



City of Santa Fe, New Mexico



SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form **must** be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety - () must be completed.*

*Date:

*Prepared By:

*Title:

*Vendor Name:

*Address:

*City:

*State:

*Zip Code:

*Description of Goods/Service to be procured:

*Estimated Cost:

Term of Contract:

*Sole Source Request Justification Questions 1-3.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).



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The Contractor shall provide project management for the Midtown Property (Project) for phases 3 (still to be completed), 4 & 5 and perform the following work:

- Oversee and facilitate due diligence in the developer finalist process.
- Assist the City in negotiating with developers.
- Assist with Asset Development manager to parcellize the site plan.
- Create and disseminate (market rate and affordable) housing and commercial parcel for sale RFP's.
- Assist with the Public Works team and their contractors to create a spine infrastructure plan, including engineering, stormwater, streets, access, power, gas conversion, exploring and designing connections and integration to main roads and adjacent landowners
- Direct financial analysis for development and assist the City in reviewing the analysis.
- Support Asset Development manager in the land use analysis for shortlisted master developers and assist the City in reviewing the analysis
- Work with proposed Metropolitan Redevelopment Agency to create public/private financing and organizational model consistent with the Midtown Community Development Plan.
- Manage data input and track the results to determine development (s) achievements in Midtown redevelopment.
- Based on proposed Metropolitan Redevelopment Act Midtown blight designation, work with adjacent landowners to leverage redevelopment infill opportunities to achieve long term objectives discussed in the Midtown Master Plan.
- Oversee potential synergies between master developer and potential parcel developers, building tenants, and lease candidate proposals.
- Act as the point of Contact for City and developers; create governance model for land use and zoning plan, as part of developing the City's Metropolitan Redevelopment Agency)
- Work with Office of Affordable Housing on various strategies and potential development partners to meet low AMI rental and homeownership housing development opportunities
- Facilitate and manage internal stakeholder steering committee and development committee requirements; Craft and disseminate public messages to inform constituents of progress.
- Prepare and present proposed lessee and developers to committees and governing body over the course of the due diligence and negotiation process for disposition and development.
- Manage and Facilitate the Midtown development project through the disposition of the property for redevelopment, including exclusive negotiation agreements.



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- 2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

XX

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) 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.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

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

On October 2018, the City advertised an RFQ to procure project management services to guide the Midtown Redevelopment Project. Proyecto LLC/Daniel Hernandez (Proyecto) was selected because of the national expertise and experience in urban and master planning, large scale redevelopment strategies, public/private cross-collaboration project management, development disposition planning and agreement negotiations, developer relationship management and due diligence, metropolitan redevelopment strategic planning, critical development path management, RFP development and management that Proyecto brings to the project. To date, he has successfully designed and implemented a multi-phase work plan for the project, completing Phases 1, 2 and part of 3, resulting in the approval of the Midtown Redevelopment Plans: Master Development Plan and Community Development Plan, including Parcel Rezoning, an Amendment to the General Plan, two cycles of public engagement and three initial RFPs for disposition and redevelopment of major legacy buildings.

We are now in the middle of phase three of likely five phases, that will take the next three years; with many tasks in our timeline to be done (see scope above). We will need expertise like Proyecto’s, as lead project manager, to successful complete our plans: Implementation of the community development plan, parcelization and affordable housing tract RFPs, creation, governance design and capacity building for the proposed Metropolitan Redevelopment Agency. public/private development financing, etc.


With the development anticipated over the next three years, we believe similar professional services will not be able to meet the challenge as is intended in our scope of work.



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Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

	for T.D-L.	4/7/23
Travis Dutton-Leyda, CPO		Date
Purchasing Officer for the		
City of Santa Fe		

Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for a period of one (1) year from the date of the award.*

Travis Dutton-Leyda, CPO	Date
Purchasing Officer for the	
City of Santa Fe	

****Required Attachments:***

- *Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),***
- *Quote from sole source Contractor***
- *Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services***