

**PROFESSIONAL SERVICE AGREEMENT  
BETWEEN SANTA FE COUNTY AND  
JESSICA EATON LAWRENCE**

**THIS AGREEMENT** is made and entered into this 20 day of January 2017, by and between **SANTA FE COUNTY**, hereinafter referred to as the "County" and **JESSICA EATON LAWRENCE** whose principal address is **128 GRANT #214, SANTA FE, NM 87501** hereinafter referred to as the "Contractor".

**WHEREAS**, the Santa Fe County Growth Management Department has adopted the 2015 Sustainable Land Development Code (SLDC) pursuant to Section 4.4.8 of the SLDC, the County needs the services of qualified facilitators for facilitation services to provide land use facilitation as a means of communication between an applicant proposing development and those who are impacted by the proposed development and giving an opportunity for the applicant and residents to exchange information, ask questions, and discuss concerns; and

**WHEREAS**, pursuant to NMSA 1978, Sections 13-1-112 and 13-1-117, competitive, sealed proposals were solicited through Request for Proposals No. 2016-0361-GM/RM (RFP), for "On-Call" SLDC facilitation services for the above stated project; and

**WHEREAS**, pursuant to the Procurement Code, Sections 13-1-153 and 13-1-154, "Multiple Source Award," the County selected multiple qualified and experienced professionals to obtain the services of more than one facilitator should the Department have several projects ongoing during the same timeframe, or in order to avoid a possible conflict of interest for one facilitator; and

**WHEREAS**, based upon the evaluation criteria established within the RFP, the Contractor clearly demonstrated its ability and qualifications to perform the required services for this project; 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. CONTRACTOR'S SCOPE OF WORK**

Contractor's services will be provided on an on-call basis. Contractor will perform the Scope of Work in a manner that satisfies quality, cost and professionalism requirements.

**General Process for Land Use Facilitation (Chapter 4.4.8.4 of the SLDC):**

**A. Referral.** An application may be referred to land use facilitation by the Land Use Administrator or the applicant proposing development. A matter may also be referred to land use facilitation following the terms and conditions meeting but, more likely, will be referred to land use facilitation coincidentally with the finding of completeness.

**B. Assignment of a Land Use Facilitator.** The Administrator shall assign a case referred to facilitation to the Contractor. The Contractor shall not have any interest in the case and shall not be an employee of Santa Fe County.

**C. Initiation of Process.** The Contractor shall contact the applicant and relevant persons affected by the proposed development to determine the level of interest in a facilitated meeting. If the Administrator is aware of a Community Organization or Registered Organization in the vicinity of the proposed development, the Contractor shall contact the Community Organization or Registered Organization. If there is no interest in land use facilitation or if there is no person affected by the proposed development, the Contractor shall generate a "no facilitation held" report and refer the matter back to the Administrator.

**D. Facilitation.** If interest exists, the Contractor shall schedule facilitation. During the facilitation, the applicant shall present the proposed project, followed by a presentation (if any) of residents or homeowners associations, followed by a discussion among the participants. The Contractor shall record comments, questions, concerns and areas of agreement among the parties.

**E. Report and Completion of Process.** Following the facilitation, the Contractor shall generate a complete and neutral report on the facilitation. All areas of agreement shall be highlighted, and areas of severe disagreement also noted. The report shall be distributed to the Administrator and all participants in the facilitation. Areas in which agreement was reached during the facilitation shall be reported as resolved in the staff report to the decision maker.

**F. Timeline.** Facilitation shall be completed no later than 30 days from the date of referral, unless waived by the applicant.

**G. Costs of Facilitation.** All the costs of facilitation shall be paid by the applicant. Following completion of facilitation, the Administrator shall send an invoice to the applicant.

## **2. DELIVERABLES**

**A.** Contractor agrees to provide facilitation services on an "as needed" basis, as requested and assigned by the County, Growth Management Department.

**B.** Contractor shall provide a complete and neutral report on the facilitation. All areas of agreement shall be highlighted, and areas of severe disagreement also noted. The report shall be distributed to the Administrator and all participants in the facilitation.

**C.** Invoicing and recordkeeping for each facilitation session shall be provided by the Contractor.

**D.** The Contractor shall accept assignments only when Contractor can serve impartially, without conflict of interest and with full professional and ethical competence.

**E.** The Contractor may be required to attend and provide testimony at the Hearing Officer, Planning Commission and/or Board of County Commission meetings in regards to the facilitation that was conducted. In the event that an application continues on through a litigation process, the Contractor may also be required to provide testimony in court.

**F.** All parties understand and agree that the County reserves the right to:

- 1) standardize reporting methods and forms used;
- 2) provide feedback to the Contractor on conduct and invoicing;

- 3) revise excessive hours on invoices; and
- 4) select and/or revise lead and co-facilitators as needed.

### 3. 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 4 (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.

### 4. 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. Contractor will invoice the County monthly for services performed. Invoices shall include a monthly detailed status report for all activities performed in relation to the project tasks and phases described in **Exhibit A** attached hereto.
- 2) The total amount payable to the Contractor for services performed under this Agreement shall not exceed **two thousand five hundred dollars (\$2,500.00)** *exclusive* 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.
- 3) The compensation under this Agreement 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.

- 1) The County's representative for certification of acceptance or rejection of contractual items and services shall be **Vicky Lucero, Building and Development Manager, Growth Management Department**, or such other individual as may be designated in the absence of the office representative.

- 2) 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 services or deliverables.
- 3) Within 30 days of the issuance of a written certification accepting the services or deliverables, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within 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.

## **5. EFFECTIVE DATE AND TERM**

The term of this Agreement commences on the last date of signature by the parties. The term of this Agreement will terminate one year later from such date. The County may extend the term of this Agreement in one year increments not to exceed four years in total.

## **6. 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 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 30 days, the breaching party shall have a reasonable time to cure the breach, provided that, within 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 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.

## **7. 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.

## **8. 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.

## **9. 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.

## **10. 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.

## **11. 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.

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 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 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 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

Santa Fe Growth Management Department  
Attn: Vicki Lucero, Project Manager  
102 Grant Avenue  
PO Box 276  
Santa Fe, NM 87504-0276

To the Contractor:                **Jessica Eaton Lawrence**  
**128 Grant #214, 87501**  
**PO Box 31854**  
**Santa Fe, NM 87594**  
**(505) 603-4351**

## **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. Professional Liability Insurance. The Contractor shall procure and maintain during the life of this Agreement a Professional Liability Insurance.

E. 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. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS (If Applicable)**

The Contractor hereby irrevocably appoints **Jessica Eaton Lawrence, 128 Grant #214, Santa Fe, NM 87501** as its agent upon whom process and writs in any action or proceeding arising out


of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

### 32. 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 Miller  
Santa Fe County Manager

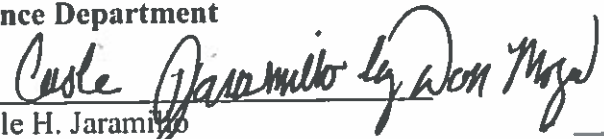
1-20-2017  
Date

#### Approved as to Form

  
Gregory S. Shaffer  
County Attorney

10-18-16  
Date

#### Finance Department

  
Carole H. Jaramila  
Finance Director

10-26-16  
Date

#### CONTRACTOR

See attached  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

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#### SANTA FE COUNTY

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Katherine Miller  
Santa Fe County Manager

\_\_\_\_\_  
Date

#### Approved as to Form

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Gregory S. Shaffer  
County Attorney

\_\_\_\_\_  
Date

#### Finance Department

\_\_\_\_\_  
Carole H. Jaramila  
Finance Director

\_\_\_\_\_  
Date

#### CONTRACTOR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
JESSICA E LAWRENCE  
Print Name

\_\_\_\_\_  
CONTRACTOR  
Print Title



# EXHIBIT A

PO BOX 31854 SANTA FE, NM 87594

tel 505-603-4351 email [JESSIE@LAWRENCEMEETINGRESOURCES.COM](mailto:JESSIE@LAWRENCEMEETINGRESOURCES.COM)

## JESSICA EATON LAWRENCE

August 15, 2016

RFP #2016-0361-GM/RM "On-Call SLDC Facilitation Services"  
Cost Proposal  
c/o Rose Moya, Senior Procurement Specialist  
142 W. Palace Avenue  
Santa Fe, New Mexico 87501

Dear Ms. Moya:

As requested, I am submitting a cost proposal based on the scope of work outlined in my proposal dated July 20, 2016.

### Proposed Personnel:

- Jessie Lawrence will be the lead facilitator on the project and will have primary responsibility for all county interactions, client contact, facilitation, and meeting report preparation. In meetings with fewer than 15 participants and in which participants are able to meet amicably, she will also record the meeting results for the meeting report.
- As necessary, Ms. Lawrence will subcontract a to-be-named individual who will have responsibility solely for note-taking at the facilitated meeting.

### Estimated Man-Hours per Project: 9, which includes:

- Initiation of Process, including contact with county staff, applicant, community organizations, and concerned citizens; and scheduling a meeting: 3.5 hours
- Facilitation, including set-up: 2.5 hours
- Report and Completion of Process, including drafting of report, distribution of report, and follow-up contact with staff, applicant, and citizens: 3 hours

### Proposed Hourly Rate: \$120 plus NM GRT, which includes:

- Subcontracted note-taking for meeting time
- Necessary insurance with Santa Fe County listed as an additional insured
- Materials and equipment for meeting facilitation
- Other necessary taxes and overhead

