



# 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: 3/10/22

\*Prepared By: Carly Piccarello

\*Title: Historic Preservation Division Manager

\*Vendor Name: Wonderstone LLC

\*Address: PO Box 4470 297  
Kingsbury Grade, Suite 1192

\*City: Stateline

\*State: Nevada

\*Zip Code: 89449

\*Description of Goods/Service to be procured:

\*Estimated Cost: 160,000

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).

- Produce a report with proposed Archaeological and Historic District Ordinance changes
- Identify and report known archaeological sites for Preliminary Development Reviews of submitted projects (8 projects per month for 5 months)
- Provide advisement on appeals as needed
- Develop a complete standard operating procedures document for HDRB cases and HPD administrative approvals
- Create Archaeological Report Protection Procedures in the form of a written document.
- Create archaeological summaries/overviews for project proposals (6 per month for 5 months).
- Analyze and identify inconsistencies in records transfers from the county to the city when annexations occurred and their impacts on archaeological sites during development proposals.



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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.***

Wonderstone LLC possesses an archaeologist with experience with archeological sites in the Santa Fe archaeological review districts and has an intimate knowledge of the period between 1000 AD and 1800s in the Santa Fe area. They also possess:

1. A nuanced understanding of how proposals in the archaeological and historic districts are processed through the city and where the potential for errors and the inefficiencies exist, which is needed for the development of standard operating procedures for the Division;
2. A nuanced knowledge of the ARC and H-codes, which includes the intent in which they were written and areas of ambiguity, which is critical for a long-needed code update;
3. A nuanced understanding of how archaeological sites are managed at the State and County level, which is necessary for reviewing proposals from areas that were county lands, now city
4. Has a connection to the community of historic preservation professionals
5. Has interest in and the time/capacity for the work

**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 few others who have these capabilities are listed on the State Approved List of Historians and Archaeologists. Among this limited list of individuals, many are retired, and if they are not they have multiple archaeological cases on some of the Archaeological Review Committee agendas, which represents a conflict of time and interest.

The specialization of archaeological compliance work and the knowledge required to perform the duties are unique. Not only does Wonderstone possess this knowledge, but they have experience working for the City of Santa Fe in the Historic Preservation Division. So, for where there are ambiguities in the code, they have memory of how the code was interpreted and can point to the cases as reference. This saves time and creates efficiencies as we develop standard operating procedures.

This combination of skills and experience limits the qualified field to Wonderstone, LLC.

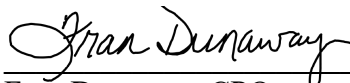


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**\*Approvals:**

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.

	4/4/2022
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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.***

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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*