



**THE CITY OF
SANTA FE**

MEMORANDUM

DATE: July 12, 2023

TO: John Blair, City Manager JB
John Dupuis, Public Utilities Director JD

FROM: Michael Dozier, Wastewater Division Director MD

RE: **Emergency Determination**

ACTION

Approval of an emergency acquisition of operational consulting services from Carollo Engineers, to address an ongoing operational upset at the Paseo Real Wastewater Reclamation Facility.

BACKGROUND

The Wastewater Management (WWM) Division is requesting approval of an emergency acquisition of operational consulting from a private, consulting engineering company, Carollo Engineers. The Paseo Real Wastewater Reclamation Facility has experienced pin floc in the clarifiers that have caused overloading of the disc filters, resulting in effluent exceedances for total suspended solids and E-coli. These exceedances prevent the delivery of re-use water to users that hold contractual agreements with the city to supply them with re-use water.

This condition also results in permit exceedances of the NPDES permit covering discharges to the Santa Fe River. Without professional assistance and consultation to remediate the issue with chlorine, this condition could continue.

RECOMMENDED ACTION

PUD, WWM, PRWRF respectfully requests approval of the Emergency Acquisition of operational consulting services from Carollo Engineers in the amount of \$49,113 to assist staff in determining corrective actions to restabilize the treatment process.

Monies shall be transferred from WWMD.
Enterprise Fund /Fund 500/Cash Balance PL# WWM 2050001

**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:

Notify all signatories as soon as you are made aware of the emergency. Give them a brief synopsis of the emergency, answer their questions, and let them know this document and all supporting documents will be sent to them for signatures. They should know about the request prior to obtaining signatures.


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: **Michael Dozier** 

Department Telephone Number: **505-955-4626**

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

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

II. **Name of Contractor:** Carollo

Address of Contractor: 2795 Mitchell Drive Walnut Creek, California 94598

Amount of prospective contract: \$49,113, exclusive of New Mexico Gross Receipts Tax.

Term of prospective contract: two (2) months

Location of Services: 73 Paseo Real, Wastewater Reclamation Facility

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

Carollo will assist in developing and implementing an approach to regulatory compliance for wastewater discharge and recycled water use at the Paseo Real Water Reclamation Facility (PRWRF). Carollo will consult on the usage of sodium hypochlorite for disinfection in secondary treatment.

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 interconnections to the 2MGD tank chlorination system for irrigation.

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:

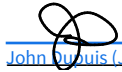


City Chief Procurement Officer, Travis Dutton-Leyda

Jul 19, 2023

Date

City Approval by:



Department Director, John Dupuis

Jul 19, 2023

Date

[John Dupuis \(Jul 19, 2023 08:11 MDT\)](#)



City Attorney, Erin McSherry

Jul 19, 2023

Date

[Erin McSherry \(Jul 19, 2023 12:58 MDT\)](#)



City Manager, John Blair

Jul 19, 2023

Date

[John Blair \(Jul 19, 2023 15:58 MDT\)](#)



Finance Director, Emily Oster

Jul 19, 2023

Date

[Emily K. Oster \(Jul 19, 2023 08:59 MDT\)](#)

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>

Signature: Michael Dozier
Michael Dozier (Jul 13, 2023 07:00 MDT)

Email: mldozier@santafenm.gov

Emergency Determination

Interim Agreement Report







2023-07-19

Created:	2023-07-12
By:	Xavier Martinez (xbmartinez@ci.santa-fe.nm.us)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAAuAUfYHHLGz4S7ADBDYs5K-XizFVlxafn

Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"Emergency Determination" History

-  Document created by Xavier Martinez (xbmartinez@ci.santa-fe.nm.us)
2023-07-12 - 4:23:56 PM GMT
-  Document emailed to mldozier@santafenm.gov for signature
2023-07-12 - 4:27:23 PM GMT
-  Restricted visibility Email viewed by mldozier@santafenm.gov
2023-07-13 - 12:59:46 PM GMT
-  Signer mldozier@santafenm.gov entered name at signing as Michael Dozier
2023-07-13 - 1:00:51 PM GMT
-  Restricted visibility Document e-signed by Michael Dozier (mldozier@santafenm.gov)
Signature Date: 2023-07-13 - 1:00:53 PM GMT - Time Source: server
-  Document emailed to jedupuis@santafenm.gov for signature
2023-07-13 - 1:00:55 PM GMT