



TOWN OF TAOS SOLE SOURCE REQUEST AND DETERMINATION FORM

9:24:46
11/18/18

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.

ADDENDUM

- I. Name of Entity: TOWN OF TAOS
Procurement Agent: Sharon Voigt
svoigt@taosgov.com
Telephone Number: 575-751-2025

- II. Name of prospective Contractor: Souder Miller and Associates
Address of prospective Contractor: 2904 Rodeo Park Drive East, Building 100
Santa Fe, NM 87505
Amount of prospective contract: no additional
Term of prospective contract: through June 30, 2020

- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:
Completion of right of way maps for Camino del Medio engineering project.

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

- 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.")

Souder Miller and Associates is under contract for the engineering and design of road improvements to Camino del Medio including right of way survey and corresponding maps. The vast majority of work has been completed with only the final right of way maps to be produced. This is a request to extend the existing contract through June 30, 2020.

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.*

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

Utilizing a different engineer to complete the work that is already underway would likely result in additional costs for completion.

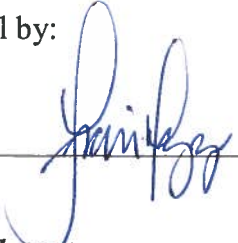
VIII. Provide a narrative description of the agency's due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and 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.

Certified by:

Department Approval by:

Date: 7.18.17

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.

Based on discussions in a recent discussions in a meeting held 7/11/2019 with Rick Bellis, Town Manager, Francisco "French" Espinoza, Public Works Director, Marietta S. Fambro, Finance Director, and myself. It is my understanding that the right of way mapping for the Camino del Medio engineering project is currently under review by NMDOT. Once the review is complete, Souder Miller & Associates will need to finalize based on state's comments. *Sharon Voigt, CPO*

APPROVED:

Date: _____

Town of Taos Procurement Officer

Challenges



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- Amount of prospective contract: no additional
- Term of prospective contract: through June 30, 2019
- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:
- Souder Miller and Associates is under contract for the engineering and design of road improvements to Camino del Medio including right of way survey and corresponding maps. The vast majority of work has been completed with only the final right of way maps to be produced. This is a request to extend the existing contract through June 30, 2019.
- Utilizing a different engineer to complete the work that is already underway would likely result in additional costs for completion.
- IV. 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.

In September 2014 the Town of Taos issued a Request for Proposal (RFP) No. SB04-PO1415 and entered into a subsequent Agreement TT-15-207 with Souder Miller & Associates in April 2015 to provide engineering and design services for the Camino del Medio Improvements project.

The term of the RFP will expire April 2019, however additional time is needed to complete the right of way maps for Camino del Medio engineering project.

Due to the qualifications and unique capabilities of the Engineer, it is not practical to procure engineering services through an RFP process, as the current design that was provided by the Engineer meets the unique need and is substantially related to the intended purpose of the scope of work of the original solicitation and contract, and no other Engineering Firm may complete the right ow way maps for this project. Therefore, the Town of Taos has determined that the procurement of the required services necessary to complete the right of way maps for Camino del Medio engineering project is a sole source procurement, pursuant to 13-1-126, NMSA 1978.

Certified by:

Department Approval by:

Date: 4.9.19

Department Head

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APPROVED:

Date: 5/10/2019

Shawn Voigt

Town of Taos Procurement Officer

Challenges

no protests

