



TOWN OF TAOS SOLE SOURCE REQUEST AND DETERMINATION FORM

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Procurement Officer. The foregoing is a requirement under NMSA 13-1-126 – 13-1-126.1 as amended by Laws 2013, ch. 40 § 6 effective June 14, 2013.

- I. Name of Entity: TOWN OF TAOS
- Procurement Agent: Sharon Voigt
svoigt@taosgov.com
- Telephone Number: 575-751-2025
- II. Name of prospective Contractor: The Trust for Public Lands
- Address of prospective Contractor: 607 Cerrillos Road, Suite F-1, Santa Fe, NM 87505
- Amount of prospective contract: \$15,000
- Term of prospective contract: Until project completion
- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

The Trust for Public (“TPL”) shall undertake conservation planning for the Town and County of Taos, New Mexico. Through the Taos Community Conservation Planning and Funding Assessment project, TPL will assist the Town and County of Taos in prioritizing and planning for community-directed conservation and recreation, including identifying trail networks and close-to-home recreational opportunities.

The Taos Community Conservation Planning and Funding Assessment project will strengthen local capacity and complement partners’ planning efforts already underway. In particular, by identifying and prioritizing the Taos community’s top conservation values, the Greenprint process and results could play a key role in the development of the Taos Land Trust’s Strategic Conservation Plan. In addition, the Conceptual Trails Plan is being designed to provide crucial analysis and public input for the Taos Land Trust and Del Norte Trails Coalition’s Recreation Master Plan. Conversely, we anticipate that data gathered through the Strategic Conservation Plan and Recreation Master Plan efforts will

inform the Greenprint and Conceptual Trails Plan.

Working in coordination, TPL and partners will combine public outreach efforts for the Greenprint and the Conceptual Trails Plan, as appropriate, with public outreach for the Strategic Conservation Plan and Recreation Master Plan, to increase efficiency and stakeholder engagement. TPL will lead and facilitate stakeholder participation, data analysis, and modeling for the Greenprint and Conceptual Trails Plan. The Taos Land Trust, other local groups, and the Town and County of Taos will assist in identifying and reaching out to stakeholders and gathering data on existing conservation lands and recreational assets. Through these complementary partnerships, local groups will contribute their regional knowledge, while TPL will leverage its national conservation planning expertise to enhance on-the-ground capacity.

TPL expects the below outcomes and objectives for the Taos Community Conservation Planning and Funding Assessment project. During the Project Initiation phase, in consultation with its partners, TPL will finalize these draft outcomes and objectives to ensure they best reflect the priorities identified by partners and stakeholders.

Anticipated Outcomes

- Conservation goals and landscape priorities in the Town and County of Taos are identified to help ensure that future investments and activities respond to local needs and values;
- Trail goals and recreational priorities in the Town and County of Taos are identified to help ensure that future investments and activities respond local needs and values;
- Local capacity for strategic and impactful conservation and trail development increased.

Project Tasks

Task 1: Greenprint and Conceptual Trails Plan Project Initiation, Current Conditions, and Speak-Outs

TPL will review current and past planning efforts across the region. TPL and other Core Team members and/or town and county staff will offer suggestions to TPL in identifying and assembling existing reports and information. For example, the current conditions will incorporate a review and analysis of the Town and County's comprehensive plans. TPL will be responsible for conducting one-on-one interviews, and insight gained from those interviews will be included in the Current Conditions Analysis. In collaboration with the Town, County and local partners, TPL will identify key Technical Advisory Team (TAT) members for a Greenprint TAT and a Trail Plan TAT.

Deliverable: Current Conditions Analysis Report including trends from interviews and relevant information on existing programs; base map of study area; project teams established.

Task 2: Greenprint and Trail Stakeholder Groups to Develop Draft Community Values

TPL and participating communities and organizations will recruit a Stakeholder Group. The Stakeholder Group will be open to interested members of the public and will include community members representing the broad range of agriculture, conservation, open space, land use, and economic development interests across the county. TPL and partners will plan and conduct Stakeholder Group meetings to facilitate discussion around envisioning the conservation interests of the community. Examples from other communities will be offered to inspire a promising vision for the future.

Deliverables: Stakeholder meeting summary.

Task 3: Greenprint Model Design and Trail Analysis

TPL will develop a model outline for each of the conservation and trail goals identified by the stakeholders and TATs. It will identify targeted GIS data and the modeling framework.

Task 4: Greenprint Data Collection

The Town, County and other partners will assist TPL (with guidance from the TATs) in gathering existing GIS shapefiles and layers (with all associated metadata) and will help TPL compile the data into an inventory. Relevant datasets will be sought from local, state and federal agencies and will include hydrological information, soils and geology, environmental conditions, infrastructure, wildlife and other necessary information. This involves locating, acquiring and preprocessing the data; and refining the GIS model outline accordingly.

Deliverables: GIS data inventory

Task 5: Greenprint Model Implementation

The partners and TATs will participate on technical reviews, to assist TPL in constructing GIS database models and baseline maps.

Task 6: Greenprint and Trails Stakeholder Meetings for Map Review and Action Plan Development

TPL and partners will meet with Stakeholder Groups to discuss the conservation and trail priorities in draft map form, and further refine and improve the data table and maps. TPL and partners will also work with Stakeholders to coordinate field verification of proposed trail segments. TPL will provide poster-sized maps for the Stakeholder Groups to review their conservation and trail priorities as previously expressed. TPL will use live keypad polling to refine the Stakeholders' conservation and trail priorities. Partners will assist TPL in finalizing the model, and a last quality check will be performed. TPL will meet with the TATs and with the Steering Committees and Stakeholder Groups again to get their final sign-off on the model and maps as presented.

Deliverables: Stakeholder meeting summaries.

Task 7: Greenprint Parcel Prioritization

TPL will work with partners to determine parcel prioritization criteria, develop a supplemental criteria matrix, and collect additional data, as needed. TPL shall review the model implementation results with partners and finalize the model and results.

Deliverables: Model implementation.

Task 8: Trails Public Open Houses to Vet Trail Segment Ideas

Concurrently with Task 7 above, TPL will prepare trail segment maps and materials for public open houses. TPL will assist with the first open house, and will process the community engagement results from the open houses.

Deliverables: Summary of open house results on trail segments.

Task 9: Greenprint Maps, Statistics and Report Development and Conceptual Trail Plan Report Development

TPL and partners will compile the results into reports that identify open space and trail priorities, recommendations and strategies for implementing the plan based on discussion with Stakeholders, Steering Committee members and TAT members. The reports will include full color final maps and statistics to help illuminate the results from this process.

TPL will compile high-level results into a visually compelling and easy to digest fact sheet that can be widely distributed throughout the town and county. TAT members will be invited to review and comment on the draft. Professional services related to producing the fact sheet – such as photography, layout, design, and printing – will be provided by TPL.

Deliverable: Final reports in .pdf describing the process and the model results to be distributed broadly.

Task 10: Greenprint Web-Based Conveyance and Production of Final Trails Report

TPL will create a project Greenprint website, including both public and limited-access versions. The latter will include an interactive mapping website for review, query, sharing and printing maps by each municipality and county as well as conservation organizations and natural resource management agencies to further their respective conservation priorities. TPL will conduct up to two 1-hour training sessions regarding the Interactive Web Mapping Site for the Town, County and other interested partnering organizations. TPL shall also provide technical support and maintenance of the mapping website.

TPL will research and draft a Conceptual Trail Plan Report and provide copies of the draft in .pdf format to interested parties.

Deliverable: Local-level training on web based mapping site and draft Conceptual Trail Plan Report.

Task 11: Greenprint and Trails Production of Final Materials

TPL shall conduct all tasks involved to produce the final materials, i.e., proofreading/copyediting, design/layout, printing, and production management.

Deliverable: Final materials.

- IV. Provide an explanation of: the criteria developed and specified by the department.

The Greenprinting process is an established method developed by the Trust for Public Lands to assess and plan for open space and recreation resources. TPL has already received a grant from the LOR foundation to perform the necessary work and has approached the Town for a match in the amount of \$15K to complete the planning work.

- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor ***the one source*** capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)

The Trust for Public Lands is the recipient of a grant from the LOR foundation to complete the tasks outlined in the Scope of Work. The grant funds have been secured by the Trust for Public Lands and can only be utilized by the Town through cooperation with the Trust.

- VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are ***unique and how this uniqueness is substantially related to the intended purpose of the contract.***

The Trust for Public Lands has received a grant from the LOR Foundation to complete the planning work described in Section III. No other prospective contractor has received said grant to perform the described services for the Town.

- VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property ***cannot*** meet the intended purpose of the contract.

See VI above.

- VIII. Provide a narrative description of the agency’s due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent’s vendor list. Include a list of

businesses contacted (*do not state that no other businesses were contacted*), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

See VI above.

Certified by:

Department Approval by:

Date: _____

Department Head

If this sole source relates to a procurement of general services:

- 1) Signature of the Town Procurement Officer on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges.
- 2) Sole source is granted as of the date of signature by the Procurement Officer.
- 3) Signature of the Procurement Officer on this form is the final signature required for this sole source procurement.

If this sole source relates to a procurement of professional services:

- 1) Signature of the Procurement Officer on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s).
- 2) Signature of the Procurement Officer (below) is required; and
- 3) Sole source is granted as of the date of signature by the Procurement Officer.

APPROVED:

Date: _____

Town of Taos Procurement Officer

Challenges
