

CITY OF SANTA FE

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and **Woven Architecture LLC dba Barbara J Felix Architecture & Design LLC**, hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, § 13-1-95.2.E; and NMSA 1978, § 13-1-111.

WHEREAS, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Agreement; and

WHEREAS, the Contractor does hereby accept its designation as Prime Consultant, rendering services related to development plans for rehabilitation of the exterior building envelope at the Main Library for the City, as set forth in this Agreement; and

WHEREAS, it is agreed by the parties that the performance of the professional services is for a period of fifteen months, as directed by the City.

NOW, THEREFORE, the parties hereby agree as follows:

1. Scope of Work.

A. The Contractor shall provide the following services consistent with the City of Santa Fe Certified Local Government Grant Application for the Santa Fe Public Library Main Branch Restoration, marked Exhibit "A", attached hereto and made a part thereof. Contractor will provide a Conditions Assessment Report in order to assist the City of Santa Fe in preserving the building envelope of the Main Library located at 145 Washington Avenue, Santa Fe, NM 87504. Report will include:

- 1) Executive Summary
- 2) Conditions Assessment:
 - a. Site and Drainage
 - b. Foundations and Structural
 - c. Building Envelope (Exterior walls and Roof connections)
 - d. Windows and doors
- 3) Recommended work:

- a. Priorities
 - b. Recommendations
 - c. Estimated cost ranges
- 4) Appendix:
 - a. Environmental testing reports
 - b. Photographs and additional resources
- 5) Historic Cultural Properties Index (HCPI): Submitted separately and as an appendix to the report. Survey of building form, architectural style and analysis of how building played a role in the area development and later transformation of the district. Survey shall be prepared in accordance with guidelines from New Mexico Cultural Properties Inventory Manual and National Register Bulletin, Guidelines for Local Surveys: A Basis for Preservation, and utilize Historic Cultural Property Information Form 1 (HCPI12)

2. Standard of Performance; Licenses.

A. The Contractor represents that Contractor possesses the personnel, experience and knowledge necessary to perform the services described under this Agreement.

B. The 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.

2. Compensation.

A. The City shall pay to the Contractor in full payment for services satisfactorily performed based upon deliverables, milestones, budget, etc. such compensation not to exceed \$44,600.00 including New Mexico gross receipts tax. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed \$44,600.00. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.**

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the City. All invoices MUST BE received by the City no later than thirty (30) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the City finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the City

that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the City shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

3. Term.

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Agreement shall terminate on **June 30, 2024** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). The City reserves the right to renew the contract on an annual basis by mutual Agreement not exceed a total of one and a half (1.5) years in accordance with NMSA 1978, §§ 13-1-150 through 152.

4. Termination.

A. Termination. This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this Agreement, the City's sole liability upon such termination shall be to pay for acceptable work performed prior to the Contractor's receipt of the notice of termination, if the City is the terminating party, or the Contractor's sending of the notice of termination, if the Contractor is the terminating party; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the City or if, during the term of this Agreement, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of City funds or due to the Appropriations paragraph herein. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE City's OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

B. Termination Management. Immediately upon receipt by either the City or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the City; 2) comply with all directives issued by the City in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the City shall direct for the protection, preservation, retention or transfer of all property titled to the City and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the City upon termination and shall be submitted to the City as soon as practicable.

5. Appropriations.

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

final. If the City proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. Assignment.

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the City.

8. Subcontracting.

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the City.

9. Release.

Final payment of the amounts due under this Agreement shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

10. Confidentiality.

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

11. Product of Service -- Copyright.

All materials developed or acquired by the Contractor under this Agreement shall become the property of the City and shall be delivered to the City no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

12. Conflict of Interest; Governmental Conduct Act.

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the City relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Agreement to the contrary, the City may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

13. Amendment.

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

14. Entire Agreement.

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control.

15. Penalties for violation of law.

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

16. Equal Opportunity Compliance.

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, sec. 38-3-2 . By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

18. Workers Compensation.

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the City.

19. Professional Liability Insurance.

Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

20. Other Insurance

If the services contemplated under this Agreement will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Agreement, the following insurance coverage(s), naming the City as additional insured.

A. Commercial General Liability insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. Business Automobile Liability insurance for all owned, non-owned automobiles, with a combined single limit not less than \$1,000,000 per accident.

C. Broader Coverage and Limits. The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Contractor hereunder.

D. Contractor shall maintain the above insurance for the term of this Agreement and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

21. Records and Financial Audit.

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments

22. Indemnification.

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

23. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "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.

24. Invalid Term or Condition.

If any term or condition of this Agreement shall be held invalid or unenforceable, the

remainder of this Agreement shall not be affected and shall be valid and enforceable.

25. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

26. Notices.

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City:

Caryn Grosse, Project Administrator Sr
City of Santa Fe, Facilities Division
2651 Siringo Road, Bldg E/ PO Box 909
Santa Fe, NM 87504
505-955-5937
clgrosse@santafenm.gov

To the Contractor:

Barbara Felix, President
Woven Architecture
343 W Manhattan Avenue
Santa Fe, NM 87501
505-820-1555
barbara.felix@bifelix.com

27. Authority.

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

28. Merger.

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

29. Non-Collusion.

In signing this Agreement, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City's Chief Procurement Officer.

30. Default/Breach.

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages and the City may also seek all other remedies under the terms of this Agreement and under law or equity.

31. Equitable Remedies.

The Contractor acknowledges that its failure to comply with any provision of this Agreement will cause the City irreparable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

32. Default and Force Majeure.

The City reserves the right to cancel all or any part of any orders placed under this Agreement without cost to the City, if the Contractor fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:
Woven Architecture

John Blair
John Blair (May 19, 2023 15:08 MDT)

JOHN W. BLAIR, CITY MANAGER

Barbara J. Felix
Barbara J. Felix (Apr 4, 2023 10:33 MDT)

BARBARA FELIX PRESIDENT

DATE: May 19, 2023

DATE: _____

CRS# 02-333143-00-7
Registration# 233840

ATTEST:

Geralyn Cardenas
Geralyn Cardenas (May 19, 2023 15:11 MDT)

KRISTINE BUSTOS MIHELIC, CITY CLERK *KM*

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Apr 3, 2023 09:09 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
Emily K. Oster (May 18, 2023 19:27 MDT)

EMILY OSTER, FINANCE DIRECTOR

3209980.572960;3209980.490150 *AH*
Org/Object AH



*City of Santa Fe Certified Local
Government Grant Application*

For the

*Santa Fe Public Library Main Branch
Restoration*

145 Washington Avenue, Santa Fe, New Mexico 87501

10/21/2022

Therese Martínez

Public Works Department-Facilities Division

Project Administrator

tmartinez@santafenm.gov

(505) 955-5937





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NMHPD GRANT APPLICATION - CHECKLIST

Include a completed checklist in the grant application package. Include documents below as shown in order listed. Blank documents are available on NMHPD's website under Grants at <http://www.nmhistoricpreservation.org/programs/grants.html>

This Grant Application is for which type of grant?

☒ CLG Grant ☐ HP Grant ☐ Special Grant _____

CHECKLIST FOR GRANT APPLICATION DOCUMENTS:

☒ Grant Application.

☒ Project Narrative.

☒ Project Budget.

☒ Project Schedule.

☒ Additional documents.

Location Map

Plans

Photographs of Subject Property

☒ Resumes of Project Coordinator, Key Personnel & Volunteers who will work on the project

☒ Key Personnel Certifications

By submitting this application, I attest that all information is accurate to the best of my knowledge.

Name: _____ Sam Burnett

Organization: _____ City of Santa Fe

Telephone / Email: _____ 505-955-5933

Signature: _____



Michelle Lujan Grisham
Governor

STATE OF NEW MEXICO
**DEPARTMENT OF CULTURAL AFFAIRS
HISTORIC PRESERVATION DIVISION**

BATAAN MEMORIAL BUILDING
407 GALISTEO STREET, SUITE 236
SANTA FE, NEW MEXICO 87501
PHONE (505) 827-6320 – NM.SHPO@state.nm.us

**2022 CERTIFIED LOCAL GOVERNMENT GRANTS
NOTIFICATION OF GRANT AWARD**

This document is solely a formal announcement of grant award funds and a request for the recipient to acknowledge the grant award. It does not obligate NMHPD to pay these funds. Grant funds will be disbursed upon meeting the stipulations of the Grant Agreement. NMHPD's Grant Programs are funded by the Historic Preservation Fund, federal funds administered by the U.S. Department of the Interior, National Park Service and are subject to federal appropriations.

GENERAL INFORMATION

APPLICANT: City of Santa Fe COUNTY: Santa Fe

APPLICATION FOR: Certified Local Government Grant ☒ Historic Preservation Grant ☐

PROJECT: City of Santa Fe, Library – A/E for exterior rehabilitation

GRANT PERIOD: Grant Agreement Completion & Purchase Order to September 30, 2024

FUNDING AWARD

\$47,120

GRANT OVERSIGHT AT HPD

Oversight of the grant process, from development and finalization of the Grant Agreement, Budget, and Scope of Work through the milestones, and final deliverables and invoicing will be managed by this HPD Staff person.

Technical Reviewer: Karla K. McWilliams Title: Historian

Email: karla.mcwilliams@dca.nm.gov Phone 505-827-4451

A Technical Reviewer (HPD Staff) will also be assigned to the project for oversight of the technical details of the grant.

SIGNATURE

Please have a representative from the CLG sign this form to acknowledge the receipt of this notification.

Applicant: Sam Burnett, Facilities Division Director

Title of Authorized Representative: Facilities Division Director

J Samuel Burnett

J Samuel Burnett (Nov 17, 2022 15:49 MST)

Signature

Nov 17, 2022

Date

NMHPD GRANT APPLICATION

PROJECT NARRATIVE

PROJECT NAME: City of Santa Fe Main Library | 145 Washington Avenue

APPLICANT: City of Santa Fe

Project Summary:

The City of Santa Fe Public Works Department in conjunction with Community Services is working to develop an assessment report, historic study, and plan to rehabilitate the building envelope of the historic City of Santa Fe Main Library, including an updated Historic Cultural Property Index for the building (the most current report is from 1985). Located at 145 Washington Street, the building was designed by John Gaw Meem in 1936 as the Municipal Building, it is an excellent example of the work of one of Santa Fe's best known architects. Located in the Santa Fe Historic District (National Historic Boundary) and the Downtown and Eastside Historic District (City of Santa Fe), it is a contributing building within the City. Built in the Territorial Revival Style, it originally housed city hall, police department and jail, and a single story fire station. It was converted to the Main Library in 1986. Though the last known major renovation occurred in approximately 2002, the historic integrity of the main façades is still largely evident.

The HCPI and Assessment Report + Plan will assist the City with prioritizing future work on this important and beloved building. Focusing on the building envelope will in turn contribute to the preservation of the building interior, including the Southwest Room (historic courtroom), and the work of local craftspeople, including those hired in the 1980s for furniture, shelving, and lighting.

Project Scope:

Provide a Conditions Assessment Report for development of a plan for rehabilitation of the exterior building envelope at the Main Library. The Report will include:

- Executive Summary
- Conditions:
 - Site + Drainage
 - Foundations and Structural
 - Building Envelope (Exterior Walls + Roof Connections)
 - Windows + Doors
- Historic Cultural Properties Index (HCPI): Submitted Separately (and as an appendix to the Report). Survey of building form, architectural style, and analysis of how building played a role in the area development and later transformation of the district. Survey shall be prepared in accordance with guidelines from New Mexico Cultural Properties Inventory Manual and National Register Bulletin, Guidelines for Local Surveys: A Basis for Preservation, and utilize Historic Cultural Property Information Form 1 (HCPI12).
- Recommended Work:
 - Priorities
 - Recommendations
 - Estimated Cost Ranges
- Appendix:
 - Environmental Testing Reports
 - Photographs + Additional Resources

Work is to be performed by prime consultant, Woven Architecture, LLC (previously known as Barbara J. Felix Architecture & Design, LLC) or ARCHITECT. Barbara J. Felix, AIA and Principal, is a registered architect in the state of New Mexico (#3277) meeting the SOI Professional Qualifications Standards (Page 6). Proposed subconsultants, to be hired and coordinated by the Architect, include:

- High Desert Structural (Bob Wichmann): Structural assessment
- Davenport Construction Management (Mitch Davenport): Estimated Cost Ranges
- RPA & Associates (Ra' Patterson): Window and door assessment
- Architectural Historian/Planner (John Murphey): Updated HCPI

- Havona Environmental, Inc (Cissy Puma): Environmental Testing (Asbestos Containing Materials + Lead Based Paint)

APPENDIX B: PROJECT BUDGET

City of Santa Fe Main Library | 145 Washington Ave.

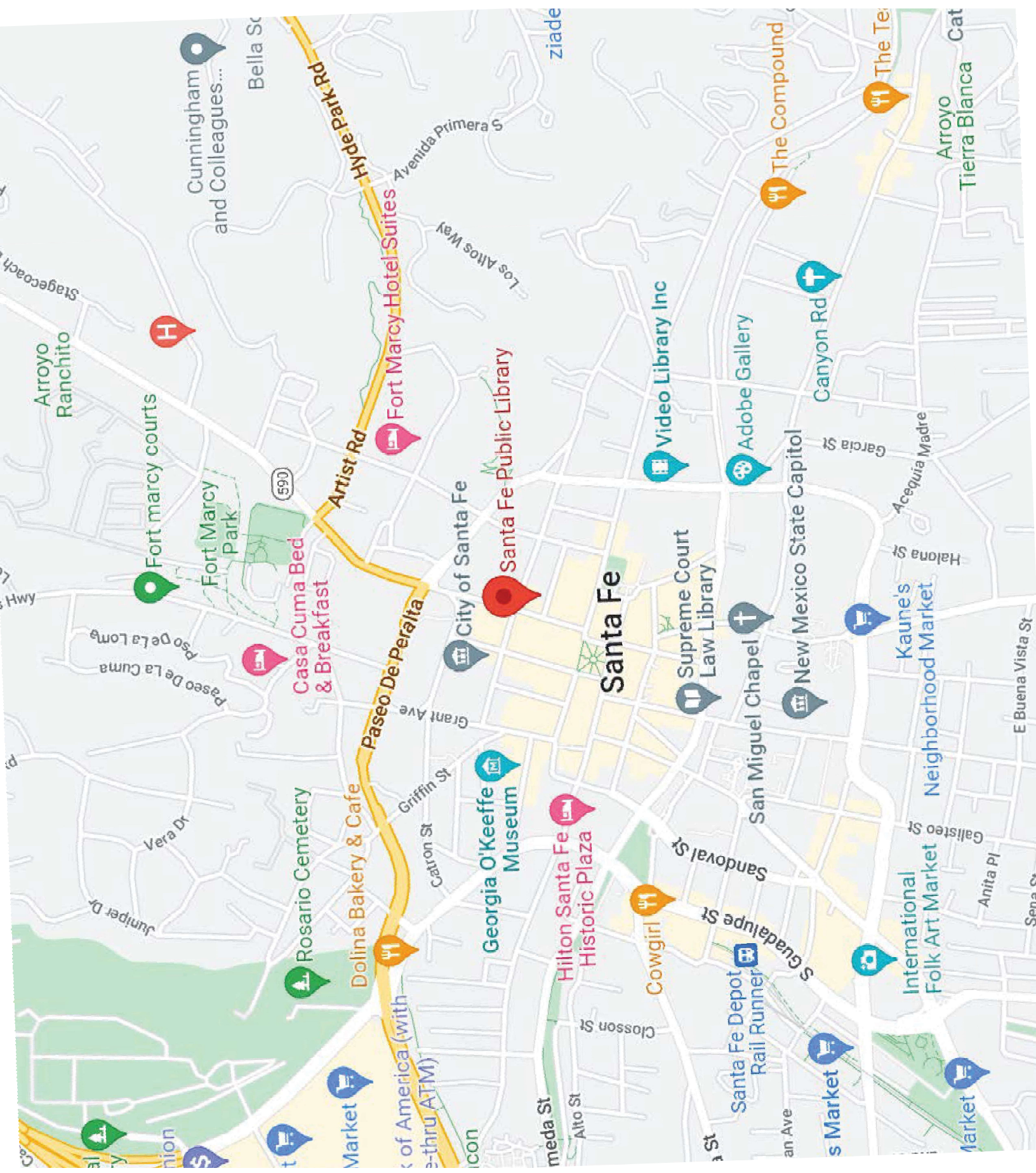
	<i>Unit</i>	<i>Rate</i>	TOTAL	HPD	MATCH
PROJECT COORDINATOR					
Nicole A. Ramirez Thomas	20	\$85.00	\$0.00	\$0.00	\$0.00
			Subtotal	\$0.00	\$0.00
PRINCIPAL SALARIES					
Sam Burnett, Project Supervisor	10	\$50.00	\$500.00	\$0.00	\$500.00
Therese Martinez, Project Manager	30	\$30.00	\$900.00	\$0.00	\$900.00
Senior Planner	40	\$28.00	\$1,120.00	\$0.00	\$1,120.00
			Subtotal	\$2,520.00	\$0.00
CONSULTANT WORK					
Assessment (Site + Bldg Envelope)	1	\$5,500.00	\$5,500.00	\$5,500.00	\$0.00
Assessment (Door + Window)	1	\$5,500.00	\$5,500.00	\$5,500.00	\$0.00
Assessment Structural)	1	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
Testing (Environmental)	1	\$2,050.00	\$2,050.00	\$2,050.00	\$0.00
Estimated Costs/Budget	1	\$6,600.00	\$6,600.00	\$6,600.00	\$0.00
HCPI Update	1	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
Report (includes sub-consultant coordination)	1	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
			Subtotal	\$43,650.00	\$0.00
MISCELLANEOUS					
Supplies (non-anticipated)			\$0.00	\$0.00	\$0.00
			Subtotal	\$0.00	\$0.00
DELIVERABLES - PRODUCTION					
Printing			\$750.00	\$750.00	\$0.00
CD/DVD/Jump Drive			\$200.00	\$200.00	\$0.00
Mailing			\$0.00	\$0.00	\$0.00
			Subtotal	\$950.00	\$0.00
			PROJECT TOTAL	HPD	MATCH
PROJECT, GRANT & MATCH TOTALS			\$47,120.00	\$44,600.00	\$2,520.00

GRANT SCHEDULE

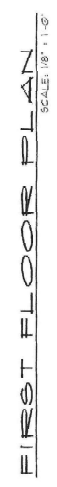
Main Library | 145 Washington Avenue
City of Santa Fe

SCHEDULE, MILESTONES & DELIVERABLES

Date	Milestones	Deliverables
On or before April 30, 2023	CONTRACTOR will: 1) Engage Architect 2) Architect to engage subconsultants (as noted in Narrative) 3) Architect to complete onsite conditions assessment	CONTRACTOR will submit: 1) Environmental Testing Report for ACM (Asbestos Containing Materials) and Lead Based Paint (LBP) 2) Progress Report #1 - Draft introduction + Report Outline 3) Invoice #1 (1/4 of grant amount)
On or before June 1, 2023	CONTRACTOR will: 1) Contractor to review and provide feedback on introduction and outline 2) Architect to complete Priorities and Recommendations for Owner Feedback and coordinate HCPI draft	CONTRACTOR will submit: 1) Progress Report #2 - Draft Report with Priorities and Recommendations 2) HCPI Draft Report 3) Invoice #2: (1/4 of grant amount)
On or before Jan 30, 2024	CONTRACTOR will: 1) Contractor to review and provide feedback on priorities and recommendations 2) Contractor and Architect to review cost ranges against preliminary recommendations for inclusion in final report	CONTRACTOR will submit: 1) Progress Report #3 - Draft Report with Estimated Cost Ranges + Updated Feedback 2) HCPI Final Report 3) Invoice #3: (1/4 of grant amount)
On or before June 1, 2024	CONTRACTOR will: 1) Incorporate Owner Comments 2) Finalize Executive Summary	CONTRACTOR will submit: 1) Final Conditions Assessment Report 2) Final Invoice: (1/4 of grant amount or remainder of grant)



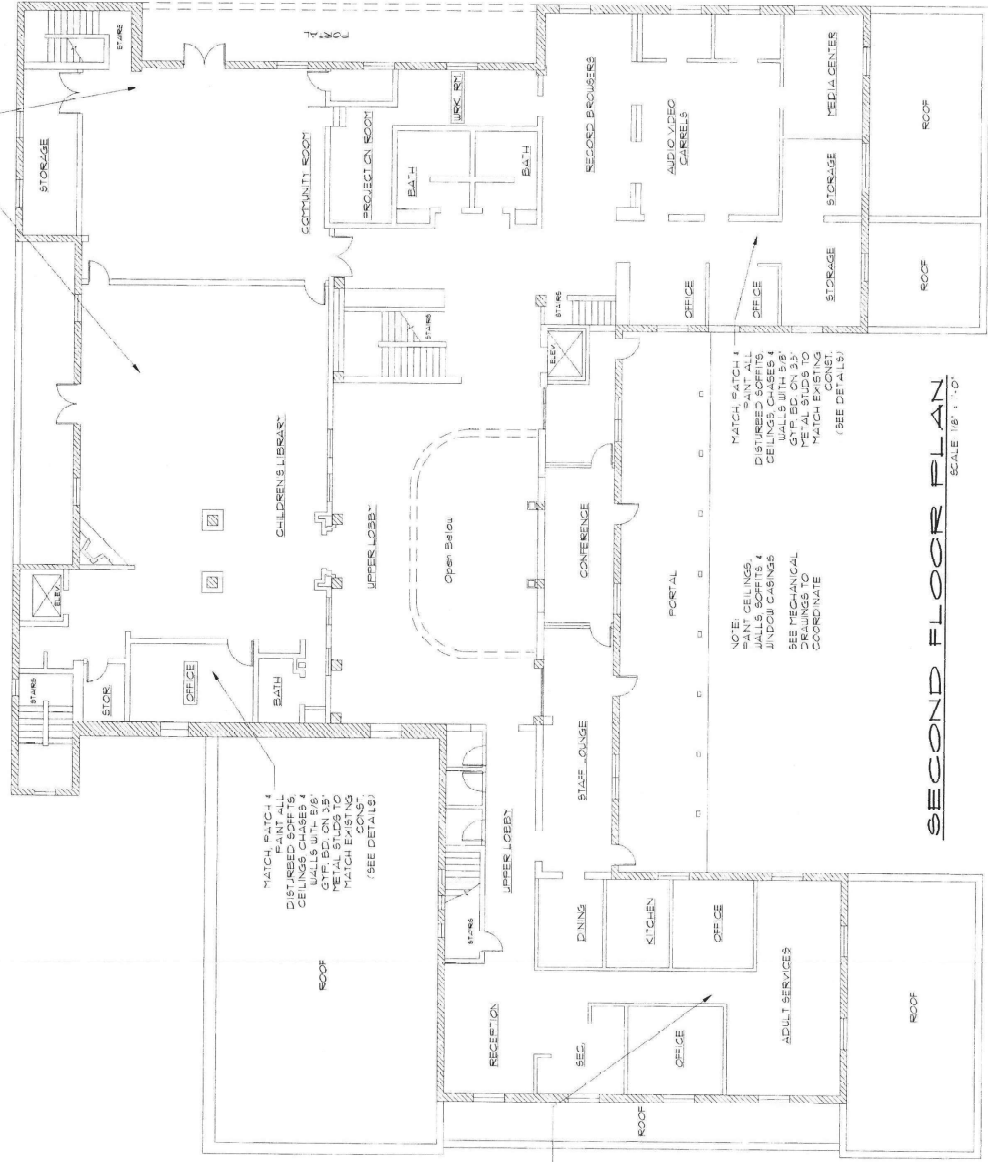




NOTES:
1-PAINT ALL PAINTED
SURFACES, CO. ORS TO BE
SELECTED BY ARCHITECT

2-SEE MECHANICAL &
STRUCTURAL DRAWINGS TO
COORDINATE

MATCH PATCH 4 PAINT ALL
 DISTURBED SCOFFS, CEILING
 ON 15' MEVA STUDS TO MATCH
 EXISTING CONST.
 (SEE DETAILS)



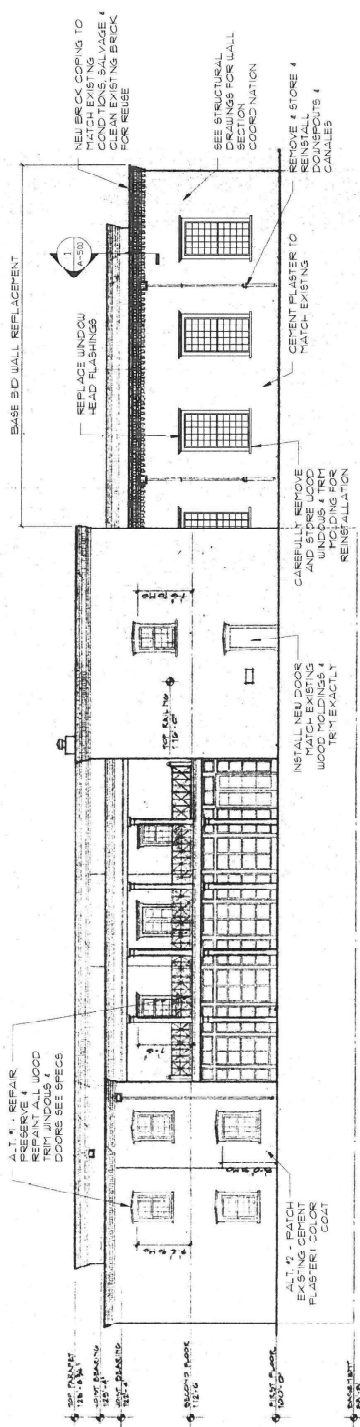
MATCH PATCH 4
 PAINT ALL
 DISTURBED SCOFFS
 CEILING CHAIRS
 WALLS WITH 5/8"
 METAL STUDS TO
 MATCH EXISTING
 CONST.
 (SEE DETAILS)

MATCH PATCH 4
 PAINT ALL
 DISTURBED SCOFFS
 CEILING CHAIRS
 WALLS WITH 5/8"
 METAL STUDS TO
 MATCH EXISTING
 CONST.
 (SEE DETAILS)

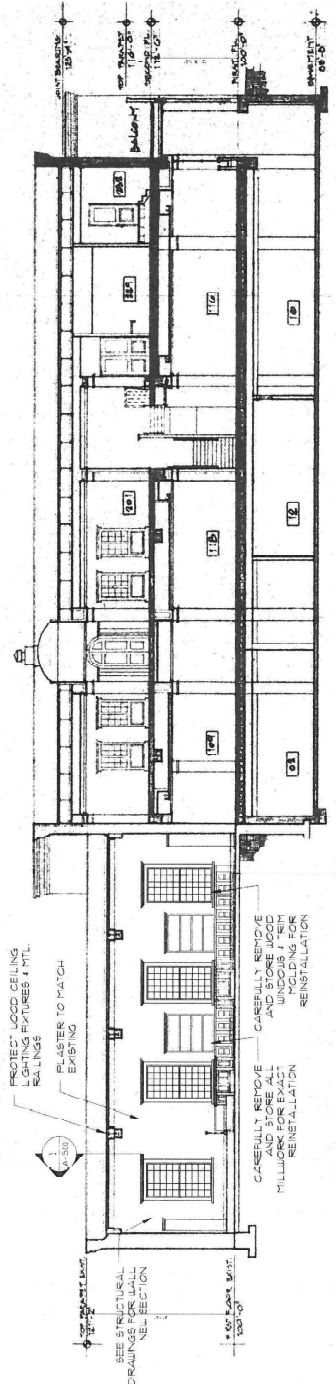
NOTE:
 PAINT CEILING,
 WALLS SCOFFS &
 AUDIO CARNELS
 SEE MECHANICAL
 DRAWINGS TO
 COORDINATE

MATCH PATCH 4
 PAINT ALL
 DISTURBED SCOFFS
 CEILING CHAIRS
 WALLS WITH 5/8"
 METAL STUDS TO
 MATCH EXISTING
 CONST.
 (SEE DETAILS)

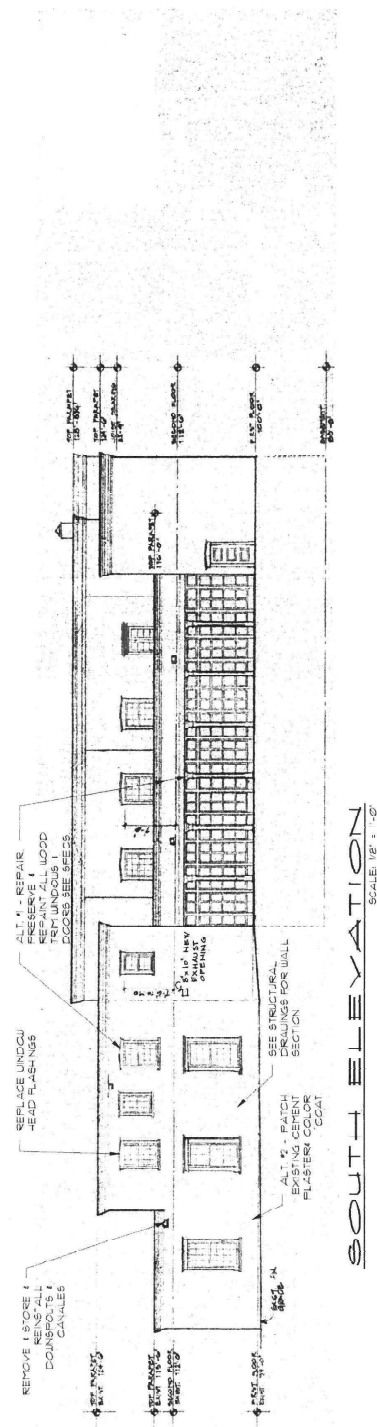
SECOND FLOOR PLAN
 SCALE 1/8" = 1'-0"



EAST ELEVATION
 SCALE: 1/8" = 1'-0"



EAST SOUTHWEST COLLECTION
 SCALE: 1/8" = 1'-0"



MAIN LIBRARY PHOTOGRAPHIC DOCUMENTATION



Examples of deteriorating woodwork .



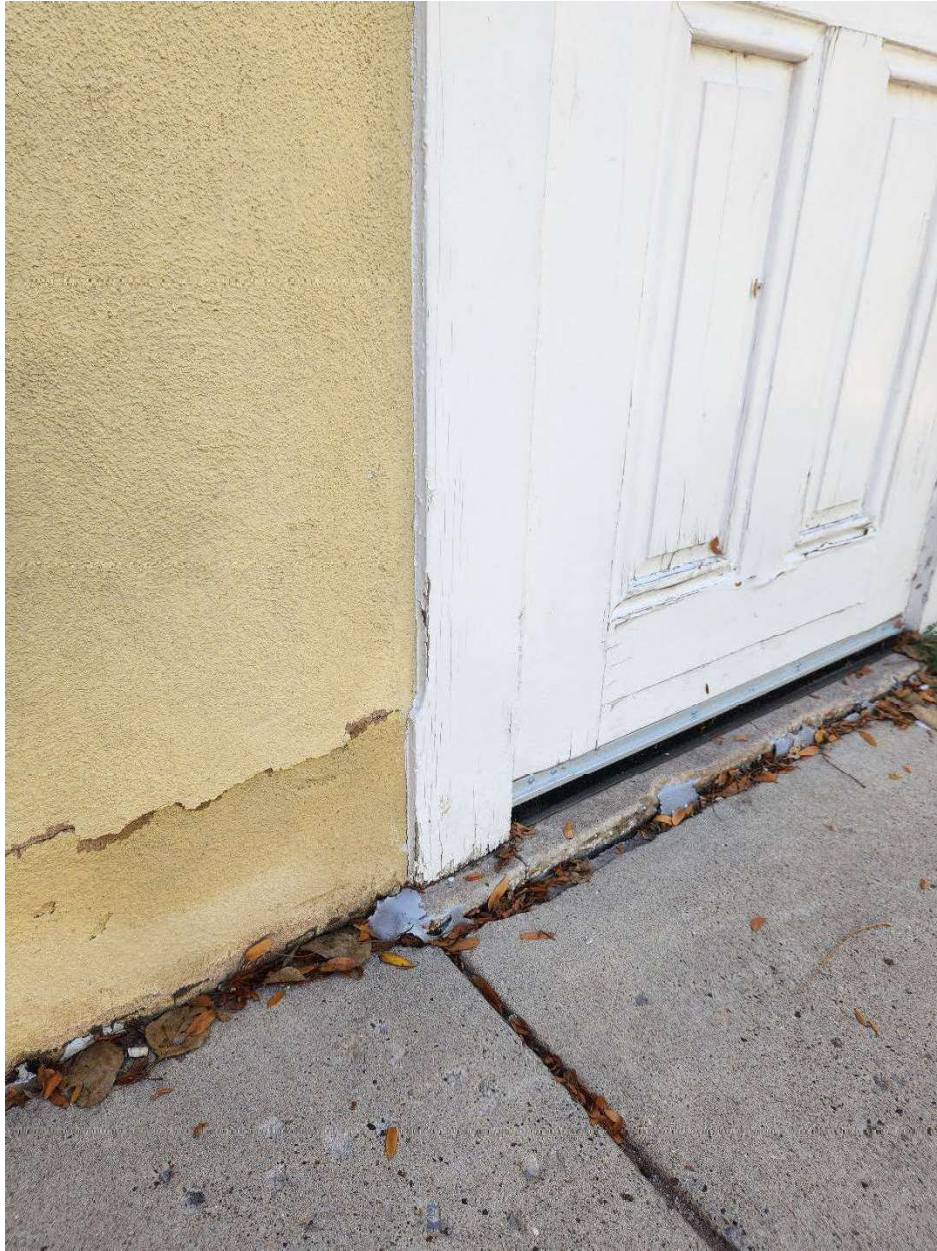
Example of deteriorating woodwork.



Example of deteriorating woodwork to the point of disintegration.



Example of deterioration to point of disintegration.



Example of deterioration and apparent settlement of wall and stucco.



Examples of weathering and age.



Example of deterioration and maintenance needed.



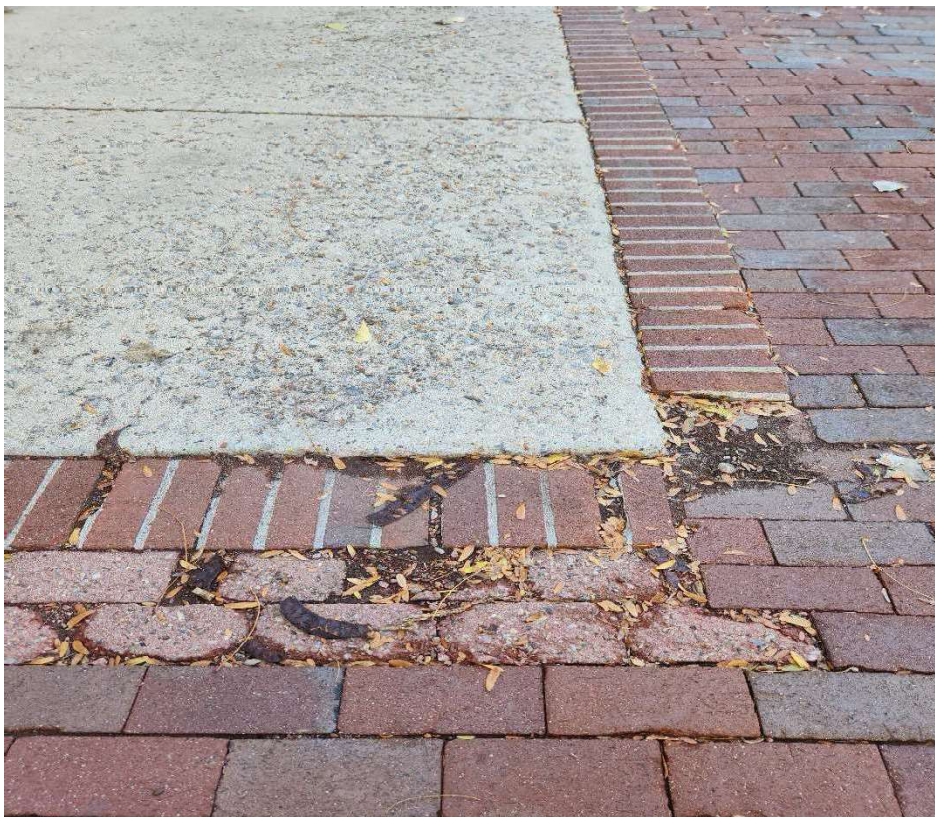
Example of multiple colored stucco and/or paint over various attempted maintenance periods.



Example of stucco deterioration.



Example of multiple stucco coloring.



Examples of multiple paving deterioration.



Example of stucco deterioration.



Examples of paving, woodwork, and stucco deterioration.

Professional Qualifications (36 CFR Part 61) CERTIFICATION
Archeology Qualifications

NAME: Nicole A. Ramirez Thomas

PROJECT ROLE: Project Coordinator

The New Mexico Historic Preservation Division's grant programs (Historic Preservation Grants and Grants to Certified Local Governments) are funded by the Historic Preservation Fund, federal funds administered through the United States Department of the Interior, National Park Service. With the use of federal funds, key personnel involved in grant projects must meet the requirements outlined in the Secretary of the Interior's Professional Qualifications Standards for their role. Please complete the appropriate qualifications sheet for each personnel based on their project role.

Below are the requirements for personnel who are Archeologists. In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.

(A). Prehistoric Archeologist:

- ☒ The applicant, employee, consultant, or advisor will have a graduate degree in Anthropology with a specialization in Prehistoric Archeology, OR a graduate degree in Archeology with a specialization in Prehistoric Archeology, OR a graduate degree in a closely related field;

plus

- ☒ A minimum of 2.5 years of full-time professional experience in applying the theories, methods, and practices of Archeology that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of prehistoric archeological properties in the United States and its Territories (at least six months of experience must have been acquired in the performance of field and analytical activities under the supervision of a professional prehistoric archeologist, and one year of experience in the study of the archeological resources of the prehistoric period must have been at a supervisory level);

and

- ☒ Products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation.

(B) Historical Archeologist:

- ☐ The applicant, employee, consultant, or advisor will have a graduate degree in Anthropology with a specialization in Historical Archeology, OR a graduate degree in Archeology with a specialization in Historical Archeology, OR a graduate degree in a closely related field;

plus

- ☐ A minimum of 2.5 years of full-time professional experience in applying the theories, methods, and practices of Archeology that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of prehistoric archeological properties in the United States and its Territories (at least six months of experience must have been acquired in the performance of field and analytical activities under the supervision of a professional prehistoric archeologist, and one year of experience in the study of the archeological resources of the prehistoric period must have been at a supervisory level);

and

- ☐ Products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation.

To meet the standards in this discipline you must be able to check all the boxes above. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Archeology, Cultural Resources Management, Historical Archeology, Public Archeology, History, Public History, American Studies). Coursework should be evaluated if discipline itself is not always or obviously related.

ACADEMIC BACKGROUND FOR ARCHEOLOGIST

Closely related fields: Anthropology, with a specialization in Archeology, is the typical degree discipline for archeologists practicing in the United States. One of the usual requirements for receiving the degree is completion of an archeological field school in which the student learns about techniques of survey, excavation, and laboratory processing. However, degree programs have also been established in Archeology, Cultural Resources Management, Historical Archeology, and Public Archeology. Some Historical Archeology programs are housed in History, Public History, or American Studies Departments. For these degrees, a list of courses taken should be reviewed to determine if the program is equivalent to that typically provided for a degree in Anthropology with a specialization in Archeology, including course work in archeological methods and theory, archeology of a geographic region (e.g., North America), and the field school.

Discipline specializations: The most prevalent specializations in Archeology include Historical Archeology or Prehistoric Archeology, i.e., the specialization in resources of either the prehistoric period or the historic period. These specializations necessarily require expertise in different types of sites and different sources of information about past human activities. For example, a prehistoric archeologist usually requires a knowledge of environmental sciences, while a historical archeologist needs to understand the techniques of archival research. Additional specialized training and experience is also required for those specializing in, for example, underwater archeology, physical anthropology (human bones and burials), forensic archeology, or zooarcheology (non-human bones). In addition, archeologists typically specialize in the archeological resources of a particular time period, geographic region, resource type, or research subject.

APPLYING THE STANDARD FOR ARCHEOLOGIST

Documenting Professional Experience: A professional archeologist typically has experience in field survey, site testing, site excavation, artifact identification and analysis, documents research, and report preparation. Supervised field experience as a graduate student may be counted as part of the overall 2 1/2 year professional experience requirement.

A Prehistoric Archeologist meeting this Standard would document one year of supervisory experience in the study of prehistoric archeological sites; a Historical Archeologist would document one year of supervisory experience in the study of sites of the historic period.

The two archeologist specializations of Prehistoric Archeology and Historic Archeology are not interchangeable. Documentation to show that someone qualifies in both Prehistoric and Historic Archeology should include a minimum of one additional year of supervisory experience on resources of the other specialty, for a total of 3 1/2 years of experience, with products and activities in both specializations.

Products and activities: Professional experience and expertise must be documented through "products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation." Products and activities that meet the appropriate Secretary Standards for Archeology and Historic Preservation may include:

- Survey and excavation reports of cultural resource management or Section 106 (or other compliance) projects. These reports are typically called "grey literature;" they often have multiple authors and are usually produced in limited quantities by consulting firms.
- National Register documentation resulting in property listings or Determinations of Eligibility.
- Materials such as presentations, booklets, brochures, lesson plans, or videos that interpret the results of archeological investigation for the general public
- Publications including articles in professional journals, monographs, books, or chapters in edited books, related to the preservation of historic or archeological properties.
- Presentations at regional, national, or international professional conferences related to the preservation of historic or archeological properties.
- Professional service on boards or committees of regional, national, or international professional organizations concerned with the preservation of historic or archeological properties.
- Awards, research grants, research fellowships, or invitations to teaching posts.

This list is not comprehensive. Furthermore, it should be understood that not all of these products and activities are needed in order to meet the Standard; rather, a combination of several products and activities would be more typical. If the applicant were documenting professional experience in one of the specializations, however, the majority of products and activities would naturally reflect that specialization.

Nicole A. Ramirez Thomas

PO Box 5891, Stateline, Nevada 89449

Email: nicole@wonderstoneconsulting.com

Phone: 530-680-1841

Website: wonderstoneconsulting.com

Synopsis of Professional Experience

Ms. Thomas is an archaeologist with 18 years of experience in cultural resources management and academic research. Her particular research interests address subsistence strategies of hunter-gatherer communities and the analysis of large-scale data sets. Her thesis research focused on a discussion of zooarchaeological remains from archaeological sites in the Great Basin, environmental change in desert environments, resource depression in prehistoric contexts, and human impacts on the landscape. More recent research has strived to analyze large data sets amassed in cultural resource inventory systems.

Ms. Thomas has worked on several projects in the Chihuahua desert of Northern Mexico and in the United States has participated in research and cultural resources projects in New Mexico, California, Nevada, Arizona, Colorado, Oklahoma, southern Texas, Louisiana, Mississippi, Alabama, Florida, and Costa Rica. She has participated in compliance projects that implement Section 106, NEPA, and CEQA for federal, state, and local government agencies. She has also worked with county and city governments to help manage cultural resources under the jurisdiction of local governments.

Her experience spans all aspects of cultural resource management including site excavation, testing, survey and inventory, laboratory analysis, scientific research, artifact conservation, and Native American consultation. She has authored and co-authored cultural resource reports and environmental statements, and has aided in research design and development of cultural resource investigations. Additionally, Ms. Thomas has experience in human and faunal osteology and was a Physical Anthropology laboratory instructor at California State University Chico.

More recently her work has entailed historic preservation at the state and local government level while her cultural resources work has expanded to preservation planning. As the founder and principal of Wonderstone LLC (Wonderstone) she has offered consultation services for preservation compliance and staff training and support. Her current projects include providing guidance and support in compliance measures required for construction projects, licensing and entitlements, utility installation, and the architectural modification of homes and institutional buildings.

Professional Affiliations

Society of American Archaeology

Society for California Archaeology

Register of Professional Archaeologists

Education

- 2013 M.A., Anthropology, California State University Chico
Thesis: *The Karlo Site (LAS-7): An Exploration of Resource Depression in Northeastern California*.
Thesis available at California State University Chico Digital Repository:
<http://csuchico-dspace.calstate.edu/handle/10211.3/115671>
- 2003 B.A., Anthropology, University of New Mexico
Minor, Art History (Historic Architecture)

Certifications and Training

CEQA Certificate, University of San Diego Extension
State of New Mexico Archaeology Permit
Principal Investigator, State of New Mexico
Qualified Archaeologist, State of Oregon

Professional History

- 2018-Present Wonderstone LLC, Founder and Principal
- 2003-2020 HDR Engineering (HDR)- Archaeologist, Project Director, Faunal Analyst, Osteologist, Historic Preservation Specialist
- 2015-2018 City of Santa Fe, New Mexico- Historic Preservation Planner
- 2014-2015 New Mexico Historic Preservation Division- Archaeologist
- 2008-2010 North State Resources- Project Director
- 2006-2011 California State University Chico- Archaeologist, Faunal Analyst, Laboratory Instructor, Teaching Assistant

Historic Preservation

- 2020 Historic Preservation Consultant, City of Santa Fe Land Use Department, Santa Fe, Santa Fe County, New Mexico (Wonderstone LLC).
- 2019 Historic Preservationist, Historic Properties Evaluation and Treatment at Tulloch Reservoir, FERC. Project No. 2067, Calaveras and Tuolumne Counties, California (HDR).

- 2019-2021** Historic Preservation Consultant, City of Santa Fe Transit Division, Santa Fe, Santa Fe County, New Mexico (Wonderstone LLC).
- 2019** Historic Preservation Consultant, New Mexico Department of Cultural Affairs, Vladez Contemporary, Santa Fe, Santa Fe County, New Mexico (Wonderstone LLC).
- 2018-2021** Archaeologist/Historic Preservation Consultant, City of Santa Fe Water Division, Santa Fe, Santa Fe County, New Mexico (Wonderstone LLC).
- 2015-2017** Senior Planner, City of Santa Fe Historic Preservation Division.
- 2014-2015** Archaeologist, Archaeological Records Management Section, New Mexico Historic Preservation Division.
- 2007** Preservation Consultant, FEMA Archaeological Impact Assessment/ NRHP Evaluations, historic schools, St. Tammany Parish, Louisiana (HDR).

Archaeological Field and Laboratory Experience

ALABAMA

- 2010-2011** Archaeologist/Osteologist, Deepwater Horizon (Gulf) Oil Spill Cultural Resources, Mobile and Baldwin Counties, Alabama (HDR).

CALIFORNIA

- 2013** Project Director, Bullard's Bar Cultural Resources Survey, FERC Project No. 2246, Nevada County, California (HDR).
- 2012-2013** Project Director, Merced Irrigation District Cultural Resources Survey, FERC Project No. 2179, Mariposa County, California (HDR).
- Project Director, Lake Don Pedro Cultural Resources Survey, Turlock Irrigation District, FERC Project No. 2299, Tuolumne County, California (HDR).
- 2011** Archaeologist, Smartville to Nicholas Transmission Line Survey, Nevada, Sutter, and Sacramento Counties, California (CSU Chico).
- 2010** Project Director, Bonnyview Boat Launch Cultural Resources Survey, Shasta County, California (North State Resources).
- Project Director, Weitchpec School Cultural Resources Survey, Humboldt County, California (North State Resources).
- Project Director, Level 3 Fiber Optic Survey, Shasta, Lassen, Butte, and Colusa Counties, California (HDR).

- 2009-2010** Project Director, Hatchet Ridge Wind Farm Archaeological Monitoring, Shasta County, California (North State Resources).
- 2009** Project Director, Modoc County Road Realignment, Modoc County, California (North State Resources).
Archaeologist, CSU Chico Forensic Recovery, Yolo County, California (CSU Chico).
- 2008** Faunal Analyst, Kingsley Cave Faunal Analysis, Plumas County, California (CSU Chico).
- Project Director, Sly Park Road Realignment, El Dorado County, California (North State Resources).
- Project Director, Pleasant Valley and Patterson Road Intersection Improvement, El Dorado County, California (North State Resources).
- Project Director, Berg Family Trust Cultural Resources Survey, Sutter County, California (North State Resources).
- Osteologist, Smith River Rancheria Osteology Workshop, Del Norte County, California (CSU Chico).
- 2007** Archaeologist (GS7), USFS Lassen National Forest, Lassen County, California (USDA).

COLORADO

- 2004** Archaeologist, Denver Water Site Excavation, Grand County, Colorado (HDR).

FLORIDA

- 2010-2011** Archaeologist/Osteologist, Deep Water Horizon (Gulf) Oil Spill Cultural Resources, Escambia, Santa Rosa, Oskaloosa, and Walton Counties, Florida (HDR).

MISSISSIPPI

- 2010-2011** Archaeologist/Osteologist, Deep Water Horizon (Gulf) Oil Spill Cultural Resources, Hancock, Harrison, and Jackson Counties, Mississippi (HDR).

LOUISIANA

- 2005** Archaeologist, Claiborne Gunnery Range NRHP Evaluation of Archaeological Sites, Rapides Parish, Louisiana (HDR).
- Archaeologist, Claiborne Gunnery Range Cultural Resources Survey, Rapides County, Louisiana (HDR).

NEVADA

- 2011** Crew Chief, Nevada On-Line Transmission Survey and Monitoring, White Pine, Nye, Lincoln, and Clark Counties, Nevada (HDR).
- 2009-2010** Project Director, Carson Sink Cultural Resources Inventory, Churchill County, Nevada (North State Resources).
- 2007** Research Assistant, Bittner Ranch Archaeological Survey, Washoe County, Nevada (CSU Chico).

NEW MEXICO

- 2020** Principal Investigator, Villa Sendero Development Class I Study, Santa Fe, New Mexico (Wonderstone LLC).
- 2019** Principal Investigator, Canada del Oso Section 106 Compliance, Mora County New Mexico (Wonderstone LLC).
- Principle Investigator, Marra Property Archaeological Survey of Two Buildable Areas, Santa Fe County, New Mexico (Wonderstone LLC).
- Principle Investigator, Vista del Rio Subdivision Cultural Resource Study, Santa Fe, Santa Fe, New Mexico (Wonderstone LLC).
- Principle Investigator, Cultural Resources Survey of 128.3 Acres for the Western Ridge Subdivision, Santa Fe County, New Mexico (Wonderstone LLC).
- Faunal Analyst, Guadalupe Street Water Line Replacement Project, Santa Fe, Santa Fe County, New Mexico (Wonderstone LLC).
- 2010** Faunal Analyst, Analysis of Faunal Remains, Bernalillo County, New Mexico (HDR).
- 2008** Faunal Analyst, Ranchos de Taos Faunal Analysis, Taos County, New Mexico (CSU Chico).
- 2006** Archaeologist, Natural Resource Conservation Service Cultural Resource Surveys, Lincoln County, New Mexico (ERO).
- 2004-2011** Archaeologist/Project Director, Kirtland Air Force Base Cultural Resource Studies, Bernalillo County, New Mexico (HDR).
- 2004** Research Assistant, Folsom Excavation at the Albuquerque Volcanos, Bernalillo County, New Mexico (UNM).
- 2003** Research Assistant, Gray Ranch Geophysical Testing, Hidalgo County, New Mexico (UNM).
- Research Assistant, Boca Negra Wash Excavation, Bernalillo County, New Mexico (UNM).

OKLAHOMA

- 2006** Archaeologist, Lake Canton Cultural Resources Survey, Blaine County, Oklahoma (HDR).
- Archaeologist, Lake Eufaula Cultural Resources Survey, McIntosh County, Oklahoma (HDR).
- Archaeologist, Fort Sill Cultural Resources Survey and Testing, Comanche County, Oklahoma (HDR).

OREGON

- 2020** Senior Cultural Resource Staff, Spring Street Waste Water Treatment Plant, City of Klamath Falls, Klamath County, Oregon (HDR).
- 2011** Project Director, California Pump Station Force Main Replacement, City of Klamath Falls, Klamath County, Oregon (HDR).
- 2009** Archaeologist, Whetstone Cultural Resources Survey, Medford, Jackson County, Oregon (North State Resources).

TEXAS

- 2011** Faunal Analyst, Analysis of Faunal Material from 41SR392 and 41HG218, Starr, Hidalgo, and Cameron Counties, Texas (HDR).

Volunteer Work

- 2007** Research Assistant, El Cholo Excavation, Palmares, Costa Rica.
- 1996-2001** Research Assistant, Museum of New Mexico Office of Archaeological Studies Research at El Pueblo Galeana, San Joaquin Valley, and Casas de Fuego, Chihuahua, Mexico.

Selected Reports

- 2020** Thomas, Nicole A. Ramirez and Paul A. Duran. *Zia Station Archaeological Survey, Santa Fe, Santa Fe County, New Mexico*. Wonderstone LLC, Stateline, NV.
- 2020** Thomas, Nicole A. Ramirez and Danielle Risse. *2020 Annual Monitoring Report for the Tulloch Hydroelectric Project Historic Properties Management Plan Implementation, Calaveras and Tuolumne Counties, California, FERC No. 2067*. HDR Engineering, Inc., Sacramento, CA.

- 2020 Duran, Paul A. and Nicole A. Ramirez Thomas. *Archaeological Monitoring Report for Phase I Construction and Placement of Junction Boxes and Buried Cable between Nichols Reservoir and McClure Reservoir, City of Santa Fe National Forest, Santa Fe County, New Mexico*. Wonderstone LLC, Stateline, NV.
- 2020 Thomas, Nicole A. Ramirez, Paul A. Duran, and Kendall McGowan. *A Cultural Resources Investigation for the Proposed Vista del Rio Subdivision, Santa Fe, New Mexico*. Wonderstone LLC, Stateline, NV.
- 2019 Thomas, Nicole A. Ramirez and Danielle Risse. *Tulloch Reservoir Historic Property Evaluation and Treatment Plan. Tridam Project, FERC No. 2067, Calaveras and Tuolumne Counties, California*. HDR Engineering, Inc. Sacramento, CA.
- 2019 Thomas, Nicole A. Ramirez, James D. Gallison, and Paul A. Duran. *Canada del Oso Section 106 Compliance, Mora County, New Mexico*. Wonderstone LLC, Stateline, NV.
- 2019 Thomas, Nicole A. Ramirez and Paul A. Duran. *Marra Property Archaeological Survey of Two Buildable Areas, Santa Fe County, New Mexico*. Wonderstone LLC, Stateline, NV.
- 2019 Duran, Paul A. and Nicole A. Ramirez Thomas. *Archaeological Monitoring Report for Waterline Installation at Velarde Road, Santa Clara Drive, and Camino del Gusto, Santa Fe, New Mexico*. Wonderstone LLC, Stateline, NV.
- 2014 Thomas, Nicole A. Ramirez, Michael Jennings, and Christine Hajek. *A Cultural Resources Inventory for the City of Carlsbad Effluent Water Reuse Project*. HDR, Albuquerque, NM.
- 2013 Flint, Sandra S., Matthew Behrend, Nicole A. Ramirez, Monica Mackey, and Richard Norwood. *Cultural Resources Inventory for the Merced Irrigation District's Merced River Hydroelectric Project Relicensing (FERC Project No. 2179), Mariposa County, California*. HDR Engineering, Inc. Sacramento, CA.
- 2011 Gallison, James D, Michael K. Church, Michael Jennings, J. David Kilby, Nicole A. Ramirez, and Christine Hajek. *The Prehistory and Alluvial Chronology of the Lower Rio Grande Valley: Geoarchaeological Investigations and Data Recovery of 41SR392 and 41HG218 Starr, Hidalgo, and Cameron Counties, Texas*. HDR EOC, Albuquerque, NM.
- 2011 Gallison, James D., Michael H. Jennings, Christine Hajek, and Nicole Ramirez. *Archaeological investigation and Stabilization of LA 152062 and an Archaeological Damage Assessment of LA 107494, Kirtland Air Force Base Bernalillo County, New Mexico*. HDR EOC, Albuquerque, NM.
- 2011 Ramirez, Nicole A. and Matthew Edwards. *California Pump Station Force Main Replacement, City of Klamath Falls, Oregon*. HDR EOC, Salt Lake City, CA.

- 2011 Dalton, Kevin, Nicole A. Ramirez, Devin Snyder, and Marilla Baker. *Smartville to Nicholas Transmission Line Survey, Yuba County, CA*. California State University Archaeological Research, Chico, CA.
- 2010 Ramirez, Nicole A., Miriam Rhoeder, Kristina Crawford, and Patrick Brunmeier. *Klamath Wildlife Refuge Complex Environmental Impact Statement: Cultural Resources*. CA. North State Resources, Chico, CA.
- 2010 Ramirez, Nicole A. and Thomas Gates. *Bonnyview Boat Launch Cultural Resources Survey, City of Redding, Shasta County, CA*. CA. North State Resources, Chico, CA.
- 2009 Gates, Thomas and Nicole A. Ramirez. *Weitchpec School Cultural Resources Survey, Humboldt County, California*. CA. North State Resources, Chico, CA.
- 2009 Ramirez, Nicole A. and Patrick Brummeier. *Whetstone Cultural Resources Survey, Medford, Jackson County, Oregon*. CA. North State Resources, Chico, CA.
- 2009 Church, Michael K., James D. Gallison, Michael Jennings, Hannah Fretwell, Roberto Herrera, and Nicole Ramirez. *National Register of Historic Places Evaluation of 45 Archaeological Sites, and the Description of a Newly discovered Biface Cache, Kirtland Air Force Base, Bernalillo County, New Mexico*. HDR EOC, Albuquerque, NM.
- 2008 Ramirez, Nicole A. and Kristina Crawford. *Sly Park Road Realignment Cultural Resources Survey, El Dorado County Department of Transportation, El Dorado County, CA*. CA. North State Resources, Chico, CA.
- 2008 Ramirez, Nicole A. and Kristina Crawford. *Pleasant Valley and Patterson Road Intersection Improvement, El Dorado County Department of Transportation, El Dorado County, CA*. CA. North State Resources, Chico, CA.
- 2008 Ramirez, Nicole A. and Kristina Crawford. *Berg Family Trust Cultural Resources Survey, Sutter County, CA*. North State Resources, Chico, CA.
- 2008 Gallison, James D. Michael K. Church, J. David Kilby, Roberto Herrera, Nicole A. Ramirez. *National Register of Historic Places Evaluation of 47 Archaeological Sites, Kirtland Air Force Base, Bernalillo County, New Mexico*. HDR EOC, Albuquerque, NM.
- 2005 Gallison, James, J. David Kilby, Roberto Herrera, Nicole A. Ramirez and Michael K. Church. *Archaeology of the Western Manzanita Mountains, Kirtland Air Force Base, Bernalillo County, New Mexico*. HDR EOC, Albuquerque, NM.

Publications

- 2019 McGowan, Kendall and Nicole A. Ramirez Thomas. *Parajes Perdidos, Parajes Encontrados: A NMCRIS Investigation into Stops Along the Camino Real in New Mexico*. Archaeological Society of New Mexico 2019 Annual Volume in Commemoration of Cordelia Snow.

Selected Presentations

Acting Locally: Archaeology in Policy and Planning, invited panelist, at the Society of Historical Archaeology 2017 Conference on Historical and Underwater Archaeology.

Beyond Collections: The Implications of Large-Scale Databases for Zooarchaeological Research by Nicole A. Ramirez Thomas and Kendall McGowan (2016). Presented in the symposium Zooarchaeology in the American Southwest and Northwest Mexico: New Pathways and Future Directions, Part II, at the 39th Annual Meeting of the Society of Ethnobiology.

“Lowes” and “Home Depot”: Informal Tool Production at P-55-8833 and P-55-8834 by Nicole A. Ramirez Thomas, Presented in the symposium Recent Cultural Studies at Don Pedro Reservoir, at the 50th Annual Meeting of the Society for California Archaeology.

Fritz Riddell and the Karlo Site: Old Faunal Remains and New Interpretations by Nicole A. Ramirez and Frank E. Bayham (2013). Presented in the symposium The Legacy of Berkeley Archaeology through Museum Collections: Recent Research Using “Old” Archaeological Assemblages, at the 2013 Meeting of the Society for California Archaeology.

Space Exploration as a Universal Value: A Case for Nominating Tranquility Base as a World Heritage Site by Nicole A. Ramirez and Lisa Westwood (2011). Presented in the symposium A New Frontier for Historic Preservation: Space and Aviation Heritage, 76th Annual Meeting of the Society for American Archaeology.

Tracking the Threads of the North American Big Game Debate by Nicole A. Ramirez and Frank E. Bayham (2010). Presented at the 75th Annual Meeting of the Society for American Archaeology, St. Louis, MO and the 2010 Meeting of the Society for California Archaeology.

The Archaeology of the Clarksburg Ferry by Kristina Crawford and Nicole A. Ramirez (2010). Poster presentation at the 2010 meeting of the Society for California Archaeology.

Archaeofaunal Patterning at the Karlo Site CA-LAS-7 by Nicole A. Ramirez and Frank E. Bayham (2009). Presented at the 2009 Meeting of the Society for California Archaeology.

Native American Art in the Twentieth Century by Nicole A. Ramirez (2007). Presented in Native American Culture, lecture, California State University, Chico.

A Geospatial Approach to Rock Shelter Use in the Manzanita Mountains, New Mexico
by Nicole A. Ramirez, J. David Kilby, James Gallison, and Valerie Renner (2006).
Presented at the 71st Annual Meeting of the Society of American Archaeology, San Juan,
Puerto Rico.

Geospatial Technologies and Microtopography as Applied to Archaeological Sites in Northern Mexico, Chihuahua, Mexico by Nicole A. Ramirez and Judith van der Elst
(2004). Presented at the 69th Annual Meeting of the Society of American Archaeology,
Montreal, Quebec, Canada

Sam Burnett

Santa Fe, New Mexico - (505) 920-8948 - jsburnettragueneau@gmail.com



SUMMARY

I am an accomplished project manager, designer and passionate civil servant with a skill set born from the disciplines of design, planning and the natural sciences. I am a valuable team member with a reliable aptitude for creativity, critical thinking, problem solving, emotional intelligence and exceptional interpersonal communication.

PROFESSIONAL EXPERIENCE

Facilities Division Director

City of Santa Fe Public Works Department

May 2021 - Present

I am responsible for directing capital improvements, operations, and maintenance of city-wide facilities. This includes directing the daily operations and activities of the Capital Improvement (CIP) Section, Maintenance (MEP) Section, Construction Section (Locals), and the Custodial Section.

My core responsibilities include:

- Organizing, planning, directing, and budgeting for city-wide capital improvements and maintenance projects.
- Overseeing all CIP projects managed by facilities division ensuring best practices in planning, stakeholder engagement, project management, development, design, bidding, construction and commissioning.
- Development and management of Midtown Santa Fe and the Santa Fe Railyard including development review, code compliance, and utility and infrastructure management.
- Establishing, implementing, and directing an extensive and comprehensive city-wide facilities preventive, predictive and planned maintenance program
- Establishing and directing annual and seasonal maintenance programs to ensure protection of assets and maximum functionality for facility users.
- Preparing and delivering written reports including trending and analysis to industry standards of maintenance activities, building performance, space utilization, capital projects, etc.
- Developing staff to ensure that the workforce is capable of operating and maintaining state-of-the-art building management systems.
- Collaborating with city of Santa Fe administrators, managers, and other internal customers to ensure proactive and optimal facilities management that meets city goals.
- Advising and counseling customers on products and services to enhance building performance and customer's satisfaction.
- Reviews, develops, and/or modifies work plans, methods, and procedures, and determines work priorities.
- Manages organizational structure and recruitment to ensure responsiveness to needs and plans.
- Assist with resolution of problems by engaging teams in collaboration to understand core issues and develop and implement action plans.

Santa Fe Midtown & Railyard Property Maintenance Manager

City of Santa Fe Public Works Department

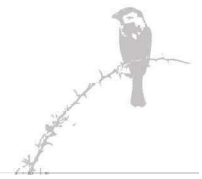
November 2018 - Present

I served as a Project Manager and Property Manager for the City Public Works Department managing all aspects of project execution and physical operations at Midtown Santa Fe and the Santa Fe Railyard. I also provide project management support to the Capital Improvement Program team.

- I served as the city's internal project manager to assist the city's leadership with the redevelopment of midtown Santa Fe
- I provided extensive Project Management overseeing the development of diverse projects for the Santa Fe Railyard, Midtown, and City wide departments and divisions.
- I provided comprehensive procurement support throughout city-wide departments including the execution, management, training, and supervision of the procurement process - ITBs, RFPs, RFQs, MOUs, MOAs, contracts, etc
- I provided comprehensive fiscal management for midtown Santa Fe and the Santa Fe railyard and the Public Works Facilities Division including budget forecasting, budget development, budget approvals and budget tracking
- I served as the city liaison for planning, design, development, construction, lease and license management for both internal and external stakeholders for midtown Santa Fe and the Santa Fe Railyard
- I provided development review and technical approvals for midtown Santa Fe and the Santa fe Railyard
- I developed, implement and manage creative solutions and procedures for complex property and process issues I develop, implement and manage procedures and processes for staff, property and projects execution and management
- I managed all aspects of property, facility, utility, and infrastructure master planning, design, development, construction, maintenance, leasing and licensing
- I provided technical information about development, planning, design, property, facilities, utilities and grounds as needed to elected officials, department directors and other city staff
- I provided direct supervision to project admins and assigned project teams

Sam Burnett

Santa Fe, New Mexico - (505) 920-8948 - jsburnettragueneau@gmail.com



PROFESSIONAL EXPERIENCE - continued

Facilities Capital Improvement Program - Project Administrator

City of Santa Fe Public Works Department

April 2017 - November 2018

- Capital Improvement Project Management overseeing development of diverse projects for City wide departments and divisions. Pre-prepare and manage RFQ/RFP/RFBs and contracts for design and construction of various building, park and infrastructure projects. Manage both in-house and contracted projects, involving multiple funding sources and coordination with a wide range of agencies and departments. Insure improvement projects are completed in accordance with contract scope, plans and specifications, appropriate codes and regulations and procurement requirements. Work with departments, divisions, agencies, task forces, businesses, and neighborhood groups to determine project scopes, requirements, budgets and schedules. Work with department and division directors to assist in the development of project funding and scope needs.
- Design and Construction Management of in-house facility and park renovations and development projects.
- Assist and Support City Staff - with technical requirements and development of project scopes related to facility improvement, maintenance and code requirements.
- Assist and Advise Facilities Maintenance to help ensure proper function and longevity of building systems.
- Maintain Facilities Division Project Archives and provide available documents and resources to City Staff and stakeholders.
- Research theory, policy and best practices for the development of comprehensive project scopes and program development.
- Research, apply for and manage awarded grants funding planning, design and development projects.

Ecological Designer + Project Manager

San Isidro Permaculture

March 2013 - April 2017

- Planning, Design and Drafting of land and watershed restoration projects, erosion control projects, passive and active water harvesting projects, native and edible landscapes, food forests and Permaculture oriented sites.
- Developing and maintaining client relationships from initial consultation through design, contracting, construction to maintenance.
- Act as agent of General Contractor performing estimating, bidding and contracting for restoration and development projects.
- Project Management of restoration and construction projects to ensure they meet both the design specifications and budget.
- Daily operations management including project management, scheduling, employee management and strategic planning.
- Research theory, policy and best practices related to regenerative design and sustainability for use in the development of comprehensive designs and program development.
- GPS data collection and GIS database management.

Landscape Designer

Laboratory of Landscape Architecture (LOLA)

June 2011 - September 2012

- AutoCAD drafting of site plans and construction documents.
- Site assessment and analysis duties to support the lead Landscape Architect.
- Construction administration overseeing the construction of the firms design work to ensure it is constructed according to scope plans and specifications.
- Developing and distributing Architects Supplemental Instructions (ASI) to address required and requested changes to the projects scope, plans or specifications during the construction phase.

EDUCATION

Master of Landscape Architecture - MLA 2009

University of New Mexico School of Architecture and Planning

Bachelor of Conservation Studies Policy and Planning - BA 2005

College of Santa Fe - Institute for Conservation Studies (ICONS)

Project Management Institute - Online Training Center

- Project Management Basics Online Course - 24 Hours 2019

State of New Mexico General Services Division

- State Procurement Code Overview Training - 8 Hours 2018
- State Procurement Request for Proposal (RFP) Training - 24 Hours 2018

Therese Martínez
Librarian Assistant/Intern Architect
30 Little Island Road
Santa Fe, New Mexico 87505
Phone: (505) 955-6798, (505) 984-5071
E-mail: tmartinez@santafenm.gov, TMT22@msn.com

PROFESSIONAL OBJECTIVE **Librarian Assistant:** Take an active role in my public library as a staff member and a patron. Primarily to provide varied, distinct, and necessary services to the public. Specialize in focusing on the success of the patrons through personalized attention to their individual needs. Strive to help save patrons time and energy while addressing concerns and inquiries. With the variety of services uniquely provided all from the same source, to handle the details and provide solutions. To make it a pleasant and efficient interaction and environment, meeting their resource and information needs, establishing trust and camaraderie, so the patron returns to reuse the facility and resources. Secondly, to expand and increase my knowledge of the inner workings of the public library and its place and association in society so as to increase its use, necessity, longevity, and vitality in my community and overall, in all communities.

Intern Architect: Establish, run and take an active role in my own firm; providing varied, distinct and necessary drawing, design and drafting services. Specialize in focusing on the success of the building project through personalized attention to client needs. Strive to help save the client money and time while still addressing the project parameters. With the variety of services uniquely provided all from the same source, to handle the details and provide solutions. To put dreams on paper and make them a reality.

PRESENT ENDEAVORS Employed by the City of Santa Fe as a Project Administrator/Project Manager.

Formerly employed by the City of Santa Fe as a Librarian Assistant in the Santa Fe Public Library Technical Services Department cataloging materials for three Library Branches.

Admitted to the ALA accredited Graduate Program at the University of Wisconsin-Madison for the Master of Arts in Library and Information Studies Program for Fall 2021 through 2023 through their i-school online program.

Formerly Spanish Translator for three Library Branches and other City departments.

Formerly Executive Board Member of AFSCME (Union) Local 3999.

Committee Member of Local 3999 Union Sick Leave Bank (SLB) for the Family Medical Leave Act (FMLA).

Chief Steward for Union membership representation.

On the Negotiations Team for the Union-negotiating a new AFSCME Contract with the City of Santa Fe.

Actively taking the NCARB Architects Registration Examination.

Active Martial Artist Competitor-10+yrs.

Active member, Former Vice-President of my Neighborhood Association. (Preserve the Trail Association).

EXPERIENCE

2012
To
2021
Full time. Employed by the City of Santa Fe in the Community Services Department, Library Division, Main Library Branch, Technical Services Department, as a Librarian Assistant/Cataloger. Catalog, classify, new books and media. Ensure accuracy, consistency of data in materials, bibliographic records. Produce formatted records on OCLC, attaching order information as required. Troubleshoot cataloging problems. Instruction in cataloging tools, techniques to new hires. Knowledge of library collections and the use of reference tools. Knowledge of computers and their use. Interpersonal communication skills, office skills, and use of various types of office equipment. Spanish translations for Library Branches. Catalog Spanish Language materials. Munis trained as a Financial Receiver. Assist with Curbside preparation and hold fulfillment. Minimum amount of supervision.

2007
To
2012
Part-time. Employed by the City of Santa Fe in the Community Services Department, Library Division, Southside Branch, Circulation Department, as a Library Technician in various capacities with emphasis on all Spanish sections from Children's to Adults, and Young Adult Materials. Assisted patrons in Media Dept. with media materials and equipment. Duties of a Reference Librarian: signed up patrons for internet computers, assisted with problems with software, printing, and reference questions. Signed up patrons and lent out study room/meeting rooms. Scheduled groups for all rooms also. Interacted and worked in conjunction with Children's, Circulation, Reference, technicians and Friends of the Library members. Opened then secured the media department and display cases for the monthly art displays. Provided artists with materials for hanging art. Temporary. Holding position until it was filled. These were additional hours to my regular part-time hours="floater". Monitored circulation desk, ordered and shelved books, provided assistance to library patrons, entered data into library system. Issued library cards, voter registration, answered patron questions, communicated policies/procedures in Spanish and English. Assisted in ESL (English as a Second Language) tours. Accepted money for fines, maintained cash drawer, sorted and retrieved books from other branches and book drops, reserved materials for patrons. Performed searches in the collection, printed spine labels, stamped books, applied book jackets, placed theft detection strips, mended books, permanently removed books. Oversaw volunteers. Promoted to Librarian Assistant position at the Main Library Branch, Technical Services Department.

1983
to
Worked on a contractual basis or full-time basis doing drawing, design and/or drafting for the following:

2021

Private land owners within:
Santa Fe's Historical Styles District
Santa Fe Escarpment District
City of Santa Fe
Santa Fe County
San Miguel County
Rio Arriba County
Mora County
Los Alamos County
Taos County

Architects:
Dale F. Zinn and Associates, A.I.A.
Melvin Martinez, A.I.A.
John Arrison, A.I.A.
Mimbres, Inc., A.I.A.
William Agnew, A.I.A.
McHugh, Lloyd and Associates, A.I.A.
John T. Midyette, III & Associates, A.I.A.
Dorman/Nelson Architects, A.I.A.

Designers:
Malcolm Worby Design

Engineers:
M & E Engineering, Inc.

Real Estate Brokers:
Barker Realty Corp.
Frederick Hoffman Realty/Better Homes and Gardens
Christopher Webster
Ater & Associates

Contractors:
Donald Garcia, Builder
Bill Fruegh, Contractor
DMT Builders, Inc.
The Builders Group
McCawley Construction
Roger Hunter, Builder
Walton Chapman Builders
PCI Contracting Inc.
Paul Davis Restoration and Remodeling
Leonard Rodriguez, Contractor

Government:
Santa Fe County Land Use Department as a Land Use Planner

EDUCATION

2022

Accepted and enrolled for Fall Semester in the University of Wisconsin Graduate Master's Program in Library Science.

2020

Completed an online course on Grant Writing for Libraries.
Completed online course on Communication.
Completed online course on Bilingual Story Time.

2019

Completed CSI (Construction Specification Institute) Project Delivery Workshop.

2015

Completed course in REVIT-3-D modeling at the Santa Fe Community College.

2014

Completed 2 levels of Technical Drawing with CAD at the Santa Fe Community College AUTOCAD Drafting Program.

1978

to

1982

Received a Bachelor of Arts in Architecture,
University of New Mexico,
School of Architecture and Planning

Concentration: Design
Emphasis on Precision Drawing, Art, Rendering and Landscape Design and Detailing.

1987

Completed my Internship Qualifications and time and became Eligible for an Architect's License.
Earned the Official title: Intern Architect.

SKILLS

Over 20 years' experience with face to face, one on one interaction with clients.

Performed Project Management on various projects.

Participated in the RFP (Request for Proposal) and Bidding and Addendum Process on various projects.

Have presented orally and visually before various Committees and Boards including but not limited to:
City Council (Governing Body)-City of Santa Fe, New Mexico
City of Santa Fe Finance Committee
City of Santa Fe Historical Design Review Board
Santa Fe Board of County Commissioners
City of Santa Fe Board of Adjustment
County Development Review Committee
Individual developer Review Boards
Neighborhood Covenant Review Boards
Eldorado Subdivision Neighborhood Review Board
Santa Fe County Extraterritorial Zoning Commission (Extraterritorial Land Use Authority)
Neighborhood Association(s)

ACHIEVEMENTS

Certified/Licensed as a Navigator for the CONNECT/Unite Us Assistance Program.

Officially trained as a Contact Tracer.

Elected as the Recording Secretary for AFSCME Local 3999-Employee Union.

Have successfully been approved for 5 out of 5 projects that have gone before the Santa Fe Historical Styles Board of which 2 were ADA (American Disabilities Act) retrofit designed and brought up to Code.

Have Designed over 50 Residential or Commercial Projects through *A Different Perspective*, my Sole Proprietorship.

Designed and Built my own Private Residence.

Passed 1 (one) section of the ARE (Architects Registration Examination) version 5.0.

Passed 7 sections of the 3.1 NCARB (National Council of Architectural Registration Boards) Architects Registration Exam (ARE).

Passed/Got Credit for 1 section of the 4.0 NCARB (National Council of Architectural Registration Boards) Architects Registration Exam.

My Design Renderings were used in a State of New Mexico District Court case to allow a Residence to be built/remodeled and was approved via my drawings.

My Color and Black-and-White Perspective Renderings were used for the sale and show of various Businesses and Residences by several Real Estate Firms.

5th Generation of original homesteaders from Spain, reside on the original Land Grant.

Bilingual (Spanish speaking).

Black Belt in Martial Arts-Karate

GOALS

Master of Arts in Library Science and Information Studies

Architect Licensure

Certified Spanish Translator

Professional Qualifications (36 CFR Part 61) CERTIFICATION
Architecture Professional Qualifications

NAME: Barbara Felix

PROJECT ROLE: Architect

The New Mexico Historic Preservation Division's grant programs (Historic Preservation Grants and Grants to Certified Local Governments) are funded by the Historic Preservation Fund, federal funds administered through the United States Department of the Interior, National Park Service. With the use of federal funds, key personnel involved in grant projects must meet the requirements outlined in the Secretary of the Interior's Professional Qualifications Standards for their role. Please complete the appropriate qualifications sheet for each personnel based on their project role.

Below are the requirements for personnel who are architects. In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.

Alternative A

- ☐ Professional degree in Architecture
and
- ☐ At least two years full-time professional
experience in architecture (attach explanation)

Alternative B

- ☒ State license to practice architecture
New Mexico, 3277
(specify state(s))

To meet the standards in this discipline you must be able to check both boxes under Alternative A or the box under Alternative B. Note that professional degree means a five-year or graduate degree. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period.

John W. Murphey
Architectural Historian – Preservation Planner

Santa Fe, New Mexico – Santa Rosa, California
505-577-7593 – 707-583-7819
John@archhistoryservices.com

EDUCATION

M.S. Historic Preservation Planning, Architectural History concentration, Eastern Michigan University, Michigan, Summa Cum Laude, 1996
B.A. Humanities, Urban History concentration, San Francisco State University, California, Cum Laude, 1989

SUMMARY OF EXPERIENCE

More than 20 years of professional experience in the fields of architectural history, historic preservation, and public history. Extensive experience with the National Register of Historic Places, architectural survey, and property research. Historic preservation specialist with experience in program management, Section 106 compliance, HABS/HAER documentation, determinations of eligibility, design review, code enforcement, grant writing, public relations, and article development. Experience with all levels of government as well as private sector architecture, design, and building professions. Advanced skills in research and the documentation of commercial, residential, and institutional properties as well as highway and public infrastructure. This work has been conducted in California, Arizona, New Mexico, Michigan, Texas, Oklahoma, and Maryland. Murphey meets the Code of Federal Regulations, 36 CFR Part 61 in Architectural History and History, and is listed in the California Historical Resources Information System in the area of Architectural History. Murphey is listed in the New Mexico and Oklahoma State Historic Preservation Office directories as qualified in Architectural History and History and is approved to work in all City of Santa Fe historic and archaeological districts.

EXPERIENCE

Architectural Historian and Planning Consultant, 2014 - present

- Conduct architectural surveys
- Perform archival and primary source research
- Prepare planning and application documents
- Guide clients through the zoning review process
- Represent clients at review hearings
- Prepare State and National Register nominations
- Create HABS/HAER documentation
- Draft preservation plans
- Serve as on-call Senior Architectural Historian for ICF International, San Francisco, BRIC, WSP USA, Albuquerque, and in a consulting capacity with other firms

Contract Architectural Historian, New Mexico MainStreet, Santa Fe, New Mexico, 2014 - 2016

- Provided technical preservation assistance to New Mexico MainStreet and Frontier communities
- Built capacity with local organizations to meet preservation goals and project objectives
- Conducted historical research and architectural surveys
- Prepared State and National Register nominations
- Served as resource member for New Mexico MainStreet programs

Senior Planner, City of Santa Fe Historic Preservation Division, Santa Fe, New Mexico, 2011 - 2014

- Co-managed City of Santa Fe Historic Preservation Division program
- Performed technical reviews of development projects for compliance with City preservation ordinance
- Prepared and presented cases to the Historic Districts Review Board
- Provided technical assistance to City staff, architecture and construction industry and general public
- Coordinated City of Santa Fe Archaeological Review Committee program
- Prepared Historic Cultural Properties Inventory surveys
- Supervised grants

Cultural Resources Specialist, NPS Route 66 Corridor Preservation Program, Santa Fe, New Mexico, 2009 - 2011

- Coordinated cost-share grant program
- Reviewed architectural surveys and National Register nominations
- Prepared Section 106 documentation
- Conducted primary source research
- Created newsletters and other reports
- Provided technical assistance to diverse public agencies and property owners across Route 66

Architectural Historian, New Mexico Historic Preservation Division, Santa Fe, New Mexico, 2000 - 2008

- Managed and expanded State and National Register and survey programs
- Coordinated and expanded New Mexico Official Scenic Historic Markers program
- Provided technical assistance and oversight in preparation of State and National Register nominations
- Coordinated and reviewed consultant surveys
- Developed proposals for thematic cultural resources surveys
- Supervised grant contracts
- Managed Section 106 review of architectural resources

Historian, Texas Historical Commission, Austin, Texas, 1999-2000

- Reviewed effects to built-environment resources under Section 106
- Assisted property owners in preparing National Register nominations
- Provided historic preservation guidance to local, state and federal agencies
- Prepared National Register nominations for State Board of Review

Project Administrator, Texas Historical Commission, Austin, Texas, 1997-1999

- Managed first phase of Texas Department of Transportation bridge survey project
- Developed survey methodology and eligibility criteria
- Coordinated field survey and documentation of 1,032 bridges
- Prepared 467 individual bridge reports
- Prepared draft historical context and survey report
- Supervised staff and contract historians

Historian, Texas Historical Commission, Austin, Texas, 1997-1997

- Co-managed survey of Texas New Deal highway infrastructure projects
- Conducted site surveys
- Prepared primary source research of surveyed properties
- Drafted 650 surveys and determinations of eligibility

Teaching

Lecturer: Sonoma State University, Department of Anthropology, 2021, 2022

Lecturer: University of New Mexico, Southwest Summer Institute for Preservation and Regionalism, 2003-2008

Awards

Appreciation Award, Archeological Council of New Mexico, 2006

Heritage Preservation Service Award, City of Santa Fe, 2006

Award for Excellence, U.S. Army Corps of Engineers, 2008

Santa Fe Mayor's Award of Excellence in Historic Preservation, 2021

Board Appointments

Sonoma County Historical Records Commission, Santa Rosa, California, member, 2016-2022

City of Santa Rosa Cultural Heritage Board, Santa Rosa, California, member, 2016-2019

Historic Santa Fe Foundation, Research Committee, Santa Fe, New Mexico, member, 2014-2016

Society for Commercial Archeology, Little Rock, Arkansas, board member, 2008-2013

Historic Santa Fe Foundation, Santa Fe, New Mexico, board member, 2006-2009

Federal Advisory Council on Route 66, Washington, D.C., chair, 2007-2009
Archaeological Review Committee, City of Santa Fe, Historian, 2002-2006

Current Memberships

Association for Gravestone Studies
California Preservation Foundation
Historic Santa Fe Foundation
Historical Society of Santa Rosa
International Society for Landscape, Place, and Material Culture
National Trust for Historic Preservation
Old Santa Fe Association
Society for Commercial Archeology
Society of Architectural Historians
Sonoma County Historical Society
Vernacular Architecture Forum

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Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico

BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME				DATE	
Public Works Department / Facilities Division				2/19/2023	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}
WIP Design	3209980	572960	Project Id. FA3200DL	44,600	
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}
NM Department of Cultural Affairs	3209980	490150	Project Id. FA3200DL Grant Id.	44,600	
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				\$	-

This funding is from a State of New Mexico Department of Cultural Affairs, Project: Main Library Exterior Assessment Project	{Complete section below if BAR results in a net change to ANY Fund}	
	Fund(s) Affected	Fund Balance Increase/(Decrease)
	TOTAL:	0

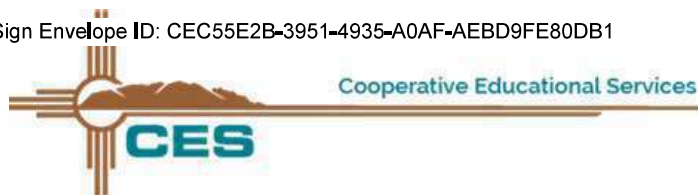
De Alva Calabaza Prepared By {print name}	2/16/2023 Date	{Use this form for Finance Committee/ City Council agenda items ONLY}	<div style="display: flex; justify-content: space-between;"> <div> <u>Andy Hopkins</u> Andy Hopkins (May 4, 2023 12:24 MDT) </div> <div> May 4, 2023 </div> </div> Budget Officer
Division Director Signature {optional}		CITY COUNCIL APPROVAL City Council Approval Date: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>	Finance Director {≤ \$5,000}
Department Director Signature		Agenda Item #: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>	City Manager {≤ \$60,000}

GRANT SCHEDULE

Main Library | 145 Washington Avenue
City of Santa Fe

SCHEDULE, MILESTONES & DELIVERABLES

Date	Milestones	Deliverables
On or before April 30, 2023	CONTRACTOR will: 1) Engage Architect 2) Architect to engage subconsultants (as noted in Narrative) 3) Architect to complete onsite conditions assessment	CONTRACTOR will submit: 1) Environmental Testing Report for ACM (Asbestos Containing Materials) and Lead Based Paint (LBP) 2) Progress Report #1 - Draft introduction + Report Outline 3) Invoice #1 (1/4 of grant amount)
On or before June 1, 2023	CONTRACTOR will: 1) Contractor to review and provide feedback on introduction and outline 2) Architect to complete Priorities and Recommendations for Owner Feedback and coordinate HCPI draft	CONTRACTOR will submit: 1) Progress Report #2 - Draft Report with Priorities and Recommendations 2) HCPI Draft Report 3) Invoice #2: (1/4 of grant amount)
On or before Jan 30, 2024	CONTRACTOR will: 1) Contractor to review and provide feedback on priorities and recommendations 2) Contractor and Architect to review cost ranges against preliminary recommendations for inclusion in final report	CONTRACTOR will submit: 1) Progress Report #3 - Draft Report with Estimated Cost Ranges + Updated Feedback 2) HCPI Final Report 3) Invoice #3: (1/4 of grant amount)
On or before June 1, 2024	CONTRACTOR will: 1) Incorporate Owner Comments 2) Finalize Executive Summary	CONTRACTOR will submit: 1) Final Conditions Assessment Report 2) Final Invoice: (1/4 of grant amount or remainder of grant)



Contract Award Letter

October 5, 2022

Barbara J. Felix Architecture + Design, LLC
511 Agua Fria St
Santa Fe, NM 87501

Re: Contract Award for:

2023-01-C1127-ALL Design Professional Services, Category 1 - Lot 1, Architectural Design and Consulting Services

Dear Procurement Partner,

Cooperative Educational Services (CES) thanks you for responding to our 2023-01 solicitation. The responses have been reviewed and it is our pleasure to inform you that your company has been selected to provide the products and services indicated in your response.

The Contract, in conjunction with the Contract and RFP documents, constitute the Agreement between the parties. Please retain all documents for your records. This Indefinite Delivery and Indefinite Quantity contract, as defined in NMSA 13-1-63; is for four (4) years beginning October 6, 2022, and expiring October 5, 2026, pursuant to 13-1-150 NMSA.

It is the vendor's responsibility to keep pricing up to date throughout the life of the contract.

Sincerely yours,

Cooperative Educational Services

A handwritten signature in blue ink that reads "David Chavez".

David Chavez
Executive Director, Chief Procurement Officer
Office: 505.344.5470

ACCEPTANCE OF PROPOSAL AND CONTRACT AWARD

CES RFP NUMBER: 2023-01

RFP DESCRIPTION: Design Professional Services, Category 1 - Lot 1, Architectural Design and Consulting Services

CES CONTRACT NUMBER: 2023-01-C1127-ALL

CONTRACT

This contract award is being made by Cooperative Educational Services ("CES"), 10601 Research Rd SE, Albuquerque, New Mexico 87123 effective this October 6, 2022, to Barbara J. Felix Architecture + Design, LLC, with its principal office located at 511 Agua Fria St, Santa Fe, NM 87501 pursuant to the above referenced CES conducted Request for Proposal ("RFP"), or Request for Bids ("RFB") procurement, and Contract Holder accepts the award and enters into this contract pursuant to the following terms and conditions.

RECITALS

Cooperative Educational Services (CES) is a cooperative procurement agency created by a Joint Powers Agreement as authorized by Section 11-1-1, et. seq., N.M.S.A., 1978, and Section 13-1-135 and procures tangible personal property, services and construction services ("Products, Services and/or Construction Services") pursuant to the New Mexico Procurement Code for the benefit of its Members and Participating Entities. The Members consist of public educational institutions in New Mexico that are signatories to a Joint Powers Agreement establishing CES as their procurement agency. The Participating Entities are governmental and 501(C) (3) organizations that have entered into Participating Entity Agreements with CES which allow them to take advantage of the procurement efforts of CES.

The undersigned (Contract Holder) has successfully responded to a RFP or RFB published by CES in accordance with the Procurement Code, (13-1-103, 111, 112), and Contract Holder is being awarded this RFP or RFB contract by CES which allows Contract Holder to offer Products, Services and Construction Services in accordance with the terms and conditions set forth herein and in the RFP or RFB documents and this contract award.

CONTRACT TERMS

1. The contract term shall be for Four (4) years from the effective contract award date October 6, 2022 through October 5, 2026. CES reserves the right to renew the Contract through a written amendment signed by all required signatories, but in any case, the Contract shall not exceed the total number of years allowed pursuant to NMSA 1978 13-1-150. CES reserves the right to offer month-to-month extensions if it is determined by CES to be in the best interest of CES Members/Participating Entities.

2. Contract Holder agrees and acknowledges that the contract terms and provisions are those contained in the above referenced RFP or RFB and agrees to furnish all Products, Services and/or Construction Services in compliance with all terms, conditions, specifications of and amendments to this RFP, IFB or RFB. Contract Holder understands that his obligations under this RFP or RFB contract extend to CES Members and Participating Entities who are third party beneficiaries of this RFP or RFB procurement process. The Members/Participating Entities may negotiate with Contract Holder certain additional terms and conditions relating to the scope of services and other performance details. However, the terms and conditions of the RFP or RFB may not be altered or amended except with the approval of CES and in accordance with the State Procurement Code.

3. Contract Holder acknowledges and agrees that CES' purpose and function is to act as a cooperative procurement agent on behalf of its Members and Participating Entities so that they may take advantage of these procurement efforts. CES does not have any subsequent responsibility relating to the quality and fitness of any Products, or the performance of any Services and Construction Services by Contract Holder. Any purchase orders placed by a CES Member or Participating Entity with Contract Holder directly or through CES and any resulting contract between the Contract Holder and a CES Member or Participating Entity do not create any additional obligations on the part of CES.

4. For transactions which involve CES transmitting purchase orders from a CES Member/Participating Entity to Contract Holder, CES volunteers to act as a payment facilitator to make payments to Contract Holder with funds transferred to CES by the CES Member/Participating Entity in accordance with CES Member/Participating Entity's written instructions and to provide an accounting of all monies paid or received by CES pursuant to this Agreement. CES also volunteers to provide informal mediation services between Contract Holder and CES Member/Participating Entity in the event any dispute arises between them.

5. Contract Holder understand and agree that upon CES' receipt of funds from CES Member/Participating Entity, CES has no right or authority to thereafter apply those funds to any purpose other than as instructed by CES Member/Participating Entity. CES shall incur no liability to Contract Holder except for liability arising from CES' own gross negligence or willful misconduct to the extent allowed by New Mexico law. Through this procurement process, Contract Holder is

6. authorized to provide the described Products, Services or Construction Services. CES has no obligation or right to involve itself with the manner or method by which Contract Holder provides these Products, Services or Construction Services.



7. To the extent allowed by New Mexico law, Contract Holder agrees to hold CES harmless from all costs, expenses, attorney fees and judgments based upon claims between a CES Member/Participating Entity and Contract Holder in connection with the specified Products, Services or Construction Services provided by Contract Holder

8. Contract Holder agrees that it will not assert any claim against CES in the event that a dispute arises regarding the alleged failure of Contract Holder or CES Member/Participating Entity to perform as provided for in the RFP or RFB documents, any purchase order or other contract between Contract Holder and a CES Member/Participating Entity. This does not include claims against CES based upon the alleged gross negligence or intentional acts of CES.

9. Any liability incurred in connection with this Agreement shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, §§ 41-4-1 et seq, NMSA 1978, as amended.

9. The Recitals are incorporated herein as contract terms.

Agreed effective the above date:

Cooperative Educational Services

Barbara J. Felix Architecture + Design, LLC

David Chavez

Printed Name

By:

A handwritten signature in blue ink that reads "David Chavez".

Title: Executive Director

Date: 10/6/2022

Barbara J. Felix

Printed Name

By:

DocuSigned by:
Barbara J. Felix
B5FACB35BDE041C...

Title: President

Date: 10/30/2022

**ATTACHMENT A
TO CONTRACT 2023-01-C1127-ALL
ACCEPTANCE OF PROPOSAL
AND CONTRACT AWARD**

**GENERAL SCOPE OF WORK AND SPECIFICATIONS
CES RFP 2023-01 Design Professional Services
Category 1 - Lot 1, Architectural Design and Consulting Services**

GENERAL

This contract shall comply with the Procurement Code, 13-1-154.1 NMSA 1978 thresholds for On-Call Design Professional Services as follows:

Design fees for a single project shall not exceed Six Hundred Fifty Thousand Dollars (\$650,000) and the contract term shall not exceed four (4) years or Seven Million Five Hundred Thousand (\$7,500,000) whichever occurs first.

1. ARCHITECTURAL DESIGN BASIC SERVICES

“Architectural services” means the services, as defined by rule of the board, performed in the practice of architecture. These services include predesign services, programming, and planning, providing designs, drawings, specifications, other technical submissions, administration of construction contracts, coordination of technical submissions prepared by others and such other professional services as may be necessary to the planning, progress, and completion of any architectural services. An architect who has complied with all the laws of New Mexico relating to the practice of architecture has a right to engage in the incidental practice of activities properly classifiable as engineering; provided that he architect does not hold himself out to be an engineer or as performing engineering services and further provided that the architect performs only that part of the work for which the architect is professionally qualified and used professional engineers, architects or others for those portions of the work in which the contracting architect is not qualified. Furthermore, the architect shall assume all responsibility for compliance with all laws, codes, rules and ordinances of the state or its political subdivisions pertaining to documents bearing an architect’s professional seal.

Additionally, firm(s) to provide services that may include, but are not limited to:

- a. Interior and exterior design services; space planning services; office, instructional, vocational and specialty areas space design; furniture, fixtures and equipment selection and layout;
- b. Structural, mechanical, electrical, and environmental engineering
- c. Facility master plan development, review and updating;
- d. Program development and implementation;
- e. Site, infrastructure, facility, building and building systems assessment and evaluation;
- f. Deficiencies investigation, physical and environmental;
- g. LEED and building commissioning services;
- h. Miscellaneous services associated with and related to the above services.

2. Design Professional Licensure: Offerors will have all the appropriate New Mexico licenses if they intend to perform and provide the services themselves. Copies of current licenses are required. The Offeror agrees to keep and ensure that any required licenses for it and any consultants for a project current and in compliance with New Mexico rules and regulations. It is the Offeror’s responsibility to keep CES updated

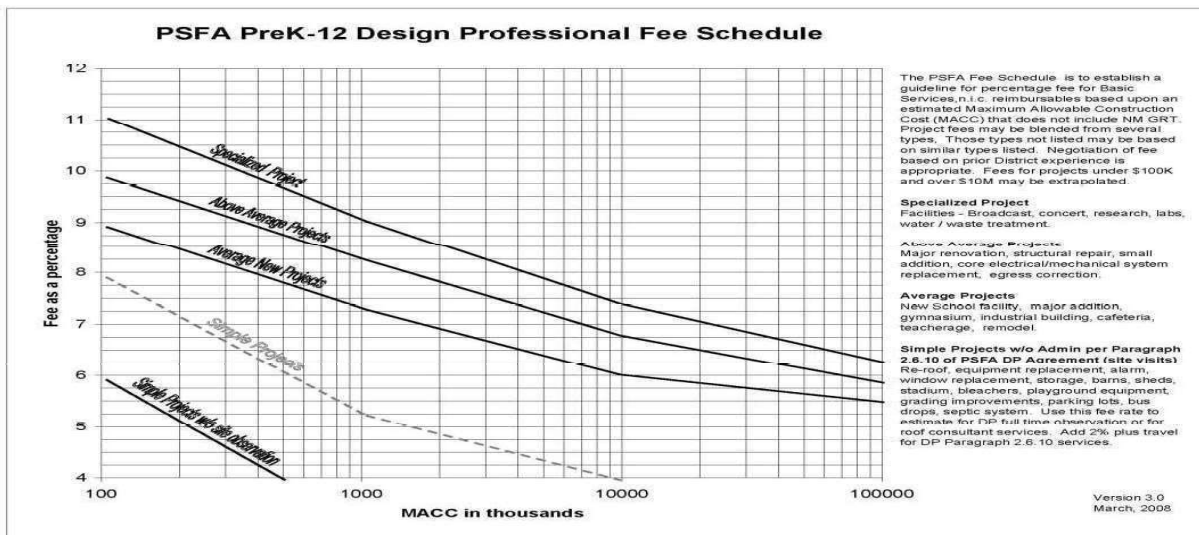
to any changes in licensure, or to provide copies of renewed licenses to keep the procurement file up to date.

3. Fee Schedule For Professional Services:

Per the NM Procurement Code 13-1-124.Architect Rate Schedule, The Offeror shall utilize the State of NM architect rate schedule which shall set the highest permissible rates for each building type group, which shall be defined in the regulations for a project. The rate schedule shall be in effect upon the approval of the state board of finance and shall be in compliance with the State Rules Act and shall apply to all contracts between a CES Member (K-12) and the Offeror. The Offeror is encouraged to review and take into consideration the State guidelines layout in the New Mexico General Service rule (GSD 85-510), New Mexico Administrative Code 1-5-18.

State of NM & Public School Facilities Authority Architect Rate Schedule

Per the NM Procurement Code 13-1-124.Architect Rate Schedule



4. Project Phases

Each individual project's scope of work performed will be subject to the individual CES Member or Participating Entity engaging, assessing, evaluating, selecting, and negotiating with the Offeror that possesses the qualifications, background, experience, attributes and resources that best fit their project's goals, objectives and outcomes, and to assist them in developing, implementing, executing, conducting and completing the identified project in the most cost effective and timely manner. The project phases may include, but is not limited to:

1. Programming phase;
236. Conceptual design and alignment studies;
237. Schematic design phase;
238. Design development phase;
239. Construction documents phase;
240. Procurement and/or bidding phase;
241. Construction phase;
242. Project acceptance and close-out;
243. Project 11-month warranty phase
244. CES Member/Participating Entity retainage of records

5. Design Activities

The tasks and activities to be performed may relate to and include, but are not limited to new infrastructure, facility and building construction.

- a. Educational (administrative, classroom, science, vocational, food service, athletic, playground, maintenance, transportation, etc.) facilities;
- b. Utility plant and infrastructure (electricity, gas, water, sewer, communications, etc.) generation, distribution, storage, and related facilities;
- c. Historical facility preservation and restoration;
- d. Drainage, storm water and flood control systems;
- e. Medical and healthcare facilities;
- f. Public landscape, parks, and recreational facilities;
- g. Transportation, (transit, street, parking lots, pedestrian walkways, bikeways, trails, walkways, etc.) infrastructure and facilities;
- h. Urban Design (Architectural, Planning and Engineering Services);
- i. Design and project management services of new additions to a public safety/law enforcement facility;
- j. Renovation, remodeling, repair, replacement and upgrading of existing infrastructure, facility, building and building systems;
- k. Educational (administrative, classroom, science, vocational, food service, athletic, playground, maintenance, transportation, etc.) facilities;
- l. Reconfiguring and modifying existing spaces to meet current program needs and requirements,
- m. Updating and replacing of the building's envelope (roof, exterior walls), interior walls and fixtures, doors, windows, etc;
- n. Renovating, upgrading, and replacing existing electrical (generating, distribution, lighting, communications, etc.) systems;
- o. Renovating, upgrading and the replacing of existing mechanical (HVAC, plumbing, etc.) systems;
- p. Renovating, upgrading, and replacing existing specialty systems, fire, security, intercom, and communications (voice, data, fiber, Ethernet, cable TV, etc.);
- q. Renovating, remodeling, and upgrading existing infrastructures, facilities, buildings, to comply with ADA, health and safety standards, codes, and regulations;
- r. Renovation and restoration of existing historical facilities to preserve the physical and historical integrity of the original facility (fabrics, colors, and styles shall be consistent with the building's history, design, and architecture);
- s. Utility plant and infrastructure;
- t. Renovating, updating, and replacing existing utility infrastructure and facilities (electric, gas, water, sewer, communications, etc.);
- u. Respond to, manage, and address emergency repair and recovery events involving these utility assets
- v. Drainage, storm water and flood control systems;
 - 1) Renovating, updating, and replacing existing systems to meet current and future needs;
 - 2) Respond to, manage, and address emergency repair and recovery events involving these systems;
- w. Medical and healthcare facilities renovate, remodel, and reconfigure the facility for a changing in its function and operations, including renovating, updating, and replacing existing medical and healthcare furniture, fixtures, equipment and delivery systems.

6. Hourly Rate Schedule and Reimbursable Fees shall be submitted after Final Award Notice for the



Contract File: The Offeror will furnish its proposed hourly rate schedule and Reimbursable Fees schedule that will become part of the Offeror's procurement file. The Hourly Rate Schedule must clearly state and identify any/all services and related services proposed in response to this solicitation with their associated costs, whether provided by the Offeror. The Offeror will maintain, keep current and provide copies of the approved hourly rate schedule to CES Agencies for audit purposes when preparing quotes. The Hourly Rate Schedule may be modified at contract renewal.

7. Quote/Proposal for the Work for CES Member/Participating Entity: When preparing a quote/proposal under a CES-awarded contract, the Offeror must clearly identify and break out services, deliverables, materials, and reimbursable expenses into individual line items as they appear on the Offeror's awarded price schedule or pricing methodology. Stated prices must include the CES one percent (1.25%) administrative fee.

End of Category 1 / Lot 1 Scope of Work

ATTACHMENT B
ACCEPTANCE OF PROPOSAL AND OFFER
AND CONTRACT AWARD
Design Professional Services
Category 1 - Lot 1, Architectural Design and Consulting Services

PRICING

All pricing including updates/changes must be uploaded through the vendor portal in the eProcurement System for review and approval by CES.

- A. **Price List/Pricing:** The Offeror will upload through the vendor portal electronic copies of or provide electronic access to the approved current price list(s) for products and services offered under this solicitation (RFP) upon execution of this contract. The Offeror must keep current all pricing for any contract issued as a result of this solicitation. Should the Offeror fail to update pricing with CES, the Offeror shall honor their pricing on file with CES at the time of their quote submittal to the CES Member/Participating Entity. Discounts off the current price list are permitted and must remain firm throughout the life of the contract. Discount off list price must be clearly noted in the price quote to the member. All pricing must include the CES 1.25% administration fee.
- B. **New Technology and Products:** New products or related services announced by manufacturer and/or Contractor may be added to this existing contract. Pricing shall be equivalent to the percentage discount of other product(s); is substantially superior to the original product(s) offered; is discounted in a similar or to a greater degree; and if the product(s) meet the requirements of the original RFP. No products may be added to avoid competitive procurement procedures. CES is responsible for approving any product, service or technology for this contract. CES can reject any approved additions, any new product, service or technology for this contract, without cause.
- C. **Price Quote/Proposal:** When preparing a quote/proposal under a CES awarded contract, the Offeror must clearly identify and break out quantities, descriptions, supplies, materials, equipment and services into individual line items as they appear on the Offeror's awarded price schedule or pricing methodology. At a minimum all quotes or proposals shall include the following: description, "hourly labor rate or the list/catalog unit price", "the per cent discount offered" and the final "CES price". All stated prices must include the CES one point two five percent (1.25%) administrative fee. Shipping/Freight costs and the New Mexico Gross Receipts Tax as applicable must be stated in separate lines.
- D. **Price Reduction, Promotional and Special Pricing:** A price reduction can be offered at any time and will become effective upon approval by CES. CES reserves the right to approve or disapprove such requests.
- E. **Price Increases:** Anytime during the life of the contract, pricing can be updated (increased/decreased) with proper justification letter from the manufacturer or distributor thereof and will become effective upon approval by CES. CES reserves the right to approve or disapprove such requests.
- F. **Price Surcharges:** Depending on current market conditions, surcharges may apply as approved by CES.



WOVENAR-01

EHUGHES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/29/2022

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).

PRODUCER Professional Liability Insurers, Inc. 6101 Moon Street NE Suite 1000 Albuquerque, NM 87111	CONTACT NAME: Eloise Hughes	
	PHONE (A/C, No, Ext): (505) 822-8114 FAX (A/C, No): (505) 822-0341	
	E-MAIL ADDRESS: ehughes@cressinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Travelers P&C of America	25674
	INSURER B : AXA Insurance Company	33022
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED
Woven Architecture LLC dba Barbara J Felix Architecture & Design LLC
343 W. Manhattan Ave
Santa Fe, NM 87501

COVERAGES

CERTIFICATE NUMBER:

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6802J19855A	6/19/2022	6/19/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA8R567201	6/19/2022	6/19/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	UB5K033508	5/13/2022	5/13/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liab			DPS9994161	6/19/2022	6/19/2025	Each Claim 1,000,000
B	Professional Liab			DPS9994161	6/19/2022	6/19/2025	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project: Main Library Exterior/Building Envelope Assessment

CERTIFICATE HOLDER

CANCELLATION

City of Santa Fe
145 Washington Ave
Santa Fe, NM 87501

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



City of Santa Fe
Treasury Department
200 Lincoln Ave.
Santa Fe, New Mexico 87504-0909
505-955-6551

BUSINESS REGISTRATION

Business Name: WOVEN ARCHITECTURE, LLC
DBA: WOVEN ARCHITECTURE

Business Location: 343 W MANHATTAN AVE
SANTA FE, NM 87501

Owner: WOVEN ARCHITECTURE, LLC

License Number: 233840

Issued Date: December 19, 2022

Expiration Date: December 19, 2023

CRS Number: 02333143007

License Type: Business License - Renewable

Classification: Business Registration - Standard

Fees Paid: \$35.00

WOVEN ARCHITECTURE, LLC
343 W MANHATTAN AVE
SANTA FE, NM 87501

THIS IS NOT A CONSTRUCTION PERMIT OR SIGN PERMIT.
APPROPRIATE PERMITS MUST BE OBTAINED FROM THE CITY
OF SANTA FE BUILDING PERMIT DIVISION PRIOR TO
COMMENCEMENT OF ANY CONSTRUCTION OR THE
INSTALLATION OF ANY EXTERIOR SIGN.

THIS REGISTRATION/LICENSE IS NOT TRANSFERABLE TO
OTHER BUSINESSES OR PREMISES.

TO BE POSTED IN A CONSPICUOUS PLACE



City of Santa Fe

Real Estate Summary of Contracts, Agreements, Amendments & Leases

Section to be completed by department

1. Munis Contract # 3203811

Contractor: Woven Architecture LLC dba Barbara J Felix Architecture & Design LLC

Description: **Provide the City with a Conditions Assessment Report in order to assist in preserving the building envelope of the Main Library.**

Contract ☒ Agreement ☐ Lease / Rent ☐ Amendment ☐

Term Start Date: TBD Term End Date: 6/30/2024

☐ Approved by Council Date: _____

Contract / Lease:

Amendment # _____ to the Original Contract / Lease # _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

☐ Approved by Council Date: _____

Amendment is for:

2. **HISTORY** of Contract, Amendments & Lease / Rent - Please Elaborate (option: attach spreadsheet if multiple amendments)

3. Procurement History: CES 2023-01-C1127-ALL

[Signature]

Purchasing Officer Review:

May 4, 2023

Date:

Comment & Exceptions: Procured via CES agreement

4. Funding Source: Facilities CIP

Andy Hopkins

Andy Hopkins (May 4, 2023 12:24 MDT)

Budget Officer Approval:

Org / Object: 3209980/572960

May 4, 2023

Date:

Comment & Exceptions: _____

Staff Contact who completed this form: Caryn Grosse, PMP Phone # 505-955-5938

Email: clgrosse@santafenm.gov

To be recorded by City Clerk:

Clerk # _____

Date of Execution: _____



CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Woven Architecture LLC dba Barbara Felix Architecture & Design LLC

Procurement Title: Conditions Assessment to Assist in Preservation of Main Library Building Envelope

Procurement Method: State Price Agreement ☐ Cooperative ☒ Sole Source ☐ Other ☐

Exempt ☐ Request For Proposal (RFP) ☐ Invitation To Bid (ITB) ☐ Contract under 60K ☐ Contract over 60K ☐

Department Requesting Public Works/Facilities Div Staff Name Caryn Grosse

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"/>	Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluation Committee Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITB
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bib Tab
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quotes (3 valid current quotes)
<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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"/>	Executed Contract, Agreement or Amendment
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	All documentation presented to Committees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other:

<u>Caryn Grosse, PMP</u>	<u>Project Administrator, Sr</u>	<u>4/4/2023</u>
Department Rep Printed Name (attesting that all information included)	Title	Date
	Contracts Supervisor	May 4, 2023
Purchasing Officer (attesting that all information is reviewed)	Title	Date

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

23-0240 Woven Architecture LLC dba Barbara J. Felix Architecture and Design LLC

Final Audit Report

2023-05-19

Created:	2023-05-16
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEVooTVoPqrlKeMCYKIhJz4GDeXIN-HpV

"23-0240 Woven Architecture LLC dba Barbara J. Felix Architecture and Design LLC" History

 Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)

2023-05-16 - 3:53:08 PM GMT- IP address: 63.232.20.2

 Document emailed to ekoster@santafenm.gov for signature

2023-05-16 - 3:55:26 PM GMT

 Email viewed by ekoster@santafenm.gov

2023-05-19 - 1:18:39 AM GMT- IP address: 104.47.64.254

 Signer ekoster@santafenm.gov entered name at signing as Emily K. Oster

2023-05-19 - 1:27:50 AM GMT- IP address: 69.254.154.77

 Document e-signed by Emily K. Oster (ekoster@santafenm.gov)


Signature Date: 2023-05-19 - 1:27:52 AM GMT - Time Source: server- IP address: 69.254.154.77

 Document emailed to jwblair@santafenm.gov for signature

2023-05-19 - 1:27:58 AM GMT

 Email viewed by jwblair@santafenm.gov


2023-05-19 - 9:08:22 PM GMT- IP address: 76.113.49.66

 Signer jwblair@santafenm.gov entered name at signing as John Blair

2023-05-19 - 9:08:53 PM GMT- IP address: 76.113.49.66

 Document e-signed by John Blair (jwblair@santafenm.gov)

Signature Date: 2023-05-19 - 9:08:55 PM GMT - Time Source: server- IP address: 76.113.49.66

 Document emailed to Geralyn Cardenas (gfcardenas@santafenm.gov) for signature

2023-05-19 - 9:09:02 PM GMT



Powered by
Adobe
Acrobat Sign

 Email viewed by Geralyn Cardenas (gfcardenas@santafenm.gov)

2023-05-19 - 9:11:03 PM GMT- IP address: 104.47.64.254

 Document e-signed by Geralyn Cardenas (gfcardenas@santafenm.gov)

Signature Date: 2023-05-19 - 9:11:12 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2023-05-19 - 9:11:12 PM GMT