

ITEM # 18-0644

**BUCKMAN DIRECT DIVERSION BOARD  
PROFESSIONAL SERVICES AGREEMENT  
WITH  
Safety Counselling, Inc.**

THIS AGREEMENT is made and entered into by and between the Buckman Direct Diversion Board ("BDDDB") and Safety Counselling, Inc. ("Contractor"). The effective date of this Agreement shall be the date when it is executed by the Facilities Manager.

**1. SCOPE OF SERVICES**

Contractor shall provide services for the BDDDB as provided below and as described in Exhibits A and B attached hereto:

- A. Provide the following two (2) hands-on training courses in July/August 2018:
  - (1) Trenching & Excavation Competent Person, for up to 25 students.
  - (2) Confined Space Training, emphasis on permitted entry and emergency rescue, for up to 25 students.

**2. STANDARD OF PERFORMANCE; LICENSES**

A. Contractor represents that Contractor possesses the personnel, experience and knowledge necessary to perform the Scope of Services described in this Agreement. Contractor shall perform its services in accordance with generally accepted standards and practices customarily utilized by competent consulting firms in effect at the time Contractor's services are rendered.

B. Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

### **3. COMPENSATION**

A. Compensation under this Agreement shall be One Thousand Eight Hundred Fifty Dollars (\$1,850.00) plus applicable gross receipts tax, as described in Exhibits A and B.

B. Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

C. Payment shall be made upon receipt and approval by the BDDDB of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed.

### **4. APPROPRIATIONS**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the BDDDB for the performance of this Agreement. If sufficient appropriations and authorization are not made, this Agreement shall terminate upon written notice being given by the BDDDB to Contractor. The BDDDB's decision as to whether sufficient appropriations are available shall be accepted by Contractor and shall be final.

### **5. TERM AND EFFECTIVE DATE**

This Agreement shall be effective when signed by the BDDDB and terminate June 30, 2019.

### **6. TERMINATION**

A. This Agreement may be terminated by the BDDDB upon 30 days written notice to Contractor. In the event of such termination:

(1) Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the BDDDB original copies of all work product, research or papers prepared under this Agreement.

(2) If payment has not already been made, Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of

such termination. If full payment has been made, Contractor agrees to prorate for work accomplished and refund all amounts earned.

**7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS**

A. Contractor and its agents and employees are independent contractors performing professional services for the BDDDB and are not employees of the BDDDB. Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of BDDDB vehicles, or any other benefits afforded to employees of the BDDDB as a result of this Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or contractors retained by Contractor in the performance of the services under this Agreement.

C. Contractor shall comply with the City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this Agreement.

**8. CONFIDENTIALITY**

Any confidential information provided to or developed by Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by Contractor without the prior written approval of the BDDDB.

**9. CONFLICT OF INTEREST**

Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

## **10. ASSIGNMENT; SUBCONTRACTING**

Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the BDDDB.

Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the BDDDB.

## **11. RELEASE**

Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the BDDDB, the City of Santa Fe, Santa Fe County, Las Campanas Water and Sewer Cooperative and The Club at Las Campanas; their officers, officials and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. If not completed at the time of final payment, Contractor shall remain obligated to complete the Scope of Services and other obligations of this Agreement. Contractor agrees not to purport to bind the BDDDB to any obligation not assumed herein by the BDDDB unless Contractor has express written authority to do so, and then only within the strict limits of that authority.

## **12. INSURANCE**

A. Contractor shall not begin the Professional Services required under this Agreement until it has: (i) obtained, and upon the BDDDB's request provided to the BDDDB, insurance certificates reflecting evidence of all insurance required herein; however, the BDDDB reserves the right to request, and Contractor shall submit, copies of any policy upon reasonable request by the BDDDB; (ii) obtained BDDDB approval of each company or companies as required below; and (iii) confirmed that all policies contain the specific provisions required. Contractor's liabilities, including but not limited to Contractor's indemnity obligations, under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and Contractor's failure

to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement may be treated as a material breach of Agreement by the BDDDB.

B. Further, Contractor shall not modify any policy or endorsement thereto which increases the BDDDB's exposure to loss for the duration of this Agreement.

C. **Types of Insurance.** At all times during the term of this Agreement, Contractor shall maintain insurance coverage as follows:

(1) **Commercial General Liability.** Commercial General Liability (CGL) Insurance must be written on an ISO Occurrence form or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all bodily injury, personal injury or property damage providing the following minimum limits of liability.

General Annual Aggregate (other than Products/Completed Operation)	\$1,000,000
Products/Completed Operations Aggregate Limit	\$1,000,000
Personal Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000

(2) **Automobile Liability.** For all of Contractor's automobiles including owned, hired and non-owned automobiles, Contractor shall keep in full force and effect, automobile liability insurance providing coverage at least as broad for bodily injury and property damage with a combined single limit of not less than \$1 million per accident. An insurance certificate shall be submitted to the BDDDB that reflects coverage for any automobile [any auto].

(3) **Professional Liability.** For Contractor and all of Contractor's employees who are to perform professional services under this Agreement, Contractor shall keep in

full force and effect, Professional Liability insurance for any professional acts, errors or omissions. Such policy shall provide a limit of not less than \$1,000,000 per claim and \$1,000,000 annual aggregate. Contractor shall ensure both that: (i) the policy retroactive date is on or before the date of commencement of the first work performed under this Agreement; and (ii) the policy will be maintained in force for a period of three years after substantial completion of the project or termination of this Agreement whichever occurs last. If professional services rendered under this Agreement include work relating to environmental or pollution hazards, Contractors policy shall not contain exclusions for those activities.

(4) **Workers' Compensation.** For all of Contractor's employees who are subject to this Agreement and to the extent required by any applicable state or federal law, Contractor shall keep in full force and effect, a Workers' Compensation policy & Employers Liability policy. That policy shall provide Employers Liability Limits as follows:

Bodily Injury by Accident	\$500,000	Each Accident
Bodily Injury by Disease	\$500,000	Each Employee
Bodily Injury by Disease	\$500,000	Policy Limit

Contractor shall provide an endorsement that the insurer waives the right of subrogation against the BDDDB, City of Santa Fe, Santa Fe County, Las Campanas Water and Sewer Cooperative and The Club at Las Campanas; their respective elected officials, officers, employees, agents, volunteers and representatives.

D. **Cancellation.** Except as provided for under New Mexico law, all policies of insurance required hereunder must provide that the BDDDB is entitled to thirty (30) days prior written notice (10 days for cancellation due to non-payment of premium) of cancellation or non-renewal of the policy or policies as evidence by an endorsement to the policies which shall be

attached to the certificates of insurance. Cancellation provisions in insurance certificates shall not contain the qualifying words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives”. In the event Contractor’s insurance carriers will not agree to this notice requirement, Contractor will provide written notice to the BDDDB within four working days of Contractor’s receipt of notice from its insurance carrier(s) of any cancellation, nonrenewal or material reduction of the required insurance.

E. **Insurer Requirements.** All insurance required by express provision of this Agreement shall be carried only by responsible insurance companies that have rated “A-” and “V” or better by the A.M. Best Key Rating Guide, that are authorized to do business in the State of New Mexico, and that have been approved by the BDDDB. The BDDDB will accept insurance provided by non-admitted, “surplus lines” carriers only if the carrier is authorized to do business in the State of New Mexico.

F. **Deductibles.** All deductibles or co-payments on any policy shall be the responsibility of Contractor.

G. **Specific Provisions Required.**

(1) Each policy shall expressly provide, and an endorsement shall be submitted to the BDDDB, that the policy or policies providing coverage for Commercial General Liability must be endorsed to include as an Additional Insured, the BDDDB, City of Santa Fe, Santa Fe County, Las Campanas Water and Sewer Cooperative and The Club at Las Campanas; their respective elected officials, officers, employees, agents, volunteers and representatives.

(2) All policies required herein are primary and non-contributory to any insurance that may be carried by the BDDDB, City of Santa Fe, Santa Fe County, Las

Campanas Water and Sewer Cooperative and The Club at Las Campanas; their respective elected officials, officers, employees, agents, volunteers and representatives, as reflected in an endorsement which shall be submitted to the BDDB.

(a) Contractor agrees that for the time period defined above, there will be no changes or endorsements to the policy that increase the BDDB's exposure to loss.

(b) Before performing any Professional Services, Contractor shall provide the BDDB with all Certificates of Insurance accompanied with all endorsements.

(c) The BDDB reserves the right, from time to time, to review Contractor's insurance coverage, limits, and deductible and self-insured retentions to determine if they are acceptable to the BDDB. The BDDB will reimburse Contractor for the cost of the additional premium for any coverage requested by the BDDB in excess of that required by this Agreement without overhead, profit, or any other markup.

(d) Contractor may obtain additional insurance not required by this Agreement.

### **13. INDEMNIFICATION**

**General Indemnification.** To the greatest extent permitted by law, Contractor shall indemnify, hold harmless and defend the BDDB, City of Santa Fe, Santa Fe County, Las Campanas Water and Sewer Cooperative and The Club at Las Campanas; their respective elected officials, officers, employees, agents, volunteers and representatives from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit,



judgment, execution, claim, action or demand whatsoever arising from Contractors performance or non-performance under this Agreement as well as the performance or non-performance of Contractor's employees, agents, representatives and subcontractors or any tier.

**Indemnification for Professional Acts, Errors or Omissions.** Except for professional acts, error or omissions that are the result of established gross negligence or willful misconduct on the part of Contractor, or its employees, agents, representatives or sub-consultants, the General Indemnification shall not apply to professional acts, errors or omissions unless covered by Professional Liability insurance required in this Agreement.

#### **14. NEW MEXICO TORT CLAIMS ACT**

Any liability incurred by the BDDDB in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, § 41-4-1, *et seq.*, as amended. The BDDDB and their "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

#### **15. THIRD PARTY BENEFICIARIES**

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the BDDDB and Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

#### **16. RECORDS, DOCUMENT CONTROL AND AUDIT**

A. Contractor shall conform with and participate in the Document Control policies of the BDDDB or the City of Santa Fe. Contractor shall maintain, throughout the term of this

Agreement and for a period of three years thereafter, all records that relate to the scope of services provided under this Agreement.

B. Detailed records that indicate the date, time and nature of services rendered shall also be retained for a period of three years after the term of this agreement expires. These records shall be subject to inspection by the City of Santa Fe, the Department of Finance and Administration, the State Auditor. The BDDDB and the City of Santa Fe shall have the right to audit the billing both before and after payment to Contractor. Payment under this Agreement shall not foreclose the right of the BDDDB or the City of Santa Fe to recover excessive or illegal payments.

**17. APPLICABLE LAW; CHOICE OF LAW; VENUE**

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the BDDDB. In any action, suit or legal dispute arising from this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

**18. AMENDMENT**

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

**19. SCOPE OF AGREEMENT**

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement

or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

## **20. NON-DISCRIMINATION**

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

## **21. SEVERABILITY**

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

## **22. NOTICES**

Any notices requests, demands, waivers and other communications given as provided in this Agreement will be in writing and will be deemed to have been given if delivered in person (including by Federal Express or other personal delivery service), or mailed by certified or registered mail, postage prepaid, and addressed to Seller or Buyer at the following addresses:

**BDDDB:** Charles Vokes  
Facilities Manager  
Buckman Direct Diversion  
341 Caja Del Rio Road  
Santa Fe, NM 87506  
Email: cmvokes@ci.santa-fe.nm.us

**With a copy to:** Nancy R. Long, Esq.  
BDDDB Independent Counsel  
Long, Komer & Associates, P.A.  
2200 Brothers Road  
P. O. Box 5098  
Santa Fe, NM 87502-5098  
Email: nancy@longkomer.com


**CONTRACTOR:** Safety Counselling, Inc.  
3207 Matthew Ave. NE  
Albuquerque, NM 87107  
Attn: W. Brock Carter  
Email: Brock@safetycounselling.com

Any such notice sent by registered or certified mail, return receipt, shall be deemed to have been duly given and received seventy-two (72) hours after the same is so addressed and mailed with postage prepaid. Notice sent by recognized overnight delivery service shall be effective only upon actual receipt thereof at the office of the addressee set forth above, and any such notice delivered at a time outside of normal business hours shall be deemed effective at the opening of business on the next business day. Notice sent by email shall be effective only upon actual receipt of the original unless written confirmation is sent by the recipient of the email stating that the notice has been received, in which case the notice shall be deemed effective as of the date specified in the confirmation. Any party may change its address for purposes of this paragraph by giving notice to the other party as herein provided. Delivery of any copies as provided herein shall not constitute delivery of notice hereunder.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

***[BALANCE OF PAGE INTENTIONALLY LEFT BLANK;  
SIGNATURE PAGE FOLLOWS]***

**BUCKMAN DIRECT DIVERSION BOARD**

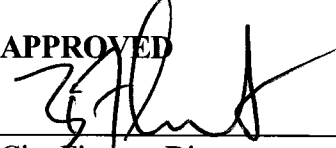
By:   
Charles Vokes, BDD Facilities Manager

Date: 16 May 18

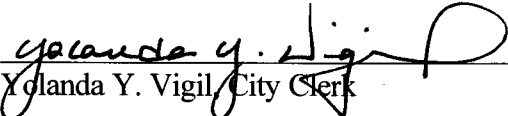
**APPROVED AS TO FORM**

  
Nancy R. Long, BDDDB Counsel

**APPROVED**

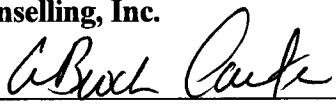
 *mr*  
City Finance Director  
770010  
7280000.561200.775010

**ATTEST**

 *dlw*  
Yolanda Y. Vigil, City Clerk  
File Date: 6-13-18

**CONTRACTOR:**

**Safety Counselling, Inc.**

Signature: 

Printed Name: W. Brock Carter

Title: Pres

Date: 5-29-2018

NM Taxation & Revenue

CRS # 01-819456-007

City of Santa Fe Business

Registration # 18-00110345

**SAFETY COUNSELLING, INC.**

<b>FR:</b>	<b>SAFETY COUNSELLING, INC.</b>	<b>TO</b>	<b>Caesar H. Garcia</b>
	<b>3207 MATTHEW AVE. NE</b>		<b>BDD Safety Officer</b>
	<b>ALBUQUERQUE, NM 87107</b>		<b>Buckman Direct Diversion</b>
	<b>PHONE # 505-881-1112</b>		<b>341 Caja del Rio Road Santa Fe</b>
	<b>FAX # 505-889-3747</b>		<b>PHONE # 505-955-4503</b>
	<b>WATTS # 800-640-0724</b>		<b>Cell # 505-690-9447</b>
	<a href="http://www.safetycounselling.com">www.safetycounselling.com</a>		<b>EMAIL</b> <a href="mailto:chgarcia@ci.santa-fe.nm.us">chgarcia@ci.santa-fe.nm.us</a>

QUOTED BY:	Brock Carter
APPROVED BY:	
Return Via Fax To:	

**Visit us at [www.safetycounselling.com](http://www.safetycounselling.com)**

Exhibit A cont.

### **Trenching and Excavation Qualified Person**

#### **Who needs this certification?**

- Construction Workers
- Utility Workers
- Equipment Operators
- Foreman and Supervisors
- Anyone who will be responsible for inspecting a trench

#### **What will be covered in the course?**

##### **Excavation Scope, Application and Definitions – OSHA Standard 1926.650**

- Competent Person Duties
- Accepted Engineering Practices
- Aluminum Hydraulic Shoring
- Benching Systems
- Definition of a Competent Person
- Hazardous Atmospheres
- Protective Systems
- Registered Professional Engineer
- OSHA Definitions

##### **Specific Excavation Requirements – OSHA Standard 1926.651**

- Surface Encumbrances
- Underground Installations
- Call before digging
- Access and Egress
- Exposure to Falling Hazards
- Exposure to Vehicle Traffic
- Daily Inspections

Exhibit A cont.

- Warning Systems for Mobile Equipment
- Hazardous Atmosphere – Test and Controls
- Emergency Rescue Equipment
- Protection from Hazards of Water Accumulation
- Stability of Adjacent Structures
- Protection for Employees from Loose Rock or Soil
- Registered Engineer Requirements for Trenches over 20' Deep

**Protective Systems – OSHA Standard 1926.652**

- Types of Soil
- Soil Test Requirements
- Protection of Employees in Excavations
- Design of Sloping or Benching Systems
- Design of Support Systems, Shield Systems or Other Protective Systems
- Inspections
- Penalties and Citations

**What happens at the end of the course?** Upon successful completion of the Trenching and Excavation Training Albuquerque course at Safety Counselling, you will receive your certification and you will be qualified to identify and implement safe work practices for work done in trenches!



## EXHIBIT B

<b>SAFETY COUNSELLING, INC.</b>			
<b>QUOTE</b>			
<b>FR:</b>	<b>SAFETY COUNSELLING, INC.</b> <b>3207 MATTHEW AVE. NE</b> <b>ALBUQUERQUE, NM 87107</b> <b>PHONE # 505-881-1112</b> <b>FAX # 505-889-3747</b> <b>WATTS # 800-640-0724</b> <a href="http://www.safetycounselling.com">www.safetycounselling.com</a>	<b>TO</b>	<b>Caesar H. Garcia</b> <b>BDD Safety Officer</b> <b>Buckman Direct Diversion</b> <b>341 Caja del Rio Road Santa Fe</b> <b>PHONE # 505-955-4503</b> <b>Cell # 505-690-9447</b> <b>EMAIL <a href="mailto:chgarcia@ci.santa-fe.nm.us">chgarcia@ci.santa-fe.nm.us</a></b>
<b>DATE:</b>	<b>04/20/18</b>	<b>QUOTED BY:</b>	<b>Brock Carter</b>
<b>A 25% charge of class or individual price will be applied if cancelled within 48 hours of class.</b>		<b>APPROVED BY:</b>	
		<b>Return Via Fax To:</b>	
<b>DESCRIPTION</b>		<b>RATE</b>	
<b>Confined Space Training ( hands -on)</b> <b>Emphasis on Permittd entry and emergency rescue for 10-20 employees</b>		<b>\$925.00 per class</b>	
<b>signing this document, you are agreeing to the terms of Safety Counselling, Inc.</b>		<b>Plus applicable tax</b>	
<b>X _____</b>			
<b>Visit us at <a href="http://www.safetycounselling.com">www.safetycounselling.com</a></b>			

Exhibit B cont.

### **Confined Space Entry Qualified Person**

#### **Who needs this certification?**

- Construction Workers
- Utility Workers
- Equipment Operators
- Foreman and Supervisors
- Anyone who will be responsible for inspecting a trench

#### **What will be covered in the course?**

##### **Introduction**

- Definitions – Confined Space Terms
- Statistics
- OSHA Standards
- ANSI Standards

##### **Confined Space Survey**

- Employee Written Program
- Hazard Identification
- Hazard Evaluation
- Confined Space Classification
  - Non-Permit Confined Space (NCPS)
  - Permit Confined Space (PRCS)
- Confined Space Entry Permit
- Confined Spaces for Construction – Subpart, 1926 A.A.

##### **Atmospheric Testing**

- Safety Data Sheets (SDS)
- Testing and Monitoring Devices
- Ventilation Equipment

Exhibit B cont.

- Physical Properties of Selected Explosive Liquids and Gases

#### **Entry Supervisor, Attendant and Authorized Entrant**

- Requirements and Responsibilities
- Duties

#### **Isolation and Lockout/Tag out Ventilation, Purging and Flushing**

- Requirements
- Cleaning/Decontamination

#### **Personal Protective Equipment**

- Protective Clothing
- Safeguards

#### **Emergency Response**

- Plan
- Treatment – Attended CPR/First Aid training
- Equipment – Rescue Equipment

#### **Contractors**

- Hazards, Precautions and Procedures used to protect employees
- Coordinate Joint Work at permit required space site
- Debrief of new or changed situations and hazards discovered or created during work

#### **Training**

- Monitors
- Rescue Plan – Site Specific Training – before entry
- Atmospheric Testing Devices
- Retrieval Devices

**What happens at the end of the course?** Upon successful completion of the Confined Space Training Albuquerque course at Safety Counselling, you will receive your certification and you will be qualified to identify and implement safe work practices for work done in confined spaces.