

**City of Santa Fe
Emergency Determination Form**



The emergency procurement method may only be used as described in NMSA 1978, § 13-1-127 and in the City's Procurement Manual XII.

NOTE:

The Department that makes an emergency procurement to plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event shall account for the money spent in making the procurement and report on that accounting to the City's Finance Department Director within ninety days after the end of the contract or fiscal year in which the procurement was made, whichever comes first.

I. Department: Public Utilities Department, **City of Santa Fe**

Department Director: John Dupuis

Department Contact: P. Fred Heerbrandt, P.E.

Department Telephone Number: 505-955-4623

City of SF Chief Procurement Officer: **Travis Dutton-Leyda, CPO**

Telephone Number: **(505) 629-8351**

II. **Name of Contractor:** AAC Construction, LLC.

Address of Contractor: 18 La Luna Road, Santa Fe, NM 87507

Amount of prospective contract: \$51,655.63

Term of prospective contract: 30 Days

Location of Services:

III. Please thoroughly list the services (scope of work), construction, or items of tangible personal property of the contract:

Install a 6” piping between the Las Campanas flow meter box and the above-ground storage tank. Install a chlorine injector fitting into the new pipe.

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, § 13-1-127.

The Paseo Real Wastewater Reclamation Facility has been experiencing problems with the coliform levels in the reuse water discharge, rendering the reuse water unusable for irrigation. This work will allow the facility to chlorinate the reuse water, allowing irrigation use at the Municipal Recreation Area, including the Marty Sanchez golf course.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Other actions have been taken including operational consulting services from Carollo Engineers, emergency access to raw water from the BDD raw water withdrawal pipeline for irrigation water, and we are pursuing repair of clarifiers #5 & #6, to increase sedimentation capacity.

VI. Describe what measures the Department will take in the future to prevent/mitigate use of emergency procurement under similar circumstances.

The plan is to have our engineering consultant, Carollo Engineers, provide guidance and recommendations to better maintain a stable treatment process.

Certified by:

Travis Dutton-Leyda

City Chief Procurement Officer, Travis Dutton-Leyda

Date

City Approval by:

Shirlene Sitton for JD

Shirlene Sitton for JD (May 26, 2023 17:02 MDT)

Department Director, John Dupuis

Date

Erin McSherry

City Attorney, Erin McSherry

Date

Layla Archuletta Maestas

Layla Archuletta Maestas (Jun 2, 2023 19:08 MDT)

City Manager, John Blair

Jun 2, 2023

Date

Emily K. Oster

Emily K. Oster (Jun 2, 2023 18:44 MDT)

Finance Director, Emily Oster

Jun 2, 2023

Date

Note: All emergencies must be posted to the SPD website:

<https://www.generalservices.state.nm.us/statepurchasing/submit-emergency.aspx>

and the City of Santa Fe's website:

<https://santafenm.gov/finance-2/purchasing-1/solicitations>











Emergency_Determination_Form AAC Construction

Final Audit Report

2023-06-03

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