



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: August 31, 2022

*Prepared By: Bobbi Huseman

*Title: Airport Operations Manager

*Vendor Name: Molzen Corbin

*Address: 2701 Miles Rd SE

*City: Albuquerque

*State: NM

*Zip Code: 87106

*Description of Goods/Service to be procured:

*Estimated Cost:

2,000,000

Term of Contract:

One (1) to Four (4) year from award

4 years

*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).

Due to several high priority airport projects, the division is requesting to issue a Sole Source contract with Molzen Corbin. The high priority projects include the completion of the Airport Terminal and Parking Lot Expansion, the FAA grant closeouts to Taxiway D (Grant 49) and Taxiway G (Grants 52/53), the completion of the ILS closeout for RSA 02 grading project (Grant 54) and the recent project of design/construction of the midfield emergency project where the pavement is starting to fail. There are two NMDOTAD grants in the midst of being accepted and once those are signed, design should be in place.



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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.

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.*

Projects are on-going and Molzen Corbin has to be on contract until work is completed. To possibly change vendors and the service interruptions to those projects could lead to the non-issuance of grants from either FAA or NMDOTAD as we are mandated to have A/E services when we accept the grants (Grant Assurance 32). The vendor is also security cleared with SAF airport security badges in order to oversee the projects.

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

Projects are on-going and Molzen Corbin has to be on contract until work is completed. To possibly change vendors and the service interruptions to those projects could lead to the non-issuance of grants from either FAA or NMDOTAD as we are mandated through the grant acceptance process to have A/E services under contract (Grant Assurance 32).

No other A/E firm would want to take the responsibility of errors and omissions created by a previous design firm.



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***Approvals:**

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.

8/31/22

Fran Dunaway, CPO
Purchasing Officer for the
City of Santa Fe

Date

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.*

Fran Dunaway, CPO
Purchasing Officer for the
City of Santa Fe

Date

***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*