



Buckman Direct Diversion Project

A joint regional project of the City of Santa Fe and Santa Fe County to build a reliable and sustainable water supply.

Memo

DATE: May 7, 2014

TO: Buckman Direct Diversion Board

FROM: Shannon Jones, BDD Interim Facility Manager *sf*

ITEM AND ISSUE:

Request approval of PSA # XX-XXXX with Narasimhan Consulting Services, Inc (NCS) in the amount of \$205,130.27 to develop a Capital Asset Management Plan, Capital Improvement Plan, and Asset integration into a Geographic Information System (GIS).

BACKGROUND AND SUMMARY:

On February 6, 2014, the Buckman Direct Diversion Board approved the release of RFP '14/32/P seeking engineering services for the development and implementation of a Capital Asset Management Program, including the collection and dissemination of asset information and history, development of new asset management policies and procedures, implementation and documentation of a formal risk based decision making process, and implementation of new performance measurement criteria. On March 28, 2014, a selection committee consisting of City of Santa Fe staff, Santa Fe County staff and Buckman Direct Diversion staff evaluated three (3) firms. The selection committee was unanimous in selecting NCS as the top firm to provide services in the development of the Buckman Direct Diversion's Capital Asset management Plan.

EVALUATION:

A comprehensive asset management program will aid staff in dealing with the demands of an increasingly complex system, an aging infrastructure, increasing costs and competing demands for limited resources. The benefits of an effective asset management program include: increased efficiency by utilizing predictive maintenance to reduced overall cost by achieving maximum life cycles, timely replacement that will reduce equipment downtime, improved planning and risk-based decision making.

ACTION REQUESTED:

Staff recommends approval of PSA # XX-XXXX with Narasimhan Consulting Services, Inc (NCS) in the amount of \$205,130.27. Funding is available in the 2013/2014 budgeted fiscal year under Prof. Services BU/LI 7280000.510300.930020.



**BUCKMAN DIRECT DIVERSION BOARD
PROFESSIONAL SERVICES AGREEMENT
With
NARASIMHAN CONSULTING SERVICES, INC.**

THIS AGREEMENT is made and entered into by and between the BUCKMAN DIRECT DIVERSION BOARD (the "BDDDB" or "Board") and Narasimhan Consulting Services, Inc. ("NCS" or the "Contractor"). The date of this Agreement shall be the date when it is executed by the BDDDB.

1. SCOPE OF WORK

The Contractor shall provide professional services as necessary and as required, consisting of all equipment, materials, labor, quality control, overhead, management, and all other elements necessary to create a Capital Asset Management Plan (AMP) for the BDDDB. The services shall also consist of organizing meetings, literature review, and preparing preliminary and final AMPs. The services include the creation of portions of the Scope of Work under the lead of the Buckman Direct Diversion Facility Manager. The Contractor will develop the AMP, with individual Capital Improvement Projects as identified with Buckman Direct Diversion staff issued as Preliminary Engineering Reports, and GIS mapping of infrastructure assets for the Buckman Direct Diversion Project. The Detailed Scope of Work is provided in Exhibit "A," attached hereto.

2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the experience and knowledge necessary to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

3. COMPENSATION

A. The BDDDB shall pay to the Contractor in full payment for services rendered, a sum not to exceed \$205,130.27, inclusive of New Mexico gross receipts tax in accordance with the Fee Schedule provided in Exhibit "B" attached hereto.

B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

C. Invoices for services will be made on a monthly basis. Payment shall be made upon receipt and approval by the BDDDB of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the BDDDB for the performance of this Agreement. If sufficient appropriations and authorization are not made by the BDDDB, this Agreement shall terminate upon written notice being given by the BDDDB to the Contractor. The BDDDB's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the BDDDB and terminate on June 30, 2015, unless terminated sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the BDDDB upon 10 days written notice to the Contractor. In the event of such termination:

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the BDDDB original copies of all work product, research or papers prepared under this Agreement.

(2) If compensation is not based upon hourly rates for services rendered, the BDDDB shall pay the Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

(3) If compensation is based upon hourly rates and expenses, then Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

7. **STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS**

A. The Contractor and its agents and employees are independent contractors performing professional services for the BDDDB and are not employees of the BDDDB. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of BDDDB vehicles, or any other benefits afforded to employees of the BDDDB as a result of this Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or subcontractors retained by Contractor in the performance of the services under this Agreement.

8. **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 BDDDB.

9. **CONFLICT OF INTEREST**

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

10. **ASSIGNMENT; SUBCONTRACTING**

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the BDDDB. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the BDDDB.

11. **RELEASE**

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the BDDDB, the City of Santa Fe, Santa Fe County and, their officers, officials and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the BDDDB to any obligation not assumed herein by the BDDDB unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. **INSURANCE**

A. The Contractor shall not begin the Professional Services required under this Agreement until it has: (a) obtained, and upon the Board's request provided to the Board, insurance certificates reflecting evidence of all insurance required herein; however, the Board reserves the right to request, and the Contractor shall submit, copies of any policy upon reasonable request by the Board; (b) obtained Board approval of each company or companies as

required below; and (c) confirmed that all policies contain the specific provisions required. Contractor's liabilities, including but not limited to Contractor's indemnity obligations, under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and Contractor's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement may be treated as a material breach of Agreement by the Board.

B. Further, the Contractor shall not modify any policy or endorsement thereto which increases the Board's exposure to loss for the duration of this Agreement.

C. Types of Insurance At all times during the term of this Agreement, the Contractor shall maintain insurance coverage as follows:

(1) Commercial General Liability. Commercial General Liability

(CGL) Insurance must be written on an ISO Occurrence form or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all bodily injury, personal injury or property damage providing the following minimum limits of liability.

General Annual Aggregate (other than Products/Completed Operation)	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal Injury Limit	\$2,000,000
Each Occurrence	\$2,000,000

(2) Automobile Liability. For all of the Contractor's automobiles including owned, hired and non-owned automobiles, the Contractor shall keep in full force and effect, automobile liability insurance providing coverage at least as broad for bodily injury and property damage with a combined single limit of not less than \$2 million per accident. An insurance certificate shall be submitted to the Board that reflects coverage for any automobile [any auto].

(3) Professional Liability. For the Contractor and all of the Contractor's employees who are to perform professional services under this Agreement, the Contractor shall keep in full force and effect, Professional Liability insurance for any professional acts, errors or omissions. Such policy shall provide a limit of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. The Contractor shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of the first work performed under this Agreement; and (2) the policy will be maintained in force for a period of three years after substantial completion of the project or termination of this Agreement whichever occurs last. If professional services rendered under this Agreement include work relating to environmental or pollution hazards, the Contractors policy shall not contain exclusions for those activities.

(4) Workers' Compensation. For all of the Contractor's employees who are subject to this Agreement and to the extent required by any applicable state or federal law, the Contractor shall keep in full force and effect, a Workers' Compensation policy & Employers Liability policy. That policy shall provide Employers Liability Limits as follows:

Bodily Injury by Accident	\$2,000,000	Each Accident
Bodily Injury by Disease	\$2,000,000	Each Employee
Bodily Injury by Disease	\$2,000,000	Policy Limit

The Contractor shall provide an endorsement that the insurer waives the right of subrogation against the Board, City of Santa Fe, County of Santa Fe and their respective elected officials, officers, employees, agents, volunteers and representatives.

D. Cancellation. Except as provided for under New Mexico law, all policies of insurance required hereunder must provide that the Board is entitled to thirty (30) days prior written notice (10 days for cancellation due to non-payment of premium) of cancellation or non-renewal of the policy or policies. Cancellation provisions in insurance certificates shall not contain the qualifying words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.” In the event the Contractors’ insurance carriers will not agree to this notice requirement, the Contractor will provide written notice to the Board within four working days of Contractors receipt of notice from its insurance carrier(s) of any cancellation, nonrenewal or material reduction of the required insurance.

E. Insurer Requirements. All insurance required by express provision of this Agreement shall be carried only by responsible insurance companies that have rated “A-” and “VII” or better by the A.M. Best Key Rating Guide, that are authorized to do business in the State of New Mexico, and that have been approved by the Board. The Board will accept insurance provided by non-admitted, “surplus lines” carriers only if the

carrier is authorized to do business in the State of New Mexico. Deductibles. All deductibles or co-payments on any policy shall be the responsibility of the Contractor.

F. Specific Provisions Required.

(1) Each policy shall expressly provide, and an endorsement shall be submitted to the Board, that the policy or policies providing coverage for Commercial General Liability must be endorsed to include as an Additional Insured, the Board, City of Santa Fe, Santa Fe County and their respective elected officials, officers, employees, agents, volunteers and representatives.

(2) All policies required herein are primary and non-contributory to any insurance that may be carried by the Board, City of Santa Fe, Santa Fe County and their respective elected officials, officers, employees, agents, volunteers and representatives, as reflected in an endorsement which shall be submitted to the Board.

(3) The Contractor agrees that for the time period defined above, there will be no changes or endorsements to the policy that increase the Board's exposure to loss.

(4) Before performing any Professional Services, the Contractor shall provide the Board with all Certificates of Insurance accompanied with all endorsements.

(5) The Board reserves the right, from time to time, to review the Contractor's insurance coverage, limits, and deductible and self-insured retentions to determine if they are acceptable to the Board. The Board will reimburse the

Contractor for the cost of the additional premium for any coverage requested by the Board in excess of that required by this Agreement without overhead, profit, or any other markup.

(6) The Contractor may obtain additional insurance not required by this Agreement.

13. INDEMNIFICATION

A. GENERAL INDEMNIFICATION: To the greatest extent permitted by law, the Contractor shall indemnify, hold harmless and defend the Board, City of Santa Fe, Santa Fe County and their respective elected officials, officers, employees, agents, volunteers and representatives from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from the Contractor's performance or non-performance under this Agreement as well as the performance or non-performance of the Contractor's employees, agents, representatives and subcontractors or any tier.

B. INDEMNIFICATION FOR PROFESSIONAL ACTS, ERRORS OR OMISSIONS. Except for professional acts, errors or omissions that are the result of established gross negligence or willful or wanton conduct on the part of the Contractor or its employees, agents, representatives or sub consultants, the General Indemnification shall not apply to professional acts, errors or omission unless covered by Professional Liability insurance required in this Agreement.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the BDDDB in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et seq. NMSA

1978, as amended. The BDDDB and its “public employees” as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the BDDDB and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

16. RECORDS, DOCUMENT CONTROL AND AUDIT

A. The Contractor shall conform with and participate in the Document Control policies of the BDDDB or the City of Santa Fe. The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, all records that relate to the scope of services provided under this Agreement.

B. Detailed records that indicate the date, time and nature of services rendered shall also be retained for a period of three years after the term of this agreement expires. These records shall be subject to inspection by the City of Santa Fe, the Department of Finance and Administration and the State Auditor. The BDDDB and the City of Santa Fe shall have the right to audit the billing both before and after payment to the Contractor. Payment under this Agreement shall not foreclose the right of the BDDDB or the City of Santa Fe to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the BDDDB. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

22. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

**BUCKMAN DIRECT
DIVERSION BOARD:**

Buckman Direct Diversion Project
341 Caja del Rio,
Santa Fe, New Mexico 87507
Attn: Shannon Jones
BDD Interim Facility Manager

CONTRACTOR:

Narasimhan Consulting Services, Inc.
Attn: Firm Representative
2316 Southern Blvd., Suite B-1
Rio Rancho, New Mexico 87124

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.

***[BALANCE OF PAGE INTENTIONALLY LEFT BLANK;
SIGNATURE PAGE FOLLOWS]***

**BUCKMAN DIRECT DIVERSION
BOARD**

By: _____
Joseph M. Maestas, Chair

Date: _____

APPROVED AS TO FORM:



Nancy R. Long, BDDDB Counsel

APPROVED:

Marcos Tapia, City Finance Director

728000
Business Unit/Line Item

ATTEST:

Yolanda Y. Vigil, City Clerk
File Date: _____

NM Taxation & Revenue
CRS #03-185297-00-1

City of Santa Fe Business
Registration #

CONTRACTOR:

Narasimhan Consulting Services, Inc.

By: _____

[title]

Date: _____

EXHIBIT A DETAILED SCOPE OF WORK

Task 1 Project Initiation and Work Plan

Objective: Provide a road-map for asset management, summarize available data.

NCS will conduct a Project Kick Off workshop with the BDD Staff and summarize the project objectives and BDD/Stakeholder's expectations.

This workshop will include identifying needs of various departments supporting the BDD system and providing an implementation plan for hydraulic modeling, asset management, GIS/CAD data management, CMMS, etc. NCS will collect and summarize all necessary and additional operational information available for the system.

As part of the workshop, NCS will visit the treatment plant site and review operations with staff. NCS can also help the BDD identify potential opportunities for optimization. Based on the outcome of the workshop, NCS may request operational information as follows:

- Water use data (including three years of water conservation trends), plant flow data where available, maintenance records (available for review onsite)
- Current maintenance schedule and work plan, SCADA information, pump station facilities/sewer collection system maps, elevation data where available
- Available Master Plans and engineering documents
- Gather current standards or current operating/review practices
- BDD's maintenance trouble spots and potential CIP projects list
- Available current development standards, record drawings, CAD files, design reports, and operation and maintenance manuals
- Compliance data (permits, approvals, sanitary surveys), and potential opportunities for effluent reuse.

Based on a review of the existing information, NCS will develop a list of additional information that may be necessary to finalize the Work Plan. NCS will propose and discuss with the BDD Project Manager the approach to obtain the additional information expeditiously.

Task 2 Literature Review

A summary of sources of local, regional, and national AMP documents and policies and procedures will be compiled and summarized. The literature review will identify gaps in research which the project team will likely include in project activities and recommendations. Results from latest NMED documents, Water Research Foundation research reports and summaries of the EPA white papers, and Internet sources from various utilities will be included in the literature review. Work products from the current AWWA Committees, ASCE committees, and local and national conferences will be researched. This information will be compiled for review and comment by BDD and incorporation into the proposed NCS approach for this project.

Task 3A, 3B, 3C Development of the Asset Management Plan (AMP)

Condition Assessment and Evaluation

NCS will work with BDD staff to schedule field inspections to each facility. The site inspection will take approximately one week and NCS' project manager, project engineer, structural engineer and electrical engineer will conduct the inspection. Findings from the inspection will be logged into a condition assessment report electronic form for further use in the project. The form will be developed in a GIS/web-based interface

to provide a robust graphic display. The database will be compatible to upload into the optional asset management software task so records are not lost.

NCS, accompanied by BDD staff, will perform site visits to evaluate all process equipment, residuals handling facilities, raw water storage and conveyance, hydraulics, pumps, motors, drives, piping, valves, meters, chemical feed systems, electrical equipment, SCADA equipment and system, and structural condition of buildings and treatment basins. If possible, NCS prefers to conduct these inspections when process tanks have been drained for maintenance. NCS will utilize a laptop computer(s) with a standardized database for capturing all field observations. Photos of key observations will be taken. Interviews will be conducted with BDD personnel familiar with the water system as well as operations and maintenance staff at the water treatment plants to identify historical operating issues and redundancy concerns.

For each piece of mechanical and electrical equipment the following parameters will be identified (at a minimum): type, function, size, manufacturer, model number, serial number, year of manufacture, materials of construction, code issues, electrical voltage, horsepower and other relevant parameters. The condition and integrity of the physical and mechanical equipment will be assigned a condition ranking to determine remaining useful life (1 - 5 with 5 being the highest rank). Specific items of repair and rehabilitation will be identified for each piece of equipment along with the criticality and schedule. Discussions will be conducted with the BDD staff and operations staff to understand maintenance history or problems they have experienced, and obtain additional documentation on the piece of equipment such maintenance costs, equipment cut sheets and O&M manuals (if available).

Each piece of equipment will also be photographed and assigned a tag number or asset identifier in a format acceptable to the BDD and consistent with existing databases (if any).

Field Data Review. NCS will review information gathered during the field assessment phase. The information gathered will be consolidated into a technical memorandum by site by treatment process, and submitted to the BDD.

Conduct Workshop #1. NCS will provide a presentation of findings from the field assessments and data review to BDD staff. Current operating concerns and redundancy issues will be discussed to ensure the master planning process covers these issues.

Review Current and Future Water Regulations. NCS will review current and anticipated state and federal water regulations, and the potential impact on the BDD. This information will be summarized in a technical memorandum and provided to the BDD.

Ranking and Critically Rating System Summary

Once all the facilities have been inspected and their condition has been determined, a summary report will be prepared that presents the overall criticality and condition of each piece of equipment and the overall facilities. The summary will be developed using the criticality ranking system of 1-5 discussed above and include all elements of each facility. Based on a combination of condition and criticality, the replacement and recurring annual O&M costs will be identified for each component. This summary report will be provided to the BDD for review and comment and will be finalized based on these comments.

Develop Operational and Facility Needs Strategies. NCS will develop strategies to address process operational concerns and redundancy issues, opportunities to optimize the treatment systems, address concerns with the electrical and SCADA equipment and systems, and address structural deficiencies. NCS will develop alternatives and recommendations to the water treatment process, related infrastructure, and residuals handling. NCS will provide recommendations for short and long term upgrades. Process schematics will be developed.

Conduct Workshop #2. NCS will present an overview of the regulations and alternatives to optimize the treatment systems and address facility needs to BDD staff. The intent of this workshop is to develop consensus on the alternatives evaluated and recommended capital improvements and operations related adjustments.

Sub Task 4 Integrate System Information into GIS Database

NCS and our sister company NJBSoft have developed a unique software application to track and easily update asset information. It is a living tool and not simply an idle database that stores information and volumes of data. SAMSWater AMS provides meaningful real time outputs related to critical rehabilitation needs, prioritization, and costs. NCS developed it for use on our own projects but it is now also commercially available. The following are key features of our AMS software:

- Geo-spatial software (allows map-based views for asset prioritization). The software has its own map interface but also integrates ArcGIS server.
- Above ground and below ground infrastructure asset management. This includes pipes, pumps, pump stations, electrical equipment, structures, etc.
- Criticality analysis - A spatial criticality analysis to filter key infrastructure requirements and prioritize within decision matrix is included.
- Budget based prioritization - This allows a user to identify the best return on investment in repair and replacement costs.
- Unit Demand Cost Development - Sufficient tools available to define various types of unit costs.
- Custom reporting - Automated reports can be generated based on updated data.
- Integration Technology - Integrates with various technologies to consolidate data and define a comprehensive workflow solution.
- Web-based system access with an enterprise environment - Web-based access to the system to allow users to utilize this software from multiple locations.
- Life cycle cost analysis - Ability to perform life cycle cost analysis.
- Integration with hydraulic models - Ability to integrate with hydraulic models to provide capacity calculations.

Task 5 Capital Improvement Plan

Based on the above findings, and the BDD's anticipated annual budget for the next several years, NCS will develop a repair and rehabilitation plan for each facility for review by BDD staff. The plan will span over several years, based on the available budget and the results of the ranking and criticality assessment. NCS will finalize the Repair and Rehabilitation Plan after receipt of BDD comments. The plan will be prioritized based on needs and ranking assessment. The Plan is an output from the Asset the BDD based on updating the information in the AMS and printing a new summary report.

Development of Asset Management System

Our SAMSWater Software application can manage your Infrastructure Assets. The application will be able to perform the following, at a minimum:

Asset Data Logging: Identify the asset, locate it spatially on the map and provide information about it ranging from asset related information, associated documents, maintenance and repair/replacement schedules as well as history of maintenance.

Prioritization and Ranking Capabilities: Rank and prioritize the assets for replacement and repair.

Budget and Phasing Considerations: The database will account for the available budget and manage a list of projects that are prioritized and ranked based on approach developed in this storm water study project and asset management program.

Integrate with other technologies: The software will integrate with GIS/SCADA and other technologies that support this program in order to develop a repeatable process.

This information will be updated into the WTP database to allow for ranking and prioritization.

**EXHIBIT B
FEE SCHEDULE**

1. NAME OF PROJECT: Engineering Services for Buckman Direct Diversion Capital Asset Management Plan		2. CIP #: 3039	
3. NAME OF CONTRACTOR: Narasimhan Consulting Services, Inc.		4. DATE OF PROPOSAL:	
5. ADDRESS OF CONTRACTOR: 2316 Southern Blvd, Suite B-1, Rio Rancho, NM 87124		6. TYPE OF SERVICE TO BE FURNISHED: A. WORK ELEMENT: Total For All Evaluations	

PART 2 - COST SUMMARY

7. DIRECT LABOR (specify categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Principal	144	50.00	\$7,200.00	
Senior Engineer/Project Manager	248	47	\$11,656.00	
Project Engineer	192	38.96	\$7,480.32	
Senior Hydrogeologist/Scientist	0	53.80	\$0.00	
Staff Engineer	400	32.65	\$13,060.00	
GIS Engineer	80	30	\$2,400.00	
Technician/Cadd Drafter	160	28.57	\$4,571.20	
Clerical/Project Admin	160	21.00	\$3,360.00	
DIRECT LABOR TOTAL:				\$49,727.52
8. OVERHEAD (specify cost pool)	RATE	X BASE	ESTIMATED COST	
	145	1.0	\$72,104.90	
OVERHEAD TOTAL:				\$121,832.42
9. FEE OR PROFIT (show rate and base)	10%			\$12,183.24

SUPPLEMENTAL SERVICES

10. SUBCONTRACTS (Identify & purpose)	ESTIMATED COST	
Tala and Howard (AMP and CIP development)	\$45,000.00	
EMS - Phil Ponce (GIS Expert)	\$10,000.00	
SUBCONTRACTOR TOTAL:		\$55,000.00
11. SPECIAL EQUIPMENT	RATE	ESTIMATED HOURS
EQUIPMENT TOTAL:		\$0.00
12. TRAVEL	ESTIMATED COST	
A. transportation:		
B. per diem:		
TRAVEL TOTAL:		
13. OTHER REIMBURSABLE COST	ESTIMATED COST	
Black & White Copies (\$0.05 per copy)	\$162.50	
Color Copies (\$0.60 per copy)	\$275.00	
Mailing (\$35 per mailing)	\$175.00	
OTHER REIMBURSABLE TOTAL:		\$612.50
SUBTOTAL ITEMS 7-12:		\$189,628.17
14. GROSS RECEIPTS (@8.1875%)		\$15,502.10
15. TOTAL PRICE		\$205,130.27

16. SIGNATURE OF PREPARER	C of SF REVIEW BY	WATER DIVISION COST SUMMARY PAGE OF
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Buckman Direct Diversion Board Summary of Contracts, Agreements, & Amendments

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT ☒ or CONTRACT AMENDMENT ☐

2 Name of Contractor Narashimhan Consulting Services

3 Complete information requested

☐ Plus GRT

☒ Inclusive of GRT

Original Contract Amount: \$205,130.27

Termination Date: June 30, 2015

☒ Approved by BDDB Date: Pending

☐ or by Project Manager Date: _____

Contract is for: legal

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

☒ Approved by BDDB Date: _____

☐ or by Project Manager Date: _____

Amendment is for: _____

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments)

☐ Plus GRT

☒ Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: Term



Buckman Direct Diversion Board
Summary of Contracts, Agreements, & Amendments

Total of Original Contract plus all amendments: \$ _____

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# _____ Date: _____

RFQ ☐ _____ Date: _____

Sole Source ☒ _____ Date: _____

Other _____

6 Procurement History: _____
example: (First year of 4 year contract)

7 Funding Source: bdd **BU/Line Item:** 724800

8 Any out-of-the ordinary or unusual issues or concerns:
none
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Maya Martinez

Phone # 955-4271

10 Certificate of Insurance attached. (if original Contract) ☐

Submit to City Attorney for review/signature

Forward to Finance Director for review/signature

Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments: