

**CITY OF SANTA FE
AMENDMENT No. 2 TO
PROFESSIONAL SERVICES AGREEMENT
ITEM#17-0817**

AMENDMENT No. 2 (the "Amendment") to the CITY OF SANTA FE PROFESSIONAL SERVICES AGREEMENT, dated July 26, 2017 (the "Agreement"), between the City of Santa Fe (the "City") and Carollo Engineers, Inc. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor, whichever occurs last.

RECITALS

A. Under the terms of the Agreement, Contractor has agreed to provide engineering services as outlined in the original Agreement for the City.

B. Pursuant to Article 18 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. SCOPE OF SERVICES:

Article 1, of the Agreement is amended to include Exhibit C attached hereto and incorporated herein:

A. New Tasks as outlined in Exhibit "C" attached hereto.

2. COMPENSATION.

Article 3, paragraph A of the Agreement is amended to increase the amount of compensation by a total of one hundred seventy two thousand seven hundred fifty eight dollars (\$172,758.) plus gross receipts tax, as outlined in Exhibit "D" attached hereto, so

that Article 3, paragraph A reads in its entirety as follows:

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed three hundred ninety four thousand seven hundred fifty five dollars (\$394,755), plus gross receipts taxes plus applicable gross receipts taxes.

3. TERM.

Article 5 of the Agreement is amended to extend the term of the Agreement, so that Article 5 reads in its entirety as follows:

This Agreement shall terminate on September 30, 2019, unless terminated pursuant to Paragraph 6, infra.

4. AGREEMENT IN FULL FORCE.

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.


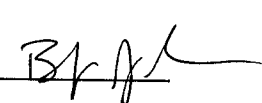
IN WITNESS WHEREOF, the parties have executed this Amendment No.2 to the City of Santa Fe Professional Services Agreement as of the dates set forth below.

CITY OF SANTA FE:


ALAN WEBBER, MAYOR

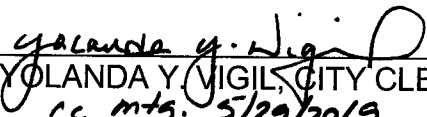
Date: 5/31/19

CONTRACTOR:
Carollo Engineers, Inc.

 
NAME & TITLE
JOHN REINHART/VICE PRESIDENT Becky Luna/Vice
Date: 4-24-19 4-24-19 President

NM Taxation & Revenue
CRS # 03-162628-00-9
City of Santa Fe Business
Registration #

ATTEST:


YOLANDA Y. VIGIL, CITY CLERK
cc mtg. 5/29/2019

APPROVED AS TO FORM:

 4/15
ERIN K. MCSHERRY, CITY ATTORNEY

APPROVED:


MARY MCCOY, FINANCE DIRECTOR

52350.572960
Business Unit/Line Item



SCOPE OF WORK AMENDMENT 2

City of Santa Fe Phase 1 Engineering and Permitting / Preliminary Design Evaluation for Reuse Pipeline from Paseo Real WWTP to the Rio Grande

Carollo Engineers, Inc.
Revised March 12, 2019

The Santa Fe Basin Study determined there will be a high likelihood of future water supply shortages in 2055 and recommended an optimized water reuse strategy be implemented to help mitigate these shortages and provide a new and reliable source of water supply (2015). The Santa Fe Water Reuse Feasibility Study (FS) was developed to evaluate potential reuse alternatives and which of these would reliably provide new source of supply based on a triple bottom line criteria (2017). The FS concluded that four of the alternatives for expanding water reuse in Santa Fe are feasible approaches for optimizing reuse based on a multi-criteria evaluation and the highest-scoring alternative is conveyance of return flows from the City's Paseo Real Water Reclamation Facility (PRWRF) to the Rio Grande via a pipeline for return flow credits / exchange to achieve full consumption of the City's San Juan Chama Project water. Based on this finding, a Preliminary Design Evaluation (PDE) was developed for the Rio Grande return flow pipeline alternative to address known data gaps and provide initial guidance and costs for infrastructure permitting, routing, and sizing for a pump station and pipeline to convey these flows to the Rio Grande (2018). Similarly, a hydrologic water budget analysis was completed along the reach of the Santa Fe River between Nichols Reservoir and PRWRF to address data gaps and provide information needed to further evaluate seepage rates and estimates of potential seepage rates for gains and losses for potential aquifer storage and recovery projects along this reach as explored in the FS (2018).

This amendment will provide for additional analyses to address data gaps and further evaluate the feasibility of implementing the other three reuse alternatives evaluated in the FS: direct potable reuse and two aquifer storage and recovery alternatives. In addition, this amendment includes efforts to conduct community outreach to share information on the reuse alternatives and obtain feedback on the merits and values for considering whether to continue evaluating and possibly implementing some or all of these 4 alternatives. The outreach efforts are designed to provide information needed to further assess the four feasible alternatives and associated criteria to determine which best meet the community's needs in regards to water

supply, Santa Fe River conditions, water rates and availability and other factors. Key focus areas for additional water reuse analyses will include:

- Community outreach to gather additional input regarding water reuse in order to develop informational materials for use by community members.
- Analysis of the roadmap toward potential future implementation of direct potable reuse (DPR).
- Assessment of the potential cost savings at the Paseo Real Wastewater Treatment Plant (WWTP) that may be realized through avoided wastewater treatment capital improvements if the reuse pipeline is implemented.
- Further exploration of the potential for Aquifer Storage and Recovery (ASR).

The work will be conducted in the tasks outlined in the table below and further described on the following pages.

Task	Title
1	Project Kickoff and Coordination: Additional Services
7	Community Outreach Support
8	Direct Potable Reuse Roadmap
9	Cost Reduction Potential at Paseo Real WWTP
10	Aquifer Storage and Recovery Analyses

Task 1 – Project Kickoff and Coordination – Additional Services

1.03 Additional Project Coordination and Monthly Progress Reporting

- Project staffing and budget management
- Develop and submit a monthly progress report to accompany monthly invoices, summarizing project activity for the reporting month and identifying any scope, schedule, or budget issues and proposed resolution.

1.04 Subconsultant Project Coordination

- Outreach Subconsultant will participate in internal team meetings, develop and maintain an action item list, participate in telephone conferences with Contractor, City and local contractor as required.
- Contract compliance, prepare monthly activity summaries, confirm invoicing is accurate.

Assumptions:

- Additional seven month project duration (through September 2019).

Deliverables:

- Monthly Progress Reports (one per month, delivered electronically).

New Task 7 – Community Outreach Support

7.01 Develop a Communication Strategy and Schedule

- Outreach kick-off meeting: Meet with Water Division team and local outreach contractor to discuss and confirm strategic outreach goal and objectives, including development of Strategic Overriding Communication Objectives (SOCOs). Agree on timeline for developing informational materials, implementing a public availability session, identifying staffing for availability session and developing a community leader list. Expenses include travel for two Subconsultant team members.
- Subconsultant will develop a discussion guide for one-on-one meetings with community leaders (guide to be reviewed and approved by Water Division) and conduct up to 12 such meetings with community leaders in Santa Fe to learn about their level of knowledge regarding water supplies, water reuse and related topics. Task assumes half the meetings will be in-person meetings and half will be telephone meetings for Subconsultant; transcribe notes; develop summary report. Expenses reflect travel for one Subconsultant team member for one trip to Santa Fe.
- Develop a near-term strategic outreach work plan and timeline/schedule for activities.

7.02 Public Communications Support

- Lead a teleconference with Water Division leadership and staff to understand project drivers, communication needs, and core principles behind reuse in Santa Fe and the reuse alternatives.
- Develop a concise one-page list of information points regarding the need for increased water supply/water reuse and the reuse alternatives for use by Water Division staff and members of the governing body, as well as for inclusion in informational materials.
- Develop a draft two-page list of frequently-asked questions (FAQ) and answers, to support City staff and members of the governing body in their ongoing dialogue with community members and for distribution to the community via the City's website, at the public availability session, and other means as the City deems appropriate.
- Hold a second teleconference to discuss City comments; revise the information points and FAQ document; submit revised documents to City staff.
- Provide as-directed public communications support to Water Division staff, up to 40 hours of Subconsultant senior staff time.

7.03 Informational Materials

- Develop a one-page fact sheet explaining the need for additional water supplies in Santa Fe, how reuse can be part of meeting that need, and summarize the findings of the 2017 Water Reuse Feasibility Study. Fact sheet will be suitable for distribution at the session, posting on websites, use by city council members and the mayor; information points and graphics will be included to make these informational materials easy-to-understand.
- Develop an easy-to-understand presentation that will be continuously looping at one area in the open house layout. The presentation should clearly describe the purpose and need for additional water supplies, the types of supplies available to the region now and what restrictions exist today, and the findings of the water reuse study. Finalize presentation after team review and City Water Division approval.

7.04 Public Availability Session

- Schedule a four-hour public availability session (for late afternoon/evening of weekday or on a Saturday -- TBD in outreach planning session). Develop an invitation and associated advertisements suitable for placement by the City. Examples the City may use for advertisement may include one or more of the following: local papers, community papers and/or newsletters, on City website, in newsletters or other communication vehicles of the Mayor and City Council members, on community calendars posted on television stations or sites such as Nextdoor, and mailed to water bill customers (if possible) and other mailing lists the City maintains.
- Manage details and logistics for and staff the availability session, which will be an "open house" format with informational posters and an opportunity for community members to talk directly to City and Contractors about the proposed water reuse alternatives and related water supply reliability options. Convene meeting with City and Contractor team to identify information stations; develop posters for the stations; finalize posters after team review and City approval; identify staffing roles for session from City and Contractor teams. Expenses include travel for up to three Subconsultant team members to manage logistics and assist with staffing the availability session.
- Plan, design and conduct a preparatory workshop for all City and Contractor team members who will staff the session. This will include review and familiarization with the looping presentation (see informational materials below) and SOCOs, ensuring all those staffing the session are familiar with the study and options for water supply reliability in Santa Fe, as well as specific information that might be needed to respond to questions from residents who stop by each station. The workshop will also include discussion of capturing questions on flip charts at each information station, providing written comment forms for attendees to share additional information with the team, and logistical details for the session.

Assumptions:

- City will procure and manage the services of a qualified local outreach contractor outside this scope of work to participate in one-on-one meetings with key community leaders as the City determines is necessary, and to participate in the Public Availability Session.
- City to prepare and distribute news release for this event; and City to pay for advertisements and any printing and mailing costs as these expenses are not included in this budget.
- City will pay for printing of the informational posters for the availability session, but Subconsultant will provide the graphics. Expenses reflect travel for up to three Subconsultant team members to manage logistics and assist with staffing the availability session.
- Preparatory workshop will be conducted the day before the availability session and so will not require additional travel costs.
- Fact sheet printing costs will be paid for by the City and are not included in this budget.

Deliverables (provided as electronic documents):

- Discussion guide for one-on-one community leader meetings
- Conduct six one-on-one community leader meetings
- Summary report to be developed using notes from local contractor who conducts additional six one-on-one meetings
- Near-term strategic outreach workplan with timeline/schedule for activities
- One page list of information points and one-page list of FAQs
- Invitation to Public Availability Session
- Posters for Public Availability Session
- One-page Fact Sheet summarizing the need for additional water supplies and potential supply alternatives
- Looping presentation for Public Availability Session

New Task 8 – Direct Potable Reuse Roadmap

8.01 Feasibility Study Recap and Task Planning

- Convene a conference call and net meeting with Water Division staff to review the DPR scenario evaluated in the 2017 Water Reuse Feasibility Study and discuss goals and timing for this task.
- Draft a proposed outline for the presentation and fact sheet under Task 8.02.

- Prepare a brief email summary of the conference call/net meeting and append the outline for the presentation and fact sheet. Solicit City Water Division review comments and revise outlines.

8.02 DPR Roadmap for Santa Fe: Presentation/Discussion

- Prepare a presentation outlining the basics and status of DPR in the United States, how DPR scored and ranked in the 2017 Feasibility Study, and how the City can support a future transition to DPR in Santa Fe. The presentation will also summarize and prioritize potential efforts Santa Fe could implement in the near-term to position for future DPR. The presentation will define an overall “roadmap” from the present to future DPR implementation for Santa Fe, and identify the City’s current progress along that roadmap.
- Hold a workshop with technical representatives of the City and Santa Fe County to explore technical advantages and disadvantages associated with the use of the Buckman Regional Water Treatment Facility for DPR and the DPR conveyance/treatment system as envisioned in the 2017 Feasibility Study. As part of the workshop, discuss potential alternative approaches to implementing DPR in Santa Fe. Identify up to three scenarios that could be investigated further in subsequent studies, and describe these scenario concepts in a written workshop summary.
- Spend a second consecutive day in Santa Fe meeting with key stakeholders as identified by the City regarding DPR, and delivering the presentation to the Mayor and/or Governing Body, as directed by the City Water Division.

8.03 DPR Roadmap for Santa Fe: Fact Sheet

- Develop a double-sided one-page fact sheet highlighting the key elements from the Task 8.02 presentation, focusing on how the City could facilitate future DPR implementation and where along the DPR “roadmap” the City currently stands.
- Develop the draft fact sheet for City review, receive a single set of consolidated City comments, and revise the fact sheet into a final fact sheet that will be delivered in electronic and hard copy format.

Assumptions:

- The project manager and a senior potable water reuse specialist will participate in the presentation/discussion in Santa Fe under Task 8.02.
- City will produce hard copies of presentation and fact sheet as desired.

Deliverables:

- Outline for presentation and fact sheet.
- DPR technical workshop summary.

- Presentation documenting roadmap for DPR in Santa Fe.
- Fact sheet documenting roadmap for DPR in Santa Fe.

New Task 9 – Cost Reduction Potential at Paseo Real WWTP

9.01 Confirm Future Scenario for Costing

- Establish the Baseline Scenario in consultation with the City. The City will select the Future Effluent Nutrient Tier and timing from the April 2018 Nutrient Loading and Removal Optimization Study to be used for this analysis based on the City's understanding of anticipated future Santa Fe River discharge permit conditions. The advanced treatment train and its capital costs for the selected Future Effluent Nutrient Tier from the April 2018 Study will be used as the 13 mgd Baseline Scenario for cost comparison in this analysis.
- Propose one Alternative Scenario for analysis in this evaluation. The Alternative Scenario will be specific to: the portion of the total 13 mgd plant flow that will be reliably pumped to the Rio Grande versus the maximum flow that will be discharged to the lower Santa Fe River; the same Future Effluent Nutrient Tier and timeline as in the Baseline Scenario; and whether advanced treatment would be applied to both the Santa Fe River discharge stream and the Rio Grande discharge stream, or only the Santa Fe River discharge stream. For this preliminary analysis, it is assumed that no treatment improvements will be required at the Paseo Real WWTP to meet Rio Grande discharge permit requirements.
- Submit the proposed scenario to the City via email. Conduct a teleconference with City Water Division staff to agree on the definition of the scenario to be evaluated. Document the discussion and City decision on the scenario to be evaluated before proceeding further.

9.02 Perform Cost Estimates

- Select one of the treatment trains from the April 2018 Study to achieve the assumed Santa Fe River discharge permit conditions provided by the City for the Alternative Scenario selected in Task 9.01.
- Estimate the costs associated with the Alternative Scenario treatment, adapted from the treatment trains costing conducted in the April 2018 Nutrient Loading and Removal Optimization Study.
- Compare the capital costs for the Baseline Scenario to the Alternative Scenario.

9.03 Document Findings

- Prepare a brief summary memorandum documenting the methods and findings of the analyses along with the capital cost reduction potential of the Alternative Scenario defined in Task 9.01 and the Baseline Scenario.
- Hold a teleconference with City staff to discuss results and solicit comments on the memorandum.
- Revise the memorandum and submit a final memorandum.

Assumptions:

- Capital cost estimate will be conceptual, and will use or directly adapt information from the April 2018 Nutrient Loading and Removal Optimization Study.
- No treatment improvements will be required at the Paseo Real WWTP to meet Rio Grande discharge permit requirements; this assumption may be revisited in subsequent investigations as more information becomes available.

Deliverables:

- Brief summary memorandum

New Task 10 – Additional Analysis of ASR with Reclaimed Water

10.01 Confirm Basis of Analysis

- Establish the basis of analysis in consultation with the City, including rate of flow to be discharged to the Santa Fe River, discharge location, and assumed method for managing or increasing seepage rates into the aquifer.
- Conduct one meeting with the City to review and confirm the assumptions for the analysis.

10.02 Analyze Seepage Rates and Water Recovery Potential

- Using information available from previous relevant analyses, synthesize information relevant to the scenario/s selected in Task 10.01 to assess the seepage rates and water recovery potential for ASR with reclaimed water. Identify seasonal, hydrologic, geologic, and other variability and uncertainties that may affect the ability to achieve the noted seepage and recovery rates.
- Identify wells of other ownership in recharge area zone of influence and evaluate possible water quality effects.

10.03 Permitting Requirements

- Inventory anticipated permitting requirements for construction of the pipeline to the point of discharge into the Santa Fe River, construction of the new discharge outfall at the proposed point of discharge, and any potential in-river channel modifications

associated with seepage improvements identified in Task 10.01. Develop a concise table of permits that may be required to implement the project.

- Meet with New Mexico Environment Department representatives to discuss the water quality that would be anticipated to be necessary for protection of groundwater via surface water discharge and seepage to groundwater, beyond the NPDES permit requirements for surface water quality. Document the feedback in meeting minutes and request NMED comments on the meeting minutes.

10.04 Document Findings

- Prepare a brief summary memorandum documenting the methods and findings of the seepage rates and water recovery potential analyses and permitting requirements.
- Hold a teleconference with City staff to discuss results and solicit comments on the memorandum.
- Revise the memorandum and submit a final memorandum.

Assumptions:

- Seepage and ASR recovery analyses will be based on a synthesis of previous relevant work on the Santa Fe River and local aquifer properties. No new modeling analyses will be conducted for this task.

Deliverables:

- Brief summary memorandum

Project Schedule

The project is anticipated to be completed over an additional 7-month timeframe, starting from formal notice to proceed. An overall project schedule framework is provided below. Detailed project schedules, including milestones for deliverables and key meetings, will be established between the City and Consultant project managers during execution of the project.

Task	Title	Approximate Months from Notice to Proceed
1	Project Kickoff and Coordination – Additional Services	1 through 7
7	Community Outreach Support	1 through 7
8	Direct Potable Reuse Roadmap	2 through 5

9	Cost Reduction Potential at Paseo Real WWTP	2 through 4
10	Additional Analysis of ASR with Reclaimed Water	2 through 6

