



Date: July 28, 2020
To: Mary T. McCoy, Director of Finance, City of Santa Fe
From: Mackie M. Romero, BDD Financial Manager *MR*
Subject: U.S. Geological Survey

ITEM:

Request for approval of a Joint Funding Agreement with U.S. Geological Survey.

BACKGROUND:

The Buckman Direct Diversion Board approved our request on July 2, 2020 to enter into a Joint Funding Agreement with US Geological Survey for \$51,386. The agency will operate and maintain gaging station at the Rio Grande. This equipment is needed to monitor and provide data due to Los Alamos canyon flows. This project is part of our requirement to comply with the ENS program of the 2015 DOE and BDDDB MOU.

This contract has been entered into the MUNIS financial system, as Contract #3202062. The funding is available in our FY2021 BDD operating budget.

Funding: 8000801.510310 Service Contracts

Once approved, we request that you please submit to City Clerk's office for further processing.

If you should have any questions, please feel free to contact me at 505-412-1188.

Thank you



CITY CLERK'S OFFICE
DOCUMENTS REQUIRING CITY CLERK'S SIGNATURE

DATE: 7/29/20

SUBMITTED BY: Mackie Romero

Ext.: 505-412-1188

DOCUMENT TYPE: Joint Funding Agreement with USGS

ATTACHMENTS

ATTACHED

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☐

☐

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N/A

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Exhibits

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Certificate of Insurance

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Waiver of Insurance

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Contract Summary

SIGNATURES

OBTAINED

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N/A

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Mayor

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City Manager

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City Attorney

☒

Finance Director

☐

Business Unit and Line Item

☐

Contractor

☐

CRS Number

☐

Business Registration Number

x BDDB CHAIR

x BDDB LEGAL COUNSEL

COMMENTS: BUCKMAN DIRECT DIVERSION BOARD

RECEIVED BY CITY CLERK'S OFFICE _____

DATE: _____



Date: July 2, 2020
To: Buckman Direct Diversion Board
From: Mackie M. Romero, BDD Financial Manager *MR*
Subject: Joint Funding Agreement with U.S. Geological Survey



ITEM AND ISSUE:

Request for approval to enter into a Joint Funding Agreement (JFA) with the U.S. Geological Survey (USGS) in the amount \$51,386 for Fiscal Year 2021.

BACKGROUND AND SUMMARY:

In June 2016 the Buckman Direct Diversion Board approved a Joint Funding Agreement with the U.S. Geological Survey, as part of an on-going project to install, operate and maintain monitoring station equipment.

The objective of the JFA was associated with the ENS program of the 2015 DOE & BDDDB MOU for determining cessation of the diversion due to Los Alamos Canyon flows. As being one of the best in the field, the USGS was approached with the request for installation of a BDD stream gage and a sediment monitoring station. Due to the high cost, the project was divided into phases for implementation:

-  Phase I – Installation of a stream gage. (Completed June 2016)
 - Annual operation and maintenance cost \$19,100.00
-  Phase II – Installation of sediment surrogate gage. (Completed June 2020)
 - Annual operation and maintenance cost \$32,286.00

This request is for the annual operation and maintenance of the gaging station at the Rio Grande. The USGS will also provide real-time estimates of suspended sediment, using turbidity as a surrogate. The data will provide estimates of instantaneous suspended sediment concentration, mean daily suspended sediment concentration, and mean daily suspended sediment load, as well as monthly discrete samples, and particle size data analyzed on the monthly integrated samples.

ACTION REQUESTED:

Staff recommends approval of the Joint Funding Agreement with USGS in the amount of \$51,386. Funding is available in the approved FY 2021 operating budget.

BU/LI: Service Contracts 8000801.510310

MUNIS Contract #3201965

Approved by BDDDB July 2, 2020

JoAnne Vigil Coppler
JoAnne Vigil Coppler (Jul 29, 2020 07:55 MDT)

Councilor JoAnne Vigil Coppler, BDDDB Chair



Form 9-1366
(May 2018)

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 6000003488
Agreement #: 20RGJFA38
Project #: RG00GVC
TIN #: 85-6000168

Fixed Cost Agreement YES[X] NO[]

THIS AGREEMENT is entered into as of the July 1, 2020, by the U.S. GEOLOGICAL SURVEY, NEW MEXICO WATER SCIENCE CENTER, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the BUCKMAN DIRECT DIVERSION BOARD party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation the operation and maintenance of two gages. The streamgaging station Rio Grande above Buckman Diversion (08313150) and the sediment surrogate gage (08313150 for estimated suspended sediment. USGS will also provide real-time estimates of suspended sediment, using turbidity as a surrogate. Deliverables to BDDDB are Estimates of instantaneous suspended sediment concentration, mean daily suspended sediment concentration, mean daily suspended sediment load, as well as monthly discrete samples, and particle size data analyzed on the monthly integrated samples, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$0 by the party of the first part during the period
July 1, 2020 to June 30, 2021
- (b) \$51,386 by the party of the second part during the period
July 1, 2020 to June 30, 2021
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www2.usgs.gov/fsp/>).

Form 9-1366
(May 2018)

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 6000003488
Agreement #: 20RGJFA38
Project #: RG00GVC
TIN #: 85-6000168

9. Billing for this agreement will be rendered quarterly. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Fletcher Brinkerhoff
Address: 6700 Edith Blvd NE
Albuquerque, NM 87113
Telephone: (505) 830-7908
Fax:
Email: fbrinker@usgs.gov

Customer Technical Point of Contact

Name: Daniela Bowman
Address: 341 Caja del Rio Road
Santa Fe, NM 87506
Telephone: (505) 955-4504
Fax:
Email: dkbowman@ci.santafe-nm.us

USGS Billing Point of Contact

Name: Esther Torrez
Address: 6700 Edith Blvd NE
Albuquerque, NM 87113
Telephone: (505) 830-7909
Fax: (505) 830-7950
Email: mvaldez@usgs.gov

Customer Billing Point of Contact

Name: Mackie Romero
Address: 341 Caja del Rio Road
Santa Fe, NM 87506
Telephone: (505) 955-4506
Fax:
Email: mmromero1@santafenm.gov

U.S. Geological Survey
United States
Department of Interior

Buckman Direct Diversion Board

Signature

By **MICHAEL JOHNSON** Digitally signed by
MICHAEL JOHNSON
Date: 2020.06.17
10:58:20 -06'00' Date: 06/17/2020
Name: Michael S. Johnson
Title: Acting Director, New Mexico Water Science
Center

Signatures

By JoAnne Vigil Coppler Date: 7/2/20
Name: JoAnne Vigil Coppler
Title: Buckman Direct Diversion Board Chair

By Nancy R. Long Date: 6-19-2020
Name: Nancy R. Long
Title: BDD Legal Counsel


ATTEST
By Yolanda Y. Vigil Date: 8/3/2020
Name: Yolanda Y. Vigil
Title: City Clerk
File Date: 8/14/2020

Form 9-1366
(May 2018)

U.S. Department of the
Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource
Investigations

Customer #: 6000003488
Agreement #: 20RGJFA38
Project #: RG00GVC
TIN #: 85-6000168

Buckman Direct Diversion Board
Signatures (continued)

By 
Mary T. McCoy, City Finance
Director

Date: 08/03/2020



Buckman Direct Diversion Board
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 U.S. Geological Survey

3 Complete information requested ☐ Plus GRT
☒ Inclusive of GR1

Original Contract Amount: \$51,386.00

Termination Date: June 30, 2021

☒ Approved by BDDB Date: July 2, 2020

☐ or by Facilities Manager Date: _____

Contract is for: To operate and maintain the stream and sediment gage equipment installed by the USGS.

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

☐ Approved by BDDB Date: _____

☐ or by Project Manager Date: _____

Amendment is for: _____

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

☒ Inclusive of GR1

Amount \$ 51,386.00 of original Contract# _____ Termination Date: 6/30/2021

Reason: To operate and maintain gaging stations.

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 51,386



Buckman Direct Diversion Board Summary of Contracts, Agreements, & Amendments

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

RFP# _____ Date: _____

RFQ ☐ _____ Date: _____

Sole Source ☐ _____ Date: _____

Other Exempt Procurement 13-1-98 A Federal Agency

6 **Procurement History:** _____
example: (First year of 8 year contract)

Frank Dunaway 8/20 9/3/20
Frank Dunaway (Aug 3, 2020 08:13 MDT)

Purchasing Approval

7 **Funding Source:** BDD Operating Budget - FY2021 **BU/Line Item:** 8000801.510310

Alexis Lotero
Alexis Lotero (Jul 31, 2020 16:05 MDT)

Budget Officer Approval

Comments or Exceptions: _____

8 **Any out-of-the ordinary or unusual issues or concerns:**

none

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Mackie Romero, BDD Financial Manager

Phone # 955-4506

10 **Certificate of Insurance attached.** (if original Contract) ☐

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:

Buckman Direct Diversion Board



Date: July 28, 2020
To: Frans Dunaway, Chief Procurement Officer
From: Mackie M. Romero, BDD Financial Manager *MR*
Subject: Exemption Determination Request

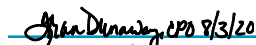
The Buckman Direct Diversion Board approved our request on July 2, 2020 to enter into a Joint Funding Agreement with US Geological Survey for \$51,386. The agency will operate and maintain gaging station at the Rio Grande. This equipment is needed to monitor and provide data due to Los Alamos canyon flows. This project is part of our requirement to comply with the ENS program of the 2015 DOE and BDDDB MOU.

The Buckman Direct Diversion entity follows the New Mexico State Procurement code.

State Procurement Exemption: **13-1-98 A (Federal Agency)** - procurement of items of tangible personal property or services by a state agency or a local public body from a state agency, a local public body or external procurement unit except as otherwise provided in Sections 13-1-135 through 13-1-137 NMSA 1978;

Federal Agency: US Geological Survey, US Department of the Interior
Amount: \$51,386
Term: July 1, 2020-June 30, 2021

Approved Exemption


Frans Dunaway (Aug 3, 2020 08:13 MDT)

Frans Dunaway, Chief Procurement Officer



CITY OF SANTA FE OTHER METHOD PROCUREMENT CHECKLIST

Contractor Name: US Geological Survey

Procurement Title: Joint Funding Agreement

Other Methods: State Price Agreement ☐ Cooperative ☐ Sole Source ☐ Exempt ☒ Other ☐

Department Requesting/Staff Member: Mackie Romero, BDD Finance Manager

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Departments Recommendation of Award Memo addressed to BDDB
<input type="checkbox"/>	<input checked="" type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sole Source Request and Determination Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contractors Exempt Letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchasing Officers approval for exempt procurement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract, Agreement or Amendment
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

Mackie Romero, BDD Finance Manager

Department Rep Printed Name and Title

Mackie Romero

Department Rep Signature attesting that all information included

Frank Dunaway 08/03/20
Frank Dunaway (Aug 3, 2020 08:13 MDT)

Purchasing Officer attesting that all information is reviewed

REQUIRED DOCUMENTS FOR OTHER METHOD FILE*

YES	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sole source Request and Determination Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contractors Exempt Letter
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Purchasing Officers approval of exempt procurement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Copies of all Sole Source submittals

*

☐ ☐ Other: _____

AWARD*

YES N/A

☒ ☐ Fully executed Memo to BDDB from the Department with recommendation of award
☐ ☐ Other: _____

CONTRACT*

YES N/A

☒ ☐ Copy of Executed Contract
☒ ☐ Copy of all documentation presented to the Committees
☒ ☐ Finalized BDDB Minutes
☐ ☐ Other: _____

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

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

Mackie Romero, BDD Finance Manager

Department Rep Printed Name and Title

Mackie Romero

Department Rep Signature attesting that all information included

Signature: 
Xavier Vigil (Aug 3, 2020 16:00 MDT)

Email: xivigil@santafenm.gov


BDD USGS JFA Agreement US GEOLOGICAL SURVEY


Final Audit Report


2020-08-04


Created:	2020-07-30
By:	YODEL CATANACH (yocatanach@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAkaTq9FniCKIEa_eszjgNuXlyOJP1UMzD


"BDD USGS JFA Agreement US GEOLOGICAL SURVEY" History


 Document created by YODEL CATANACH (yocatanach@ci.santa-fe.nm.us)
2020-07-30 - 9:49:13 PM GMT- IP address: 63.232.20.2


 Document emailed to Alexis Lotero (aclotero@santafenm.gov) for signature
2020-07-30 - 10:51:28 PM GMT


 Email viewed by Alexis Lotero (aclotero@santafenm.gov)
2020-07-31 - 10:05:22 PM GMT- IP address: 23.103.201.254


 Document e-signed by Alexis Lotero (aclotero@santafenm.gov)
Signature Date: 2020-07-31 - 10:05:46 PM GMT - Time Source: server- IP address: 63.232.20.2


 Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature
2020-07-31 - 10:05:48 PM GMT


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2020-08-03 - 2:13:15 PM GMT- IP address: 23.103.201.254

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Signature Date: 2020-08-03 - 2:13:49 PM GMT - Time Source: server- IP address: 63.232.20.2


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2020-08-03 - 2:13:52 PM GMT

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2020-08-03 - 7:20:58 PM GMT- IP address: 23.103.200.254

 Document e-signed by Mary McCoy (mtmccoy@santafenm.gov)
Signature Date: 2020-08-03 - 7:21:46 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to Xavier Vigil (xivigil@santafenm.gov) for signature

2020-08-03 - 7:21:49 PM GMT

 Email viewed by Xavier Vigil (xivigil@santafenm.gov)

2020-08-03 - 9:53:28 PM GMT- IP address: 23.103.200.254

 Document e-signed by Xavier Vigil (xivigil@santafenm.gov)

Signature Date: 2020-08-03 - 10:00:33 PM GMT - Time Source: server- IP address: 63.232.20.2- Signature captured from device with phone number XXXXXXXX8657- Initials captured from device with phone number XXXXXXXX8657

 Document emailed to Yolanda Vigil (yyvigil@santafenm.gov) for signature

2020-08-03 - 10:00:35 PM GMT

 Email viewed by Yolanda Vigil (yyvigil@santafenm.gov)

2020-08-04 - 8:47:51 PM GMT- IP address: 23.103.200.254

 Document e-signed by Yolanda Vigil (yyvigil@santafenm.gov)

Signature Date: 2020-08-04 - 8:48:14 PM GMT - Time Source: server- IP address: 63.232.20.2

 Signed document emailed to Yolanda Vigil (yyvigil@santafenm.gov), Fran Dunaway (fadunaway@santafenm.gov), mmmaes@santafenm.gov, Alexis Lotero (aclotero@santafenm.gov), and 4 more

2020-08-04 - 8:48:14 PM GMT