




# City of Santa Fe, New Mexico


## Memorandum



Date: September 2, 2021

To: Fran Dunaway, Chief Procurement Officer

Via: Shannon Jones, Public Utility Director 

From: Andrew Erdmann, Water Conservation Specialist 

**ITEM & ISSUE:**

Request for Declaration of a Sole Source

**SUMMARY & BACKGROUND:**

This is a formal request for a declaration of sole source to The Santa Fe Watershed Association. This contractor specializes in educational programming specific to the Santa Fe Water system and the Santa Fe River watershed.

The total amount for this four year request is \$5 million dollars.

**REQUESTED ACTION:**

Your consideration and approval of this request is greatly appreciated

**SOLE SOURCE**

APPROVED

NOT APPROVED

  
 Fran Dunaway (Oct 13, 2021 14:30 MDT)

Fran Dunaway, Chief Procurement Officer

Oct 13, 2021

Date

## SOLE SOURCE REQUEST AND DETERMINATION FORM

**This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.**

**Date:** 9/2/2021

**Prepared By:** Andrew Erdmann

**Title:** Water Conservation Specialist

**Vendor Name:** Santa Fe Watershed Association

**Address:** 1413 Second St. Ste 3

**City:** Santa Fe

**State:** NM

**Zip Code:** 87505

**Description of Good/Service to be Procured:**

**Estimated Cost:**

\$88,000/yr

**Term of Contract:**

4 years

**1. Explain why this is the only available source that can be meet the needs of your department.**

The Santa Fe Watershed Association is uniquely qualified to provide the location specific education programming sought by this contract.

**Local Knowledge** - The information being taught to students is highly localized and the Santa Fe Watershed Association have more institutional and staff knowledge and experience than any other educational organization.

**Efficiency** – The Santa Fe Watershed Association has longstanding experience working with the partners for this project including city staff from Water Conservation Office and the Canyon Road Water Treatment Plant, security contractors in the Watershed itself, partnerships with other local non-profits specializing in relevant scientific education, and long standing relationships with individual SFPS teachers. These partnerships increase efficiency, reduce costs, and improve outcomes.

**Safety** - Additionally, the familiarity of the Watershed Association staff with the facilities, staff, landscape and infrastructure in the watershed enhances the safety of the students and accompanying volunteers.

2. Explain why this vendor is the only available source from which to obtain this product of service.

The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or

Other reason, please explain in full. Attach additional sheets, if necessary.

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

The Santa Fe Watershed Association is a long established local organization with a mission specific focus on the Santa Fe River and Watershed. The tight local focus and long term commitment to the mission mean that the Santa Fe Watershed Association alone has the experience, professional staff and contacts, and expansive local knowledge required.

**Approvals:**

Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.

  
Fran Dunaway (Oct 13, 2021 14:30 MDT)

Oct 13, 2021

**Fran Dunaway**  
**Purchasing Officer**

**Date**

Pursuant to Section 13-1-126, 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.

\_\_\_\_\_  
**Fran Dunaway,**  
**Purchasing Director**  
**City of Santa Fe**

**Date**

**Required Attachments:**

**\*Letter from Contractor, if applicable**

**\*Agenda Item to be presented to City Council if over \$50,000 for Professional Services and \$50,000 for Goods and Non-Professional Services**



1413 Second Street, Suite 3  
Santa Fe, NM 87505  
(505) 820-1696; fax 986-9132  
andy@santafewatershed.org  
santafewatershed.org



September 3, 2021

**To:** Christine Chavez, Water Conservation Manager, City of Santa Fe Water Department

**From:** Andy Otto, Executive Director, Santa Fe Watershed Association and Mori Hensley, Education Director, Santa Fe Watershed Association

**Re:** Santa Fe Watershed Association's unique qualifications to implement Upper Watershed Education and Outreach under the 20-year Municipal Watershed Management Plan 2010-2030

The Santa Fe Watershed Association (SFWA) has implemented education and outreach programs under the 20-year Municipal Watershed Management Plan since Fall 2010 in partnership with the City of Santa Fe, U.S. Forest Service, and The Nature Conservancy. SFWA is specifically named in that plan to complete the Outreach and Education components of the plan.

Over the course of the last eleven years, the SFWA has designed, implemented, and evaluated a variety of education programs and outreach materials designed to increase awareness among a variety of audiences, both youth and adult, about forest and water management in the Santa Fe Municipal Watershed. Most notably, the SFWA has implemented a successful program called My Water, My Watershed for Santa Fe Public Schools upper elementary students which has served over 9,000 students thus far. Additionally, SFWA has conducted the New Mexico Climate Masters class for the past nine years.

Based upon our eleven plus years of experience implementing both education programs and developing and distributing outreach materials, we believe the SFWA is uniquely qualified to continue implementing education and outreach activities under the Santa Fe Municipal Watershed Plan. Our education programs such as My Water, My Watershed, Watershed Community Science and Monitoring, Municipal Watershed tours (through hikes and van trips), New Mexico Climate Masters class, City Water Conservation Department Educational Support and Consulting, Mi Arroyo, Mi Tierra Outdoor Education Programming, Educational Rain Gardens, and community presentations are well developed programs that have been implemented and evaluated. In addition, partnerships with the Santa Fe Public Schools as well as other key partners have already been established to allow these programs to continue to run smoothly. These education programs have activities that have already been tested. For example, each My Water, My Watershed has a pre- and post-assessment along with a teacher evaluation which has allowed us to create a program that is in high demand by teachers because of its activities that align with the New Mexico Science Standards and benchmarks and that create a safe and productive experience for students in the outdoors.



*Our River - Our Water - Our Future*

We have planned to begin work on September 1, 2021 with funding from a private foundation. With already established programs along with a demand for these programs, we are in a unique position to continue doing this work. Also, for example, we receive requests for the watershed tours on a weekly basis and are ready to begin advertising these tours and registering participants immediately to be able to begin offering these tours in fall of 2021.

We have worked diligently to create relationships with teachers, school administrators, and the Santa Fe Public Schools transportation department and currently plan to have over 20 classrooms tentatively scheduled, depending on Covid protocols, for My Water, My Watershed program in Fall 2021. These relationships along with our already tested program will allow us to continue offering this flagship program of the 20-year Municipal Watershed Management Plan this Fall. It would be impossible for any other individual or organization to implement school year programs in Spring 2021 for the following reasons:

- 1) We already have established, tested education programs such as My Water, My Watershed and with our middle and high school monitoring programs that are currently aligned with New Mexico science standards and benchmarks.
- 2) These school programs are already familiar to school administrators who approve these programs. Teachers must receive prior permission by administrators to participate in programs such as My Water, My Watershed. Our school programs have already been established within the Santa Fe Public School district for the last eleven years and relationships with administrators are already well established.
- 3) We at the Santa Fe Watershed Association are in ongoing conversations with two partners to obtain permission to use two alternate sites. This would allow flexibility of the programs during times of construction or other potential access limitation into the Upper Watershed.

Lastly, our Education Specialist, Julie Hasty, has over ten years of experience teaching over 10,000 students in the outdoors throughout New Mexico and Arizona. This experience plus SFWA's has been put to use to be able to create a safe experience for over ten thousand participants with no major accidents. Additionally, our on-going relationships established with the Randall Davey Audubon Center, the Santa Fe Botanical Garden, and The Nature Conservancy's Santa Fe Canyon Preserve have allowed the Santa Fe Watershed Association to position itself to continue to provide a safe atmosphere for participants to learn in the outdoors in the Upper Watershed.

Sincerely,



Andy Otto, Executive Director



*Our River - Our Water - Our Future*



*Santa Fe*  
**WATERSHED**  
 ASSOCIATION

1413 Second Street, Suite 3  
 Santa Fe, NM 87505  
 Phone: 505-820-1696  
 Fax: 505-986-9132  
[www.santafewatershed.org](http://www.santafewatershed.org)

## Sole Source Estimate

Delivered to:
Christine Chavez <i>Water Conservation Dept.</i> City of Santa Fe City of Santa Fe Water Division P.O. Box 909 Santa Fe, NM 87504-0909

Description	Amount Estimated:
Professional Services-Provide general watershed educational outreach to the general public and Santa Fe youth. <u>August 20, 2021</u>	
<b>Task 1: My Water, My Watershed 5<sup>th</sup> Grade Outdoor Education Programming</b> (virtual and in-person watershed activities as COVID-guidelines allow, including field trips with at least 20 classes, classroom visits, teacher support, a final report, and regular curriculum updating)	\$30,000.00 / year
<b>Task 2: Assist and Support Education Programming and Outreach at City Water Conservation Department</b> (consulting, updating City programs, fit with other departments, programs)	\$20,000 / year
<b>Task 3: Mi Arroyo, Mi Tierra 6<sup>th</sup> Grade Programming</b> (6 <sup>th</sup> Grade arroyo extension of MWMW program, including curriculum design and updates, field trips, classroom visits, teacher support, and a final report)	\$15,000.00 / year
<b>Task 4: Watershed Community Science and Monitoring</b> (develop, implement, and update monitoring, data collection and storage opportunities for volunteers and students, as well as mentorship opportunities between age groups)	\$6,000.00 / year
<b>Task 5: Educational Rain Gardens</b> (work with schools, teachers, and students to design and maintain rain gardens on school properties. Construction costs would be extra)	\$10,000 / year
<b>Task 6: Climate Masters</b> (10 classes and a final report)	\$5,000.00 / year

<b>Task 7: Municipal Watershed Adult Hikes</b> (including a final report)	\$1,000.00 / year
<b>Task 8: Year-End Report</b> (summary of all task deliverables)	\$1,000.00 / year
<b>Tax:</b>	N/A per non-profit status
<b>Total</b>	<b>\$88,000.00</b>
<b>Total Estimate:</b>	<b>\$88,000.00</b>

Respectfully submitted,



Mori Hensley, Director of Planning, Education, and Restoration

**Signature:** *Parry Andrew Erdmann*

Parry Andrew Erdmann (Sep 3, 2021 15:53 MDT)

**Email:** paerdmann@santafenm.gov

**Signature:** *Shannon Jones*

**Email:** swjones@santafenm.gov

1. SCOPE OF SERVICES:

A. In support of the City of Santa Fe's Municipal Watershed Management Program and the goals of the City Water Conservation Department, the Contractor shall provide watershed educational outreach, including: forest and riparian ecology, natural and cultural history, water conservation, and water issues to the general public and to Santa Fe youth. The goals of the outreach to the Santa Fe community are to create greater awareness and a sense of ownership toward the municipal watershed and the entire Santa Fe River watershed as a whole, plus an appreciation for pressing water resource issues such as drought and climate change and fostering community support for the ongoing forest and watershed management activities, which protect the City of Santa Fe's drinking water supply.

Contractor will obtain City approval for all information made available to the public under this contract, including brochures, publications, utility billing inserts, newsletters, on-line content, video, articles, and press releases. Contractor shall follow Watershed Access Policy Guidelines for all entry to the closed Santa Fe Municipal Watershed.

B. Specific Scope of Work shall include:

1) My Water, My Watershed – 5<sup>th</sup> Grade Outdoor Education Programming

Multiple classroom visits with a corresponding field trip is a more effective means of educating youth than a single classroom visit and is more costly. Contractor shall conduct an experiential, hands-on, science-based education program to at least twenty classrooms. This program provides a classroom session introducing watersheds and methods used to evaluate the health of an environment. This is followed by an all-day field visit to the watershed to investigate, explore and collect data. The program culminates in a classroom session to evaluate and interpret their data along with exploring ideas for water conservation. All activities are correlated to state education science standards and benchmarks. Additional activities and evaluations are made available for teachers prior to and/or following the final classroom visits.

Alternative Virtual Classes:

Given the great uncertainty surrounding outdoor education programming in New Mexico for the foreseeable future, SFWA has designed the YouTube videos to be usable by teachers, whether we are able to facilitate in-person class visits and field trips or not. If we are able to have field trips in the near future, the videos will

provide a fun and educational supplement. If we are not able to have field trips, students will still have the opportunity to learn about their local watershed and some of the other important topics we cover in the “My Water, My Watershed” program. Teachers can schedule “virtual field trips” if in-person experiences are not possible.

Two Facebook Live videos along were created on subjects that would normally be delivered to students during classroom visits and field trips.

The first Facebook Live video, “build your own water cycle,” can be viewed here: <https://www.facebook.com/watch/?v=823745051484488>

The second Facebook Live video, “cabbage juice as a pH indicator,” can be viewed here:

<https://www.facebook.com/watch/?v=236203444355467>

The “My Water, My Watershed” playlist, currently consisting of three videos, can be viewed on SFWA’s YouTube channel:

[https://www.youtube.com/playlist?list=PLpdgEunifDfTZsEJ7\\_4KCozZwqD4xG-y9](https://www.youtube.com/playlist?list=PLpdgEunifDfTZsEJ7_4KCozZwqD4xG-y9)

#### Santa Fe Outdoor Education Collaborative:

A Task Force of Teachers will be annually convened as part of a cooperative program between the Santa Fe Watershed Association, the Santa Fe Botanical Garden, and the Randall Davey Audubon Center. The goal is to advise on both the program and the curriculum. These findings will be part of the Annual Report.

#### Curriculum Revision/Development

Given the drastic changes to education within the last year and a half, as well as expanding opportunities for collaboration and outdoor learning, it is important to periodically update existing programming and develop supplemental learning opportunities.

The My Water, My Watershed Program curriculum will be revised with City approval, in order to align with developments in educational standards, resources, and programming that is available through other organizations.

Deliverables: Two classroom programs and one field visit for up to at least 20 school classes, serving approx. 400 students per year over the contract period, as well as an updated curriculum. The Contractor shall coordinate with the teachers and public-school transportation system to provide buses for the field portion of the program. Costs included cover the cost of the buses for transportation and a restroom facility in the watershed. Also, costs included cover the Contractor securing alternative sites for the program outside the municipal watershed while municipal reservoir construction activities are occurring.

The Contractor shall coordinate all planned classroom field trips with City

personnel in compliance with the City's Watershed Access Policy and as advised by City staff to accommodate this program. The Water Division director or the City Manager may revoke previously granted access, should watershed conditions change. Should any of the required Deliverables be cancelled due to previously granted access revocation, the Contractor shall be compensated for the hours expended for that Deliverable up to time of cancellation.

## 2) City Water Conservation Department Educational Support and Consulting

The Contractor shall be available for direct consultation, programming development and support with the City Water Conservation Department. This includes meetings, collaborations, assistance with facilitating relevant City outreach programming, and developing and assisting with other relevant City programs.

Deliverable: regular meetings with Water Conservation personnel.

## 3) Mi Arroyo, Mi Tierra – 6<sup>th</sup> Grade Outdoor Education Programming

As a supplement to the 5<sup>th</sup> Grade program, SFWA will develop a 6<sup>th</sup> Grade program focused on arroyo learning and stewardship. This curriculum will still focus on core science concepts and aligned with State standards but will expand to service-learning and place-based engagement. Once the curriculum is developed, SFWA will work with teachers, the Santa Fe Outdoor Education Collaborative, and other partners to maximize the reach and relevance of the program. The curriculum will continue to be periodically update to reflect teacher feedback and new education standards.

Deliverables: 6<sup>th</sup> Grade arroyo curriculum (first year), and at least 10 SFPS classes in following years (~200 students). Students will be able to experience the ephemeral channels closest to their schools, as well as understand how arroyos are connected throughout the Santa Fe River watershed.

## 4) Watershed Community Science and Monitoring

The Contractor will revisit and revise previous monitoring protocols for Middle and High School students, collaborate with other organizations to effectively manage data and protocols, and create an overall monitoring curriculum. Monitoring is an effective strategy to engage middle and high school students in watershed management, while helping all of us get a better picture of the many facets of watershed health. Students will be able to collect data on a variety of variables throughout the watershed, such as near their schools, in nearby arroyos, rain gardens, different sections of the River, and in the Municipal

Watershed.

Deliverables: in the first year the Contractor will develop an overall monitoring curriculum for Middle and High School Students, as well as adult volunteers. In following years the Contractor will share data as it is collected, and will align protocols with City of Santa Fe Guidelines.

#### 5) Educational Rain Gardens

The Contractor will work with the Santa Fe Public Schools Office of Sustainability, schools, teachers, students and other community organizations to design and care for rain gardens on campus. Students will have the opportunity to learn about green stormwater infrastructure, soil health, pollinator habitat, water conservation, and groundwater infiltration. The Contractor will be available to help oversee and/or facilitate the construction of new rain gardens as well, but associated costs are outside this Scope of Work.

Deliverables: the Contractor will work with 4 schools per year to design and maintain rain gardens.

#### 6) New Mexico Climate Masters Program

Climate Change has become a reality, and nowhere is it seen more dramatically than in the drying of the forest and lessening of the surface water supply, especially the Santa Fe River. To help promote education of the impacts of climate change, and focus outreach efforts toward community leaders, activists, and residents pursuing continuing education, the Contractor has designed an adult learning program that emphasizes the need for mitigation strategies, careful resource planning and water use in the Santa Fe River watershed.

Deliverables: The Contractor shall implement a New Mexico Climate Masters Program modeled after the New Mexico Environment Department's successful program. Up to 25 participants will go through a 30 hour program (10 classroom sessions at two and a half hours each session along with a 5 hour field trip) covering topics from transportation, energy efficiency, consumption and waste, and water resources and forest ecology with specific attention to impacts of climate change to Santa Fe's surface water resources and the implications for future planning and use. The participants will take a field trip into the municipal watershed, coordinated by the SFWA education staff, to learn about ongoing efforts to protect the City's water supply from catastrophic wildfire and about the City's water utility's infrastructure, diverse water supply portfolio, and long range management strategies to ensure safe, reliable water supply.

The Contractor shall coordinate the planned NM Climate Masters Program field trip with City personnel in compliance with the City's Watershed Access Policy and as advised by City staff to accommodate these watershed activities. (The Water Division director or the City Manager may revoke previously granted access, should watershed conditions change. Should any of the required Deliverables be cancelled due to previously granted access revocation, the Contractor shall be compensated for the hours expended for that Deliverable up to time of cancellation.

In addition to the classroom experience, participants are expected to complete 30 hours of community carbon reduction and water conservation outreach service as part of their individual or group projects. The Contractor shall approve of and support the student-designed projects, which the Contractor shall highlight in the newsletter.

#### 7) Public Hikes and Van Trips – Municipal Watershed Tours

The best way to get people interested in the Santa Fe River watershed is to have them experience it directly. These Upper Watershed hikes will be offered throughout the year from July through October. Three of the four watershed tours will be five mile hiking tours; one of the watershed tours will be a driving tour for accessibility to those who otherwise could not complete the hiking tours. All public hiking tours will be approximately five hours round trip due to walking; the driving tour will be two and a half hours round trip. Each tour will provide an overview of the watershed's natural history, fire ecology, vegetation and water management, as follows:

- Natural history: local flora and fauna, and human impacts upon them
- Fire ecology: fire history and fire regimes of forest types within the watershed
- Vegetation management: the need for thinning and burning, smoke education, and management strategies in Wilderness Area versus lower vegetation zones
- Water management: reservoirs, river health, conservation, and mechanisms for preserving water quality
- Cultural history: water use and management over the last 400 years

Deliverables: Four guided tours of the municipal watershed, which include three hiking tours and one driving tour. The Contractor shall publicize the watershed tours (with the intent to recruit participants from underrepresented areas of the city), organize speakers, register and fill-out the necessary city access forms, and lead each outing.

A handout with basic information on each subject will be available for all participants. The handout will be developed in collaboration with all partners, with

the US Forest Service providing information on fire ecology and vegetation management, and the City providing information about water management and wildland urban fire.

The Contractor shall coordinate all planned public watershed hikes, including van tours, with City personnel in compliance with the City's Watershed Access Policy and as advised by City staff to accommodate these watershed activities. The Water Division director or the City Manager may revoke previously granted access, should watershed conditions change. Should any of the required Deliverables be cancelled due to previously granted access revocation, the Contractor shall be compensated for the hours expended for that Deliverable up to time of cancellation. The Contractor shall not charge a fee or request a donation of any municipal watershed tour participant.

#### 8) Annual Report

An educational outreach Annual Report citing results of the My Water, My Watershed 5<sup>th</sup> grade classroom and field visit pre and post-tests; number of students involved in the My Water, My Watershed program; results of the middle/high school monitoring, including the amount of students; amount of participants in the municipal watershed tours; number of participants in the climate master's program; number of successful community programs; website updates.

Deliverable: Contractor will deliver at least two printed copies of the educational outreach Annual Report and one electronic version to the City of Santa Fe Water Division. Contractor will present information from the final version of the Annual Report to the City of Santa Fe's governing body and other associated committees, commissions, or boards, such as Public Utilities Committee, River Commission, or Buckman Direct Diversion Board, upon request.

With the guidance of the City Water Conservation Department, the Contractor will also provide updates on all other programming described in this Scope of Work, such as the 6<sup>th</sup> Grade arroyo program, Climate Masters, rain garden education, monitoring, and Municipal Watershed hikes.