

**CITY OF SANTA FE  
AMENDMENT No. 1 TO  
PROFESSIONAL SERVICES AGREEMENT  
#19-0075**

AMENDMENT No.1 (the "Amendment") to the CITY OF SANTA FE PROFESSIONAL SERVICES AGREEMENT, dated January 30, 2019 (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 7 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) in the Task listed in Exhibit "A" of the original contract.

2. COMPENSATION.

Article 2, paragraph A of the Agreement is amended to increase the amount of compensation by a total of four hundred thirty three thousand five hundred forty-four dollars (\$433,544.), plus gross receipts tax, as outlined in Exhibit 'C' attached hereto, so that Article 2, 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 nine hundred ten thousand eight hundred twenty six dollars (\$910,826) plus gross receipts taxes plus applicable gross receipts taxes.

3. TERM.

Article 3 of the Agreement is amended to extend the term of the Agreement, so that Article 3 reads in its entirety as follows:

This Agreement shall terminate on December 31, 2021, 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. 1 to the City of Santa Fe Professional Services Agreement as of the dates set forth below.

CITY OF SANTA FE:

By: 

ALAN WEBBER, MAYOR

Date: MARCH 27, 2020

CONTRACTOR:

Carollo Engineers, Inc

NAME John Rehring / Jason Assouline  
Vice President / Associate Vice President

TITLE

Date: April 20, 2020

NM Taxation & Revenue  
CRS # 03-162628-00-9  
City of Santa Fe Business  
Registration # 19-00117760

ATTEST:

  
YOLANDA Y. VIGIL, CITY CLERK  
ccmtg 3/25/20

CITY ATTORNEY'S OFFICE:

 2/18/20  
SENIOR ASSISTANT CITY ATTORNEY

APPROVED:

 3/27/20  
MARY MCCOY, FINANCE DIRECTOR

5050395.572960 WTR1950528  
Business Unit/Line Item

## Exhibit C: Scope of Services

This scope of services amends City of Santa Fe Contract #19-0075 for engineering design services for improvements at the Canyon Road Water Treatment Plant (CRWTP). The scope of this design amendment includes process improvements for the addition of flocculation within the clarifier basins as well as geotechnical and survey (subconsultants) and structural. Referred to throughout this scope as "Flocculation Improvements," the design of these additional improvements will be integrated into a single design package with the improvements from the original scope of work (Nichols Reservoir Aeration System and Clarifier Tube Settler Replacement). The scope and fee for this amendment are to be added as new sub-tasks either within existing work tasks or new sub-tasks. Details of each new task included in this scope of work are described herein.

### Task 0 – Project Management

#### Task 0.2 Project Coordination for CRWTP Improvements

Project management will be provided for the Flocculation design and additional engineering services. This subtask includes ongoing assessment of schedule and budget and continuing to provide monthly invoices to the City for the additional effort associated with the CRWTP Improvements. This subtask also provides design management services for the multi-disciplinary design effort.

Management of subconsultants associated with this work is covered in Task 9.

#### Task 0 Assumptions

- Monthly invoices will provide documentation for lump sum payment requests.
- The original project scope duration was planned to be 9 months. The revised schedule to include the additional improvements described in this amendment will extend the duration of Tasks 1-10 an additional 12 months.
- Additional budget has also been included in this task for design management to coordinate the various design elements.
- The schedule and duration of construction activities are outside of Consultant's control.

#### Task 0 Deliverables

- Monthly invoices

### Task 3 – Preliminary Engineering Report (PER)

#### Task 3.2 PER Addendum

The Consultant will summarize the design of the Flocculation Improvements in an addendum to the preliminary engineering report (PER) from the base contract. The draft and final PER Addendum following the guidelines of NMED Part 1.1 will be developed for the Flocculation Improvements. The PER Addendum will include the relevant sections outlined in Part 1.2 of the NMED Recommended Standards for Water Supply Systems (2006 Edition).

#### Task 3 Assumptions

- The amendment covers including the PER for the Flocculation Improvements.
- No bench or pilot scale testing will be required for any of the selected improvements.
- Cost estimates will not be provided as part of this subtask (note that the cost estimate for the 30% design is anticipated to be developed at approximately the same time as the PER).

### Task 3 Deliverables

- Draft and final PER Addendum covering the Flocculation Improvements.

### Task 4 – Conceptual Design (30%)

#### Task 4.4 30% Design – Flocculation Improvements

Consultant will develop a conceptual design of the Flocculation system in the existing Clarifier basins.

Consultant will model the CRWTP hydraulics from Rapid Mix through the filter influent, as part of the process upgrades.

#### Task 4.5 30% Design – QA/QC

Consultant will conduct a quality review of all project elements included in the 30% design (including the originally scoped design elements and those included in this amendment). This QA/QC will support bringing each of the design elements into a coordinated design package.

The Consultant will conduct an in-person 30% design review workshop with the City.

#### 4.6 Construction Cost Estimate – Flocculation Improvements

An AACE Class 4 capital cost estimate (+50% to -30% expected accuracy) will be developed for the CRWTP Flocculation Improvements.

### Task 4 Assumptions

- The 30% design documents will be delivered to the City for review and will include preliminary layouts and P&IDs.
- The 30% design documents for Tasks 4.1, 4.2, 4.4, 4.5, and 4.6 will be included in a single deliverable package to the City for review.
- The City will conduct a formal 30% design review. City review comments will be provided to the Consultant project team via the Consultant PM.
- Up to 2 Consultant staff members will attend the 30% design workshop at the CRWTP.
- Survey data for all existing facilities and the area southeast of the existing filter/chemical building will be provided by a subconsultant (covered in Task 9 of this amendment).
- A geotechnical evaluation will be conducted by a subconsultant for new facilities included in this amendment as well as a Chemical Building (covered in Task 9 of this amendment).
- Consultant will develop the 30% design based on record drawings, but specific geotechnical information and survey will be necessary to advance the design beyond 30%.

### Task 4 Deliverables

- The 30% design drawings.
- AACE Class 4 capital cost estimate.

### Task 5 – Preliminary Design (60%)

#### Task 5.4 60% Design – Flocculation Improvements

Following the receipt of the City's 30% review comments, the Consultant will continue to develop the design to provide construction plans and specifications for the flocculation improvements in this amendment.

#### Task 5.5 60% Design – QA/QC

Prior to submitting the 60% design to the City, the Consultant will perform a quality review of all project elements included in the 60% design, including cross-discipline coordination.

The Consultant will conduct a 60% submittal workshop, to be held at the CRWTP to review plans and collect City review comments.

#### Task 5.6 Cost Estimate Update

The previously developed AACE Class 4 capital cost estimates for the 30% design will be updated at this phase of the project to an AACE Class 3 level (+30% to -20% expected accuracy).

#### Task 5 Assumptions

- The 60% design drawings and specifications will be delivered to the City in PDF format.
- Up to 2 Consultant staff members will attend the 60% design workshop at the CRWTP.
- Based on the 60% design deliverables and cost estimate, the City will determine which items will be included in the 90% design phase of project improvements (Task 6). The design of items to be included (i.e., plates) in the final bid package will be advanced, as described in subsequent tasks.

#### Task 5 Deliverables

- 60% drawings (plans, sections, and details for each discipline as well as all P&IDs).
- Specifications.
  - Most specifications will be advanced at this stage and disciplines such as structural and process will be nearly complete.
  - A list of all anticipated specifications for the project elements will be provided with the 60% design.
- Updated cost estimate.

### Task 6 – Final Design (90%)

#### Task 6.4 90% Design Deliverables and Bid Documents – Flocculation Improvements

Based on City input at the 60% design milestone, the Consultant will utilize this task to advance the design of the Flocculation Improvements for the 90% deliverable package.

#### Task 6.6 90% QA/QC

Prior to submitting the 90% design to the City, the Consultant will perform a final quality review of all project elements included in the 90% design.

#### Task 6.7 Design Report and Final Cost Estimate – Flocculation Improvements

Consultant will add content to the originally-scoped summary design report that will accompany the final design documents. Consultant will update previous cost estimates to an estimate consistent with an AACE Class 2 estimate (+20% to -15% expected accuracy).

#### Task 6.8 Bid Documents

After City review of the complete 90% deliverable package, the Consultant will produce final Bid Documents consisting of drawing, specifications, and details. The project elements included in the 90% deliverables and bid documents will be based on the City's determination (at the 60% design workshop) of what is to be included in construction.

#### Task 6 Assumptions

- Some of the project components may be omitted from the 90% design.
- The final review of the design documents will be conducted via an in-person workshop with the City staff and Consultant.
  - Division 0 and Division 1 specifications will be Consultant's standard documents.

- A total of 86 design drawings are assumed for the complete design of the Flocculation Improvements.
- The final design components will be incorporated into the summary design report as per the original scope, to accompany the final design documents.
- Bid documents will be provided in electronic (PDF) format.

#### Task 6 Deliverables

- Submittal of 90% design documents for all project elements (design drawings, specifications and details).
- Summary design report
- AACE Class 2 cost estimate for the final design package.

#### Task 8 – Construction Management

Construction phase services were included in the initial scope of services to support construction of the originally-scoped design elements. The scope of the project has significantly increased, requiring additional engineering services during construction (office-based) and construction management. However, due to the uncertainty regarding which elements of the Flocculation Improvements will be funded for construction, construction phase services are not scoped at this time. An additional amendment for engineering services during construction and construction management will be negotiated between the City and the Consultant after the 60% design review workshop and prior to completion of the design.

#### Task 9 – Subconsultants and Supplemental Engineering

The Consultant will contract directly with and manage the work of subconsultants associated with the project scope, as identified in the following subtasks. The Consultant will also provide supplemental engineering in addition to the facility design work, focused on structural evaluation in the existing chemical area.

##### Task 9.1 Geotechnical Engineering

As requested by the City, the Consultant will subcontract with Geotest for geotechnical engineering services for the project. The geotechnical engineering will focus on the subsurface exploration necessary for the new chemical building anticipated to be located southeast of the existing filter building and the flocculator electrical building located south of the existing flocculation and clarifier structures. The geotechnical engineering will include up to 6 borings and a geotechnical report that provides guidance and recommendations for design of the new structures.

##### Task 9.2 Survey

The Consultant will subcontract with Cobb Fendley for surveying services on the project. Surveying services will include both site-wide topographic survey for the CRWTP and key structural elevations necessary to evaluate the hydraulics of the main treatment process and residuals system.

##### Task 9.3 Structural Evaluation

The Consultant will conduct a structural evaluation of the upper and intermediate floor slabs in the filter building (i.e., alum, fluoride, and soda ash storage areas) to determine immediate and near-term structural repair recommendations. These areas were identified in the CPE/FOE Report (Tasks 100 and 200 of the originally scope of work) as locations that required additional evaluation and repair recommendations to address potential safety risks. The review will include examination of record drawings of the structure as well as a site-visit by up to 2 structural engineers.

#### Task 9 Assumptions

- The on-site structural evaluation will be conducted over a 1-day period.

#### Task 9 Deliverables

Consultant will provide a written report summarizing the structural evaluation in 9.3.

#### Project Schedule

The amended design phases of the project are anticipated to add 12 months to the originally planned design tasks timeframe. The ongoing design work and the design associated with this amendment will be consolidated into a single deliverable. 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		Approximate Completion
0	Project Management	Ongoing
3	PER	End of February 2019
4	30% design	End of February 2019
5	60% design	End of May 2020
6	Final design	End of September 2020
7	Bidding services	October 2020 through March 2021
8	Construction Services	To be determined by City based on bidding and construction scope and schedule
9	Subconsultants	May 2020
10	Procurement and Supplemental Engineering	December 2020



EXHIBIT C: CITY OF SANTA FE  
CANYON ROAD WATER TREATMENT PLANT DESIGN AMENDMENT I  
February 15, 2028

EXHIBIT C: CITY OF SANTA FE CANYON ROAD WATER TREATMENT PLANT DESIGN AMENDMENT   February 13, 2020		CAROLLO DIRECT LABOR											SUBCONTRACT:					CAROLLO DIRECT EXPENSES					TOTAL COST (EXCL. NMGR)
LINE	DESCRIPTION	SENIOR PM (Hours)	SENIOR SPECIALIST (Hours)	SENIOR PROF (Hours)	PROJECT PROF II (Months)	PROF (Hours)	ASST PROF II (Hours)	ASST PROF I (Hours)	SENIOR TECH (Hours)	TECH (Hours)	DOC/PRO & CLER (Hours)	TOTAL LABOR HOURS	TOTAL LABOR COSTS	TOTAL LABOR HOURS	TOTAL LABOR COSTS	OTHER DIRECT COSTS	TOTAL FEES	SUBCONTRACT MARKUP	TRAVEL & OTHER DIRECT COSTS	PERCENT CAROLLO D.L. Hrs	TOTAL OF DOLLARS	TOTAL COST (EXCL. NMGR)	
	2020 Labor Rates	\$262	\$241	\$215	\$191	\$162	\$141	\$133	\$185	\$153	\$95							10%		\$12.30			
Task 5 - Project Management																							
E.3	Project Coordination	8		40								48	\$10,608						\$0		\$590	\$390	\$11,286
	Subtotal Hours	8	0	40	0	0	0	0	0	0	0	48								\$0	\$0	\$590	\$390
	SUBTOTAL COSTS	\$2,096	\$0	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$10,658							\$0	\$0	\$590	\$11,286
Task 3 - Preliminary Engineering Report (PER)																							
3.2	Complete PER (with amendment scope elements)	10										10	\$2,150						\$0		\$410	\$410	\$5,560
	Subtotal Hours	8	10	0	0	0	0	0	0	0	4	24	\$5,460							\$0	\$0	\$410	\$5,870
	SUBTOTAL COSTS	\$0	\$2,410	\$0	\$0	\$0	\$0	\$2,080	\$0	\$0	\$380		\$5,460							\$0	\$0	\$410	\$6,868
Task 4 - Conceptual Design (30%)																							
4.4	10% Design - Flocculation	20	30	40	30	40	50	60	60	4	314	\$50,640							\$0	\$3,650	\$3,650	\$54,290	
4.5	30% QA/QC	20	20	24	24						40	\$8,120							\$0	\$3,600	\$3,600	\$11,720	
4.6	Cost Estimate	0	40	74	54	30	40	72	40	60	4	414	\$11,540						\$0	\$736	\$736	\$12,276	
	Subtotal Hours	0	40	74	54	30	40	72	40	60	4	414							\$0	\$3,800	\$3,800	\$79,782	
	SUBTOTAL COSTS	\$0	\$3,640	\$15,910	\$10,314	\$4,050	\$5,840	\$9,576	\$8,600	\$7,980	\$380		\$70,900						\$0	\$3,800	\$3,800	\$79,782	
Task 5 - Preliminary Design (50%)																							
5.4	10% Design - Flocculation	20	20	20	20	20	20	20	20	100	20	470	\$12,780						\$0	\$5,261	\$5,261	\$18,041	
5.5	30% QA/QC	20	20	20	20	20	20	20	20	40	12	40	\$14,880						\$0	\$3,600	\$3,600	\$18,481	
5.6	Cost Estimate Update	0	20	20	20	20	20	20	20	40	12	40	\$13,576						\$0	\$787	\$787	\$14,363	
	Subtotal Hours	20	60	60	60	60	60	60	60	160	24	554							\$0	\$3,800	\$3,800	\$112,362	
	SUBTOTAL COSTS	\$7,336	\$19,200	\$8,600	\$11,460	\$11,016	\$8,480	\$9,654	\$9,600	\$13,300	\$2,850		\$101,248						\$0	\$3,800	\$3,800	\$112,362	
Task 6 - Final Design (50%)																							
6.4	10% Design - Flocculation	20	20	40	40	40	60	40	60	80	30	410	\$64,710						\$0	\$5,040	\$5,040	\$69,750	
6.6	30% QA/QC	20	40	40	40	20	20	20	20	40	12	40	\$14,880						\$0	\$3,600	\$3,600	\$18,480	
6.7	Updated Design Report and Final Cost Estimate	0	20	20	20	20	20	20	20	40	12	40	\$17,752						\$0	\$1,181	\$1,181	\$18,933	
6.8	Bid Documents	0	0	100	60	60	80	80	100	124	54	744							\$0	\$2,460	\$2,460	\$24,393	
	Subtotal Hours	20	80	100	60	60	80	80	100	124	54	744							\$0	\$2,500	\$2,500	\$141,092	
	SUBTOTAL COSTS	\$5,740	\$21,200	\$21,500	\$11,460	\$9,720	\$11,280	\$10,640	\$16,500	\$16,492	\$5,100		\$129,170						\$0	\$2,500	\$2,500	\$141,092	
Task 7 - Subcontractors and Supplemental Engineering																							
7.1	Geotechnical Engineering	0	0	0	0	0	0	0	0	0	0	0	\$2,982			\$30,000	\$30,000	\$3,000		\$197	\$30,197	\$36,179	
7.2	Survey	0	0	0	0	0	0	0	0	0	0	0	\$4,104			\$20,000	\$20,000	\$2,000		\$295	\$20,295	\$26,395	
7.3	Structural Evaluation	0	60	0	0	20	0	20	0	0	0	124	\$18,282			\$0	\$1,300	\$1,300	\$0	\$1,300	\$1,300	\$20,582	
	Subtotal Hours	0	60	0	0	20	0	20	0	0	0	124							\$0	\$1,300	\$1,300	\$20,582	
	SUBTOTAL COSTS	\$0	\$16,388	\$1,720	\$0	\$2,240	\$0	\$2,660	\$1,320	\$0	\$0		\$28,328			\$50,000	\$50,000	\$5,000	\$1,300	\$1,525	\$7,826	\$85,153	
TOTAL SERVICES: LABOR HOURS																							
TOTAL COST OF SERVICES (EXCLUDING NMGR)																							
		55	246	242	174	178	180	260	268	284	92	1989				\$50,000	\$80,000	\$8,000	\$11,400	\$24,364	\$40,764	\$433,644	
		\$14,672	\$68,928	\$56,330	\$33,214	\$28,636	\$25,380	\$34,580	\$34,320	\$37,772	\$9,740		\$343,790			\$50,000	\$80,000	\$8,000	\$11,400	\$24,364	\$40,764	\$433,644	
																				NMGR (8.4176%)		\$36,680	

## Exhibit C: Scope of Services

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### Task 0 – Project Management

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#### Task 0 Deliverables

- Monthly invoices

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#### Task 3.2 PER Addendum

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The Consultant will subcontract with Cobb Fendley for surveying services on the project. Surveying services will include both site-wide topographic survey for the CRWTP and key structural elevations necessary to evaluate the hydraulics of the main treatment process and residuals system.

##### Task 9.3 Structural Evaluation

The Consultant will conduct a structural evaluation of the upper and intermediate floor slabs in the filter building (i.e., alum, fluoride, and soda ash storage areas) to determine immediate and near-term structural repair recommendations. These areas were identified in the CPE/FOE Report (Tasks 100 and 200 of the originally scope of work) as locations that required additional evaluation and repair recommendations to address potential safety risks. The review will include examination of record drawings of the structure as well as a site-visit by up to 2 structural engineers.

## Task 9 Assumptions

- The on-site structural evaluation will be conducted over a 1-day period.

## Task 9 Deliverables

Consultant will provide a written report summarizing the structural evaluation in 9.3.

**Project Schedule**

The amended design phases of the project are anticipated to add 12 months to the originally planned design tasks timeframe. The ongoing design work and the design associated with this amendment will be consolidated into a single deliverable. 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		Approximate Completion
0	Project Management	Ongoing
3	PER	End of February 2019
4	30% design	End of February 2019
5	60% design	End of May 2020
6	Final design	End of September 2020
7	Bidding services	October 2020 through March 2021
8	Construction Services	To be determined by City based on bidding and construction scope and schedule
9	Subconsultants	May 2020
10	Procurement and Supplemental Engineering	December 2020

EXHIBIT C: CITY OF SANTA FE CANYON ROAD WATER TREATMENT PLANT DESIGN AMENDMENT   February 13, 2020		CAROLLO DIRECT LABOR												SUBCONTRACT		CAROLLO DIRECT EXPENSES						
LINE	DESCRIPTION	SENIOR PM (hours)	SENIOR SPECIALIST (hours)	SENIOR PROF (hours)	PROJECT PROF II (hours)	PROF (hours)	ASST PROF II (hours)	SENIOR TECH (hours)	TECH (hours)	DOC PR & CLER (hours)	TOTAL LABOR HOURS	TOTAL LABOR COSTS	TOTAL LABOR HOURS	TOTAL LABOR COSTS	OTHER DIRECT COSTS	TOTAL FEES	SUBCONTRACT MARKUP	TRAVEL & OTHER DIRECT COSTS	PERCENT CAROLLO DL HH	TOTAL OF OOO%	TOTAL COST EXCL. NMGRIT	
	2020 Labor Rate	\$202	\$141	\$215	\$181	\$152	\$141	\$133	\$155	\$133	\$55						10%	\$12.30				
Task 0 - Project Management																						
0.2	Project Coordination	8	0	40	12	0	0	0	0	0	48	\$10,696					\$0	\$0	\$590	\$200	\$11,286	
	SUBTOTAL COSTS	\$2,008	\$0	\$8,600	\$0	\$0	\$0	\$0	\$0	\$0		\$10,696					\$0	\$0	\$590	\$890	\$11,286	
Task 3 - Preliminary Engineering Report (PER)																						
3.2	Complete PER (with amendment scope elements)	0	10	0	0	0	0	20	0	0	30	\$6,600					\$0	\$0	\$418	\$418	\$7,418	
	SUBTOTAL COSTS	\$0	\$2,410	\$0	\$0	\$0	\$0	\$7,600	\$0	\$0	\$300	\$8,010					\$0	\$0	\$418	\$418	\$8,836	
Task 4 - Conceptual Design (30%)																						
4.4	30% Design - Flocculation	20	20	30	30	40	60	40	60	4	310	\$65,400					\$0	\$0	\$3,560	\$3,560	\$68,960	
4.5	30% QA/QC	20	20	20	20	20	20	20	20	0	140	\$29,400					\$0	\$0	\$1,540	\$1,540	\$30,940	
4.6	Cost Estimate	0	40	24	24	20	40	12	40	60	240	\$49,200					\$0	\$0	\$2,664	\$2,664	\$51,864	
	SUBTOTAL COSTS	\$0	\$9,640	\$15,010	\$10,314	\$4,900	\$5,640	\$3,576	\$8,800	\$7,860	\$300	\$70,800					\$0	\$0	\$8,324	\$8,324	\$79,124	
Task 5 - Preliminary Design (60%)																						
5.4	60% Design - Flocculation	20	20	60	60	60	60	60	100	30	450	\$92,700					\$0	\$0	\$5,142	\$5,142	\$97,842	
5.5	60% QA/QC	20	20	20	20	20	20	20	20	20	140	\$29,400					\$0	\$0	\$1,540	\$1,540	\$30,940	
5.6	Cost Estimate Update	0	40	24	24	20	40	12	40	60	240	\$49,200					\$0	\$0	\$2,664	\$2,664	\$51,864	
	SUBTOTAL COSTS	\$0	\$14,260	\$24,000	\$11,400	\$11,000	\$8,400	\$10,000	\$13,300	\$12,860	\$300	\$128,800					\$0	\$0	\$9,446	\$9,446	\$138,246	
Task 6 - Final Design (80%)																						
6.4	80% Design - Flocculation	20	20	40	40	40	60	40	60	60	410	\$84,100					\$0	\$0	\$4,606	\$4,606	\$88,706	
6.5	80% QA/QC	20	20	20	20	20	20	20	20	20	140	\$29,400					\$0	\$0	\$1,540	\$1,540	\$30,940	
6.6	Updated Design Report and Final Cost Estimate	0	40	24	24	20	40	12	40	60	240	\$49,200					\$0	\$0	\$2,664	\$2,664	\$51,864	
6.7	Final Documents	0	40	24	24	20	40	12	40	60	240	\$49,200					\$0	\$0	\$2,664	\$2,664	\$51,864	
	SUBTOTAL COSTS	\$0	\$14,260	\$24,000	\$11,400	\$11,000	\$8,400	\$10,000	\$13,300	\$12,860	\$300	\$128,800					\$0	\$0	\$9,446	\$9,446	\$138,246	
Task 7 - Subcontractors and Supplemental Engineering																						
7.1	Geotechnical Engineering	0	0	0	0	0	0	0	0	0	0	\$0			\$30,000	\$30,000	\$3,000	\$100	\$33,100	\$33,100		
7.2	Survey	0	0	0	0	0	0	0	0	0	0	\$0			\$20,000	\$20,000	\$2,000	\$100	\$22,100	\$22,100		
7.3	Structural Evaluation	0	0	0	0	0	0	0	0	0	0	\$0			\$10,000	\$10,000	\$1,000	\$100	\$11,100	\$11,100		
	SUBTOTAL COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$60,000	\$60,000	\$6,000	\$300	\$66,300	\$66,300		
TOTAL SERVICES - LABOR HOURS																						
TOTAL COST OF SERVICES (EXCLUDING NMGRIT)																						
		\$14,672	\$68,926	\$56,330	\$33,234	\$28,836	\$25,380	\$34,880	\$34,320	\$39,772	\$8,740		\$342,790			\$60,000	\$60,000	\$6,000	\$11,400	\$24,264	\$40,764	\$403,544
																						\$46,580



## City of Santa Fe Summary of Contracts, Agreements, & Amendments

**Section to be completed by department for each contract or contract amendment**

1 FOR: ORIGINAL CONTRACT ☐ or CONTRACT AMENDMENT ☒

2 Name of Contractor Carollo Engineers, Inc

3 Complete information requested ☒ Plus GRT

☐ Inclusive of GRT

Original Contract Amount: \$477,282.00

Termination Date: December 31, 2020

☒ Approved by Council Date: January 30, 2019

☐ or by City Manager Date: \_\_\_\_\_

Contract is for: Design CPE

Amendment # 1 to the Original Contract# 190075

Increase/(Decrease) Amount \$ \$433,544.00

Extend Termination Date to: December 31, 2021

☒ Approved by Council Pending

☐ or by City Manager Date: \_\_\_\_\_

Amendment is for: Increase and amend scope and compensation

4 History of Contract & Amendments: (option: attach spreadsheet if multiple amendments) ☒ Plus GRT

☐ Inclusive of GRT

Amount \$ 477,282.00 of original Contract# pe nting Termination Date: 12/31/2020

Reason: Original Contract

Amount \$ 433,544.00 amendment # 1 Termination Date: 12/31/2021

Reason: increase and amend scope and Comp

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Total of Original Contract plus all amendments: \$ \$ 910826.00

PURCHASING DIVISION  
FEB 20 20 PM 1:54





City of Santa Fe  
Summary of Contracts, Agreements, & Amendments

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# 19/10P Date: September 26, 2018  
RFQ ☐ \_\_\_\_\_ Date: \_\_\_\_\_  
Sole Source ☐ \_\_\_\_\_ Date: \_\_\_\_\_  
Other \_\_\_\_\_

6 Procurement History: 2 year - \*Shall not exceed 4yrs. Current exp: 12/30/20 \$477,282.  
example: (First year of 4 year contract) increasing - additional \$ 433,544 -  
John Duran, CPU 2/25/20  
Purchasing Officer | iew

Comments or Exceptions: Deliverables (a list?) for \$ 477,282 2/19-2/20?  
from Contractor.

7 Funding Source: Water CIP BU/Line Item: 5050395.572960  
ASU 2/17/20 m WTR1950528  
Budget Officer Approval Munis # 3200500

Comments or Exceptions: \_\_\_\_\_

8 Any out-of-the ordinary or unusual issues or concerns:  
N/A

(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Maya Martinez  
Phone # #

10 Certificate of Insurance attached. (if original Contract) ☒

Submit to City Attorney for review/signature  
Forward to Finance Director for review/signature  
Return to originating Department for Committee(s) review or forward to City Manager for review  
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # \_\_\_\_\_

Date of contract Executed (i.e., signed by all parties): \_\_\_\_\_

Note: If further information needs to be included, attach a separate memo.

Comments:

FEB 17 '20 PM 12:54  
RCUD BUDGET

PS002011

## CITY OF SANTA FE RFP PROCUREMENT CHECKLIST

Contractor Name: Carollo Engineers, Inc.

Procurement Title: Engineering Services for Canyon Road Water Treatment Plant CPE and Facility Optimization Project

Solicitation RFP#: #'19/10/P - Amendment #1

Department Requesting/Staff Member Kristin Johansen, Water Division Engineer

### Procurement Requirements:

A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .

### REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING\*

YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Departments Recommendation of Award Memo addressed to Finance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tabulation Evaluation score sheet <i>NOT attached 2/25/20</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract, Agreement or <u>Amendment</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Business Registration and CRS numbers on contract or agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of Contracts and Agreements form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: _____

Kristin Johansen, Water Division Engineer  
Department Rep Printed Name and Title

*[Signature]*  
Department Rep Signature attesting that all information included

*[Signature]* Shan Dinnaway, CPD 2/25/20  
Purchasing Officer attesting that all information is reviewed

### REQUIRED DOCUMENTS FOR BID FILE\*

YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final RFP Document
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of legal solicitation published in the newspaper, website, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All addendums
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan holders list
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copies of all RFP submittals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete evaluation score sheets
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Responsive/Non-Responsibility Form and correspondence or letters from Department to vendor regarding disqualifications
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oral presentations (sign-in sheets, presentation materials, etc.)

PURCHASING DIVISION  
FEB 20 20 PM 1:53

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Documentation sent to Proponents/Offerors and responses received regarding clarifications, decisions, negotiations, and/or best and final offers, etc. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Reference Reviews/Reference Check Questionnaires   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Pricing evaluation   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Final overall evaluation matrix or summary of evaluator scores   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Other: _____   |

#### AWARD\*

YES    N/A

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Fully executed Memo to Committees from the Department with recommendation of award           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Winning proposal (this is a copy that has all confidential/proprietary information excluded) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Contract Award Notice  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Email or notification sent to all Proponent(s)/Offerors that award was made                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Waiver or "No Action Taken" from Procurement Office  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | If IFB and not awarded to lowest responsive, responsible bidder; written explanation         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Other: _____   |

#### DISCLOSURES\*

YES    N/A

- |   |                                     |  |
|---|-------------------------------------|--|
| <b>Contractor Disclosures &amp; Conflicts of Interest</b> |                                     |  |
| <input checked="" type="checkbox"/>                       | <input type="checkbox"/>            | Disclosures & Conflicts of Interest Form(s) (winning proponent(s)/offeror(s))            |
| <b>Contractor –Conflicts of Interest</b>                  |                                     |  |
| <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Purchasing Office Letter or e-mail to designated individual regarding potential conflict |
| <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Conflict of Interest Form signed by all parties  |
| <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Letter from Procurement Office regarding the potential conflict                          |
| <b>Subcontractor Disclosures</b>                          |                                     |  |
| <input checked="" type="checkbox"/>                       | <input type="checkbox"/>            | Disclosures & Conflicts of Interest form of Subcontractor(s)                             |
| <b>Subcontractor –Conflicts of Interest</b>               |                                     |  |
| <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Purchasing Officer Letter or email to designated individual regarding potential conflict |
| <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Conflict of Interest form signed by all parties  |
| <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Letter from Legal Office regarding the potential conflict                                |
| <input type="checkbox"/>                                  | <input checked="" type="checkbox"/> | Other: _____   |

#### CONTRACT\*

YES    N/A

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Copy of Executed Contract                             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Copy of all documentation presented to the Committees |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Finalized Council Committee Minutes                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Other: _____  |

#### MISCELLANEOUS FILE\*

YES    N/A

- |                          |                                     |                           |
|--------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Local Preference Form     |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | New Mexico Residence Form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Veterans Exemption        |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other: _____              |

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

**PROTEST (If applicable)\***

YES      N/A

☐  
☐  
☐  
☐

☒  
☒  
☒  
☒


Documentation from protester filed with the Purchasing Office  
Letter from Department to Purchasing Office Providing response to protest  
Letter from Purchasing Officer to protester and Department on final outcome  
Other: \_\_\_\_\_

**Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.**

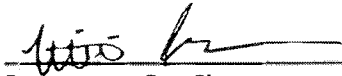
YES      N/A

☒

☐

Original proposal (s) with no redactions NOT Attached - 2/25/2020 

Kristin Johansen, Water Division Engineer  
Department Rep Printed Name and Title



Department Rep Signature attesting that all information included



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/7/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Risk Strategies Company 2040 Main Street, Suite 450 Irvine, CA 92614  www.risk-strategies.com      CA DOI License No. 0F06675	<b>CONTACT NAME:</b> Risk Strategies Company <b>PHONE (A/C, No., Ext.):</b> 949-242-9240 <b>FAX (A/C, No.):</b> <b>E-MAIL ADDRESS:</b> syoung@risk-strategies.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> <b>INSURER B:</b> American Casualty Company of Reading, PA      20427 <b>INSURER C:</b> Valley Forge Insurance Company      20508 <b>INSURER D:</b> Continental Casualty Company      20443 <b>INSURER E:</b> <b>INSURER F:</b>
---	---

**COVERAGES**

CERTIFICATE NUMBER: 53461185

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	6050490270 6050490298	12/31/2019 12/31/2019	12/31/2020 12/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER      Deductible: \$0 E.L. EACH ACCIDENT \$ \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$ \$1,000,000 E.L. DISEASE - POLICY LIMIT \$ \$1,000,000
D	<b>Professional Liability</b> Unlimited Prior Acts		AEH288354410	7/4/2019	7/4/2020	Each Claim: \$1,000,000 Aggregate: \$1,000,000 Deductible: \$400,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Projects as on file with the insured including but not limited to: Canyon Road Water Treatment Plant CPE and Facility Optimization Project, CIP #924-A RFP #19/10/P. Carollo Project #11443A.10

**CERTIFICATE HOLDER****CANCELLATION**

City of Santa Fe  
 Purchasing Office  
 2651 Siringo Road, Bldg. H  
 Santa Fe NM 87505

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

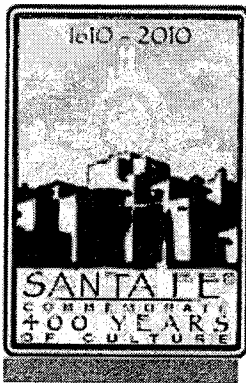
Michael Christian

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ACORD 25 (2016/03)

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5345 \*\*\* 06-20 01-AL-01-WC 19-00 PL 151M/01X - 2-Edna Pichler - 1/27/2020 9:46:53 AM (EST) - Page 1 of 1



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[License Information](#) ►  
[Renew License](#)  
[Email Us](#)

## Business Licenses

### Public License Information

[Renew License](#)

<b>License Number:</b>	19-00117760	<b>Location ID:</b>	000034965
<b>Business Control:</b>	0062618		
<b><u>Business Name &amp; Address</u></b>		<b><u>Mailing Address</u></b>	
CAROLLO ENGINEERS INC		4600 E WASHINGTON STE 500	
SF COUNTY			
SANTA FE NM 87501		PHOENIX AZ 85034	
<b>Date Opened:</b>	01/16/2013	<b>Contractor Flag:</b>	
<b>Business Phone:</b>	(714) 593-5100	<b>Type of Ownership:</b>	CP
		<b>Status:</b>	Active

### Owner Information

#### License Information

**Classification:** 010COUN BUSINESS LOCATED OUT OF CITY LIMITS  
**License Status, Date:** ACTIVE , 12/27/2018  
**Appl, Issue Date:** 12/27/2018, 12/27/2018  
**License Valid Thru Date:** 12/31/2019