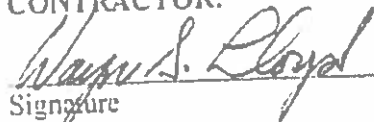
5.9.19
Date

Finance Department:


Gary L. J. Giron
Finance Director

05/10/19
Date

CONTRACTOR:


Signature

5-14-19
Date

WAYNE S. LLOYD, AIA
(Print name and title)