PROFESSIONAL SERVICE AGREEMENT BETWEEN SANTA FE COUNTY AND ECOTONE FOR THE CREATION OF SITE SPECIFIC STRATEGIC MANAGEMENT PLANS FOR OPEN SPACE

THIS AGREEMENT is made and entered into this 25th day of 2015, by and between SANTA FE COUNTY, hereinafter referred to as the "County" and Ecotone, whose principal place of business is located at 1413 Second Street, Suite 5, Santa Fe, New Mexico 87505, hereinafter referred to as the "Contractor".

WHEREAS, the County Open Space and Trails Program requires professional services to create site specific strategic management plans for three priority open space properties in accordance with the Sustainable Growth Management Plan; and

WHEREAS, pursuant to NMSA 1978, Sections 13-1-112 and 13-1-117, competitive, sealed proposals were solicited via a Request for Proposals (RFP) No. 2015-0183-GM/MM for the creation of site specific strategic management plans for three open space properties; and

WHEREAS, based upon the evaluation criteria established within the RFP for the purposes of selecting the most qualified offeror, the County has determined the Contractor as the most responsive and highly rated offeror; and

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

NOW, THEREFORE, it is agreed between the parties:

1. SCOPE OF WORK

The Contractor shall provide for Los Portreros Open Space, San Pedro Open Space and Santa Fe River Open Space at La Cieneguilla, the following:

- A. A strong vision with clear objectives and strategies for resource conservation, agricultural preservation, passive recreation and public access.
- B. An overview of existing conditions and a site specific inventory report.
- C. A master plan that identifies, maps, prioritizes and estimates timing and costs for key projects.
- D. An analysis of potential funding mechanisms needed to fully implement the plan.
- E. A detailed maintenance plan which includes projected needs for labor and equipment.
- F. Coordination with County staff to review and compile background information and develop a final scope, approach and schedule including a communication plan and calendar.
- G. A Strategic Management Plan that includes community outreach, a conceptual master plan, funding analysis, and maintenance plan for each property.

Deliverables:

Phase I Scoping.

- A. A set of base maps for each open space property.
- B. A catalog/virtual library with a compilation of existing plans, technical reports, policies, and regulations.
- C. Two (2) site tours of each site, six (6) in total.
- D. A flow chart and narrative of proposed final scope of work, approach and schedule for each site.
- E. Meet with County staff to present findings, discuss work plan presentation, provide feedback, update scope of work, and finalize work plans.

Phase II. Inventory & Assessment

A. An overview assessment inventory (overview report).

Phase III. Strategic Management Plan

- A. Community outreach meetings at each open space property to include six (6) focus groups and/or three (3) visioning sessions. One (1) or two (2) at each site led by the Community Store. Three (3) charrettes, one (1) at each open space property, led by Ecotone, River Source, and Surroundings.
- B. Master Plan development for each open space property including details on prioritization, scope and size of key projects: priorities, locations (maps), timing, costs, partnerships, and how to implement.
- C. A report on potential funding mechanisms for full plan implementation.
- D. A detailed maintenance plan which includes projected needs for labor and equipment.
- E. Collaboration with County staff to develop a communication plan and calendar for master plan implementation.
- F. Implementation plan for each open space property three (3) in total.

2. ADDITIONAL SERVICES

- A. The parties agree that all tasks set forth in Section 1 (Scope of Work), of this Agreement shall be completed in full, to the satisfaction of the County, in accordance with professional standards and for the amount set forth in Section 3 (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 a written amendment to this Agreement.

3. COMPENSATION, INVOICING AND SET-OFF

- A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:
 - 1) For services provided in conformity with this Agreement, Contractor shall invoice the County monthly. Invoices shall include a monthly detailed status report for all activities performed in relation to project tasks and

phases as outlined in Exhibit A and Exhibit B.

- The total amount payable to the Contractor under this Agreement shall not exceed one hundred fifty thousand dollars (\$150,000.00) inclusive of New Mexico 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.
- 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.
- 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.

4. 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 extend the contract at the same price, terms and conditions for three (3) additional years in one (1) year increments. In no event, shall this Agreement exceed four (4) years. The County may exercise this option by submitting a written notice to Contractor that the Agreement will be extended an additional year. The notice must be submitted to Contractor at least sixty (60) days prior to expiration of the term of the Agreement.

5. TERMINATION

- A. <u>Termination of Agreement for Cause</u>. 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 after the termination date. 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: Ecotone

Attention: Jan-Willem Jansens 1413 Second Street, Suite 5 Santa Fe, New Mexico 87505

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 State of New Mexico to provide the services 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. <u>General Conditions.</u> 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. The Contractor shall also procure and maintain during the life of this Agreement an automobile insurance policy liability limits in amounts not less than \$100,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance combined 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. Santa Fe County shall be named additional insured on the comprehensive general liability insurance policy.
- C. <u>Increased Limits.</u> 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 Agreement as of the date first written above.

SANTA FE COUNTY	
Katherine Mila	5.28.75 Date
Katherine Miller	Date
Santa Fe County Manager	
Approved as to form	
Roberte De p 485	5/26/15
Gregory S. Shaffer	Date
County Attorney	
Finance Department	
Carole & Daranillo	5 27 15 Date
Carole H. Jaramillo	Date
Santa Fe County Finance Director	
CONTRACTOR	
gi da	5/27/2015
Jan-Willer Jansens	Date [']
Owner/Principal	

Exhibit A

SCOPE OF WORK SANTA FE COUNTY MANAGEMENT PLAN

Task#	Ecotone SOW	Ecotone Deliverables	SFCO SOW	SECO Deliverable
primarial	Prepare initial (limited) base	A set of base maps needed for field		A. A set of base maps.
	maps for each site using the	reconnaissance and stakeholder		•
	County GIS System	meetings for each of the 3 sites		
C.	Analyze GIS information for	Summary report on quality, general		
	errors and data gaps (limited to	accuracy, resolution and compatibility		
	map data needed for planning)	of GIS data; incl description of data		
		gaps and errors and recommendations		
The state of the s		on how to resolve them		
<u></u>	Project team start-up meeting	Team start up meeting; meeting with		C(1). Two (2) site tours of each
	with Co project mgr; and	project manager; prep and implem of		site, six (6) in total;
	conduct sites recon visits for	3 site recon visits (one per site); data		
	each site	review and documentation; feedback		
		to County project manager		
and A	Review and compilation of	A catalog/virtual library with a		B. A catalog/virtual library
	existing plans, technical reports,	compilation of existing plans,		with a compilation of existing
	policies, and regulations for each	technical reports, policies, and		plans, technical reports,
Makakakakakakakon muunoppaa va (410)00,000 a.c.	site	regulations		policies, and regulations;
<u>~</u>	(Cursory) review of document to	Descr of goals, policies, and		
	extract goals and policies	management concerns and opp for		
	relevant to each site and each	each OS site; and other info relevant		
	site's planning context	for management and master planning		
		components; a partial logic model		
, ,	**************************************	(etc.)		
<u>٥</u> .	Identity initial project	Creation of stakeholder contact list for		
	stakeholder group for each site	each site; a list of planning		
	with County Project Manager (in	needs/program of objectives; a list of		
Company of the Party of the Par	office only)	follow-up issues to research		
	Prepare existing information	Creation of basic site analysis maps		
	assessments and preliminary site	and graphics for meetings with		
	analysis for each site using GIS	community groups and for our own		
	info and observations from site	field tours		
	recon visits (not in the field)			in a constant

Task#	Ecotone SOW	Ecotone Deliverables	SFCO SOW	SFCO Deliverable
<u>~</u>	Plan and conduct separate tours	Site tours of each site: follow up		C(2). Two (2) site tours of each site six (6) in total:
	relevant stakeholders	key stakeholders		site, sia (e) in total,
6:	Conduct one visioning meeting	One visioning meeting with key		
	with key stakeholder groups at	stakeholder groups at each site (total		
	each site (3 meetings)	3) to obtain broad community		
		involvement etc.		
1.10	Establish final scope of work,	Flow chart and narrative of proposed	F. Coordination with	D. A Flow chart and narrative
	approach, and schedule for each	final scope of work, approach and	County staff to review	of proposed final scope of
	site	schedule, including communication	and compile background	work, approach and schedule
		plan and calendar, in order to finalize	information and develop	for each site;
		the scoping process	a final scope, approach	
lahlarssaiciicii edele			communication plan and	
THE REPORT OF THE PERSON NAMED AND THE PERSON NAMED			calendar.	
photonic pomodi procesić	Formulate plan methodology and	Planning methodology and planning		
	recommendations for County OS	process recomm. for SFCO toward OS		
	Management Planning Process Model	Management Plan Template		
1.12	Meeting with County officials	Meeting with County officials and		E. Meet with County staff to
	and staff to present findings	staff and key stakeholders (if desired)		present findings, discuss work
		to negotiate phases 2 and 3, incl		plan presentation, provide
		communication plan and calendar; etc.		feedback, update scope of
		•		work, and finalize work plan.
7.	Field characterizations for each	An existing condition and inventory	B. An overview of	A. An existing conditions
	site, as specified in Phase-1	(overview) report	assessments on existing	inventory (overview report).
			conditions and a site	
			specific inventory report.	

Task#	Ecotone SOW	Ecotone Deliverables	SFCO SOW	SFCO Deliverable
<u> </u>	Community outreach for the	Community outreach meetings at each		A. Community outreach
	Strategic Management Plan for	property: 6 focus groups and/or 3		meetings at each property to
	each property	visioning sessions (one or two at each		include six (6) focus groups
		site led by the Community Store), 3		and/or three (3) visioning
فالمنافذ فالمادات		charrettes (one on each site, led by		sessions. One (1) or two (2) at
		Ecotone, River Source, and		each site led by the Community
		Surroundings.		store. Three (3) charrettes, one
)		(1) at each site, led by Ecotone,
~~~				River Source, and
4				Surroundings.
3.5	Master Plan for each property	Master Plan development for each	C. A master plan that	B. Master plan development for
	that identifies maps, priorities,	site, including details on prioritization,	identifies, maps,	each site including details on
· ·	and estimates of timing and costs	scope ad size of key projects:	prioritizes and estimates	prioritization, scope and size of
************	for key projects	priorities, locations (maps), timing,	timing and costs for key	key projects: priorities, locat-
		costs, partner-ships, and how to	projects.	ions (maps), timing, costs,
		implement		partnerships, and how to
				implement
w w	Analysis of potential funding	General and per site: Report on	D. An analysis of	C. A report on potential
	mechanisms to fully implement	potential funding mechanisms for full	potential funding	funding mechanisms for full
	the plan	plan implementation	mechanisms needed to	plan implementation;
			fully implement the plan.	
3.4	Detailed maintenance plans for	General and per site: A detailed	E. A detailed	D. A detailed maintenance plan
	each property with projected	maintenance plan which includes	maintenance plan which	which includes projected needs
	needs for labor and equipment	projected needs for labor and	includes projected needs	for labor and equipment;
And the state of t		equipment	for labor and equipment.	
3.5	In collaboration with County	Working with County Staff,		E. Collaboration with County
	staff, review and compile an	development of a communication plan		staff to develop a
	Implementation Plan for site	and calendar for master plan		communication plan and
	management and maintenance	implementation (to be integrated in		calendar for master plan
		task 3.6, based on negotiation at end	-	implementation
		of phase 1)		

Task#	Task #   Ecotone SOW	Ecotone Deliverables	SFCO SOW	SFCO Deliverable
3.6	Site-specific Final Strategic	Final Strategic Management Plans for	A. A strong vision with	F. Management plans for each
	Management Plan: strong vision,	each site; recommendations for plan	clear objectives and	site three (3) in total.
	clear objectives, strategies for	evaluation, etc.	strategies for resource	
**********	resource conservation, ag		conservation, agricultural	TO THE STATE OF TH
	preservation, passive recreation,		preservation, passive	oden some s
	public access		recreation and public	
	č		access.	
			G. A Strategic	
والمستندين المستندان المست			Management Plan that	
			includes community	
N. Thie and History			outreach, a conceptual	
			master plan, funding	
			analysis, and	
			maintenance plan for	
N220000111			each property.	

# COST ESTIMATE PROPOSAL FOR CREATION OF MANAGEMENT PLANS FOR THREE OPEN SPACE PROPERTIES - PHASES 1-3

4/16/2015 Deliverables identified in the SF County RFP are printed in bold and italics

1							
-	Prepare initial base maps for each site	Ecotone	Principal/Lead	100	2	45	500.00 A set of base maps needed for field
	using the County GIS System (A)	River Source	Director	77	2	\$	154.00 reconnaissance and stakeholder
			Associate	55	<b>~</b>	ş	55.00 meetings for each of the 3 sites
		Surroundings	Principal	140	2	ς,	280.00
			Proj. Manager	110	<b>-</b>	↔	110.00
			Designer	95	33	s	285.00
		Community Store	Facilitators	150	0	s	4
		Earth Analytic	Geospatial Arch.	140	2	\$	280.00
Vinneseeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	. Майдейная предвагаем выполняем выс		Senior GIS Spec.	100	12	\$	1,200.00
**************************************	TOTAL 1.1					\$	2,864.00
1.2	Analyze GIS information for errors and	Ecotone	Principal/Lead	100	4	\$	400.00 Summary report on quality, general
	data gaps (A)	River Source	Director	77	7	\$	154.00 accuracy, resolution and compatibility of
			Associate	55	0	\$	GIS data; including a description of data
		Surroundings	Principal	140	⊣	s	140.00 gaps and errors and recommendations
			Proj. Manager	110	Н	↔	110.00 on how to resolve them
		Community Store	Facilitators	150	0	⋄	ì
		Earth Analytic	Geospatial Arch.	140	m	↔	420.00
жения в при	те от при		Senior GIS Spec.	100	9	\$	00.009
у верез в предоставля в пре	TOTAL 1.2					ş	1,824.00
1.3	Project team start-up meeting with	Ecotone	Principal/Lead	100	46	\$	4,600.00 Team start up meeting; meeting with
	County project manager; and conduct site	River Source	Director	77	52	\$	2,002.00 project manager; preparation and
	reconnaissance visits for each site (B)		Associate	52	14	\$	770.00 implementation of 3 site reconnaissance
		Surroundings	Principal	140	16	\$	2,240.00 visits (one per site); data review and
			Proj. Manager	110	24	❖	2,640.00 documentation; feedback to County
		Community Store	Facilitators	150	Н	\$	150.00 project manager
		Earth Analytic	Geospatial Arch.	140	н	s	140.00
***************************************			Senior GIS Spec.	100	Н	\$	100.00
	TOTAL 1.3					\$	12,642.00
1.4	Review and compilation of existing	Ecotone	Principal/Lead	100	∞	δ.	800.00 A catalog/virtual library with a
	plans, technical reports, policies, and	River Source	Director	77	∞	\$	616.00 compilation of existing plans, technical
	regulations for each site (D)		Associate	55		δ.	<ul> <li>reports, policies, and regulations</li> </ul>
		Surroundings	Principal	140	7	∽	280.00
			Proj. Manager	110	7	s	220.00
			Designer	95	7	⋄	190.00
		Community Store	Facilitators	150	0	\$	t
		Earth Analytic	Geospatial Arch.	140	7	↔	280.00
			وصفاحة رزار وسوع	00	•	1	

	шоопациального	TOTAS I A					V	2 786 00
-	cases construent and a second	1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C					٠,	Z,7 00.00
	1.5	Review documents and extract goals and	Ecotone	Principal/Lead	100	15	٠ <u>٠</u>	1,500.00 Description of goals, policies, and
		policies relevant to each site and each	River Source	Director	77	4	Υ.	308.00 management concerns and
		site's planning context (E)		Associate	55	0	\$	<ul> <li>opportunities for each OS site; and</li> </ul>
			Surroundings	Principal	140	4	❖	560.00 other info relevant for management and
				Proj. Manager	110	4	❖	440.00 master planning components; a partial
			Community Store	Facilitators	150	7	ς,	300.00 logic model with key project
			Earth Analytic	Geospatial Arch.	140	7	\$	280.00 problems/issues of concern for
				Senior GIS Spec.	100	0	\$	<ul> <li>management planning</li> </ul>
		TOTAL 1.5					\$	3,388.00
	1.6	Identify initial project stakeholder group	Ecotone	Principal/Lead	100	6	\$	900.00 Creation of stakeholder contact lists for
		for each site with County project	River Source	Director	77	9	ς,	462.00 each site; a list of planning
		manager (C)		Associate	55	9	❖	330.00 needs/program of objectives; a list of
			Surroundings	Principal	140	7	\$	280.00 followup issues to research with County
				Proj. Manager	110	2	s	220.00 and stakeholders
			Community Store	Facilitators	150	က	\$	450.00
			Earth Analytic	Geospatial Arch.	140		s	140.00
				Senior GIS Spec.	100	0	s	
		TOTAL 1.6					ş	2,782.00
	1.7	Prepare existing information assessments	Ecotone	Principal/Lead	100	20	\$	2,000.00 Creation of basic site analysis maps and
		and preliminary site analysis for each site,	River Source	Director	77	9	s	462.00 graphics for meetings with community
		using GIS information and observations		Associate	52	9	<b>ب</b>	330.00 groups and for our own field tours
		from our site reconnaissance visits (F)	Surroundings	Principal	140	4	s	260.00
				Proj. Manager	110	∞	\$	880.00
				Designer	92	12	❖	1,140.00
			Community Store	Facilitators	150	7	ş	300.00
			Earth Analytic	Geospatial Arch.	140	4	\$	260.00
**************************************	in the second se	телен жана жана жана жана жана жана жана жа		Senior GIS Spec.	100	12	\$	1,200.00
		TOTAL 1.7					\$	7,432.00
	1.8	Plan and conduct separate tours of each	Ecotone	Principal/Lead	100	27	ℴ	2,700.00 Site tours of each site: follow up terrain
		site (3 visits) with the relevant key	River Source	Director	77	0	\$	<ul> <li>assessments and meetings with key</li> </ul>
		stakeholders (F)		Associate	55	14	⋄	770.00 stakeholders (one per site)
			Surroundings	Principal	140	9	s	840.00
				Proj. Manager	110	12	∽	1,320.00
			Community Store	Facilitators	150	0	\$	1
			Earth Analytic	Geospatial Arch.	140	m	s	420.00
	OCI CI COMPRESSIONE PRANCE AND A CONTRACT OF THE CONTRACT OF T	на предерга на предерга на предерга на предерга предерга предерга на предерга		Senior GIS Spec.	100	3	\$	300.00
		TOTAL 1.8					Ş	6,350.00

1.9 Conduct one v stakeholder gy meetings) (C) meetings) (C) TOTAL 1.9 TOTAL 1.9 and schedule.	Conduct one visioning meeting with key stakeholder groups at each site (3 meetings) (6)	Ecotone River Source	Principal/Lead Director	100	24 2 2	₩ W	2,400.00 One visioning meeting with key
	ilder groups at each site (3	River Source	Director	77	2 2	<b>₩</b>	
enalizione.			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		,	. 40	
nemiciani	1		Associate	55	1	n	
evendoios.	· /	Surroundings	Principal	140	ım	• •	
		0	Proj. Manager	110	) (r	<b>,</b> •	
		Community Ctoro	Facilitatore	110	י ל	ጉ ‹	Social development for each site and assess
		Community store	racilitators	057	74	Λ,	3,600.00 local stewardship capacity; refine
amenda de la companya		Earth Analytic	Geospatial Arch.	140	0	S	<ul> <li>community-wide input process for</li> </ul>
and discour	<b>телериялында да д</b>		Senior GIS Spec.	100	0	❖	- phases 2 and 3
	1.9					v	7,014.00
and sch	Establish final scope of work, approach,	Ecotone	Principal/Lead	100	11	\$	1,100.00 Flow chart and narrative of proposed
	and schedule for each site (G)	River Source	Director	77	Н	s	77.00 final scope of work, approach and
			Associate	55	7	\$	110.00 schedule, including communication
		Surroundings	Principal	140	9	₹\$	840.00 plan and calendar, in order to finalize
			Proj. Manager	110	9	s	660.00 the scoping process between Ecotone
		Community Store	Facilitators	150	2	٠,	300.00 and SF County and negotiate scope and
		Earth Analytic	Geospatial Arch.	140	1.5	⟨\$	210.00 fee adjustments for phases 2 and 3
			Senior GIS Spec.	100	.–	s	100.00
TOTAL 1.10	0770					s	3,397.00
1.11 Formula	Formulate plan methodology and	Ecotone	Principal/Lead	100	8	\$	800.00 Planning methodology and planning
recomm	recommendations for County Open Space	River Source	Director	77	ю	❖	231.00 process recommendations for Santa Fe
Manage	Management Planning Process Model (G)		Associate	55	0	❖	- County toward an Open Space
		Surroundings	Principal	140	4	δ.	560.00 Management Plan Template
			Proj. Manager	110	7	\$	220.00
			Designer	95	0	\$	,
		Community Store	Facilitators	150	m	↔	450.00
		Earth Analytic	Geospatial Arch.	140	2	s	280.00
			Senior GIS Spec.	100	0	s	ì
TOTAL 1.11	1.1.1					Υ	2,541.00
1.12 Meeting	Meeting with County officials and staff	Ecotone	Principal/Lead	100	10	\$	1,000.00 Meeting with County officials and staff
to prese	to present findings (H)	River Source	Director	77	0	❖	<ul> <li>and key stakeholders (if desired) to</li> </ul>
			Associate	55	4	٠,	220.00 negotiate phases 2 and 3, including
		Surroundings	Principal	140	7	\$	280.00 communication plan and calendar:
			Proj. Manager	110	0	⋄	. Work Plan presentation and feedback;
		Community Store	Facilitators	150	2	\$	300.00 update of SOW, work plan and fee
		Earth Analytic	Geospatial Arch.	140	2	\$	280.00 allocation
			Senior GIS Spec.	100	∞	\$	800.00
TOTAL 1.12	1.12					s	2,880.00
TOTAL					539.5	s	55,900.00
DIRECT	DIRECT COSTS: travel and printing					s	2,000.00
NM GRT				0.081875		s	4,740.56
GRAND	GRAND TOTAL Phase 1						62 640 56 100 100 100 100 100 100 100 100 100 10

OUTPUT/DELIVERABLES	An existing conditions and inventory (overview) report: a triage of existing conditions, a list of key assessment projects to be addressed later, and a profiliation or distinction and a	- 1	00	00	00	25	25	OUTPUT/DELIVERABLES	6,100.00 Community outreach meetings at each	2,079.00 property: 6 focus groups and/or 3	.00 visioning sessions (one or two at each	.00 site led by the Community Store), 3	.00 charrettes (one at each site, led by	.00 Ecotone, River Source, and Surrondings)	00.	00	00	00	5,800.00 Master Plan development for each site,	1,848.00 including details on prioritization,	.00 scope and size of key projects:	.00 priorities, locations (maps), timing,	.00 costs, partnerships, and how to	.00 implement	00	00	00'	00
COSTS	2,000.00	19,500.00	21,500.00	21,500.00	500.00	1,801.25	23,801.25	costs	6,100.		495.00	3,780.00	990.00	570.00	Ϋ́			7			00.099	3,360.00	1,320.00	570.00	900.00	840.00	1,200.00	16,498.00
JRS	20 \$	\$ \$	\$	\$	\$	ş	\$	JRS	1 \$		\$		\$			3				24 \$	12 \$	24 \$	12 \$	\$ 9	\$ 9	\$	12 \$	\$
HOURS	7	195						HOURS	61	27	6	2	6	Ψ	κň	(17)	9			7	r-i	2	H	Ų	÷.	£	1	
FEES	100	100				0.081875		FEES	100	77	55	140	110	92	150	140	100		100	11	22	140	110	95	150	140	100	
	Principal/Lead	Specialists							Principal/Lead	Director	Associate	Principal	Proj. Manager	Designer	Facilitators	Geospatial Arch.	Senior GIS Spec.		Principal/Lead	Director	Associate	Principal	Proj. Manager	Designer	Facilitators	Geospatial Arch.	Senior GIS Spec.	
ACTOR	Ecotone	Miscell. Consultants: TBD						ACTOR	Ecotone	River Source		Surroundings			Community Store	Earth Analytic		THE PROPERTY OF THE PROPERTY O	Ecotone	River Source		Surroundings			Community Store	Earth Analytic		
PHASE/COMPONENT TASKS 2. Inventory & Assessment	2.1. Field characterizations for each site, as specified in Phase-1 (instead of <i>detailed existing conditions and site specific inventory)</i> (A)		TOTAL 2.1	TOTAL	DIRECT COSTS: travel and printing	NM GRT	GRAND TOTAL Phase 2	PHASE/COMPONENT TASKS 3. Strategic Management Plans	3.1. Community outreach for the Strategic	Management Plan for each property (A,	(8) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1							-	3.2. Master Flan Jor each property; that	identifies maps, priorities, and estimates	of timing and costs for key projects (A,						не на при	TOTAL 3.2

,	Analysis of potential funding	Ecotone	Principal/Lead	100	12	v	1 200 00	1 200 00 General and per cite. Denort on
	mechanisms to fully implement the plan	River Cource	, toosi o	F		٠ ٠	00:004/+	concrat and per are: neport on
		יייייים אבו אמורה	חווברנסו	//	٥	ጉ	462.00	462.00 potential funding mechanisms for full
	2		Associate	55	0	Υ>	1	plan implementation
		Surroundings	Principal	140	12	ψ	1.680.00	
			Proj. Manager	110	9	. •	660.00	
			Docidoor	Or.	•	<b>,</b> 1	000.00	
		:	רכאומונו	ce :	>	Λ.	1	
		Community Store	Facilitators	150	0	<b>‹</b> ን	ř	
		Earth Analytic	Geospatial Arch.	140	0	ς,		
THE PROPERTY AND P	теления по пределения в пределения под пределения под пределения по пределения по пределения по пределения по п		Senior GIS Spec.	100	0	⋄	f	
	TOTAL 3.3					5	4 002 00	
3.4	Detailed maintenance plans for each	Ecotone	Principal/Lead	100	22	. 4	2 200 00	2 200 00 General and ner site: A detailed
	property with projected needs for labor	River Source	Director	77	9	. •	462.00	maintainment of the section of the s
	and equipment (D)			- L	<b>)</b> (	ጉ ፥	462.00	maintenance plan which includes
	(a) Hermital Company	:	Associate	55	m	s	165.00	projected needs for labor and
		Surroundings	Principal	140	9	\$	840.00	equipment
			Proj. Manager	110	9	٧,	00.099	•
			Designer	95	0	. •		
		Community Store	Facilitators	150	· c	· •		
		Farth Analytic	Geografial Arch	140	o c	ጉ ‹	r	
			Conjor CIC Coop	0 0	> 0	ሱ ነ	,	
	The state of the s		senior GIS spec.	100	0	۸		
	IOIAL 3,4					Υ.	4,327.00	
3.5	In collaboration with County staff,							Working with County staff.
	review and compile an Implementation							development of a communication alan
	Plan for site management and							and only of the feet for the second of the s
	maintenance (F.) - (to be integrated in							una carendar Jor master plan
	tack 3 6 bacod on poportion of and of							implementation - (to be integrated in
	was and waste of incontaining at the Of							task 3.6, based on negotiation at end of
								phase 1)
	TOTAL 3.5						TBD	
9.6	Site-specific Final Strategic	Ecotone	Principal/Lead	100	42	\$	4,200.00	4,200.00 Final Strategic Management Plans for
	Management Plan: strong vision, clear	River Source	Director	77	m	٠	231.00	each site: recommendations for plan
	objectives, strategies for resource		Associate	55	C	. •	,	evaluation adaptive management and
	conservation, ag preservation, passive	Surroundings	Principal	140	, ;	٠.	1 600 00	evaruation, anaptive management, an
	recreation nuttic access (E)	e de la composition della comp	Desi Passi	740	77	<u>۸</u> ۱	1,680.00	pian update cycles; including final
	carrons bands access (7)		Proj. Manager	110	m	s	330.00	330.00 review and feedback meetings with
			Designer	95	0	s	1	County officials, staff, and stakeholders
		Community Store	Facilitators	150	24	\$	3,600.00	
		Earth Analytic	Geospatial Arch.	140	7	\$	280.00	
The state of the s	до на при		Senior GIS Spec.	100	12	٠,	1,200.00	
	TOTAL 3.6						11.521.00	
							57,082,00	
	DIRECT COSTS: travel and printing					1	1 650 00	
	NM GRT			0.081875		Ų	4 808 68	
	GRAND TOTAL Phase 3						2000/	
	Allowance for GRT locrease					_ [	3,340.08	
	1					ş	17.50	
	CALL CONTROL CONTROL OF CONTROL O							