Item# 23-0292
Munis Contract# 3204074

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 **Molzen Corbin**, 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 a professional service, rendering services related to Engineering/Architect Services 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 three (3) years with the option to extend on an annual basis, not to exceed a total for four (4) years as directed by the City.

NOW, THEREFORE, the parties hereby agree as follows:

1. Scope of Work.

The Contractor shall provide the following services-for the City:

The Contractor shall provide Engineer/Architect services. See attached proposals for Terminal Building Programming marked "Exhibit A".

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.

3. Compensation.

A.

The City shall pay to the Contractor based upon fixed prices for each Deliverable item as listed here.

Deliverable item:	U/I (unit of issue)	Price
Task Order Number 2023-4		$69,310.19

The total compensation under this Agreement shall not exceed **$69,310.19** 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 ($69,310.19). 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.

4. Term.

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Agreement shall terminate on **June 30, 2026** 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 four (4) years in accordance with NMSA 1978, §§ 13-1-150 through 152.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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 a broad as ISO Form CG 00 01 with limits not less than $2,000,000 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. 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.

C. 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.

22. 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

23. 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.

24. 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.

25. 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.

26. 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.

27. 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:
James Garduno, Project Administrator
City of Santa Fe
121 Aviation Drive, Santa Fe, NM 87507
jdgarduno@santafenm.gov
505-670-3232

To the Contractor:
Molzen Corbin
Kent Freier, Vice President
2701 Miles Road SE, Albuquerque, NM 87106
KFreier@molzencorbin.com
505-228-0732

28. 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.

29. 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.

30. 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.

31. 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.

32. Equitable Remedies.

The Contractor acknowledges that its failure to comply with any provision of this

Agreement will cause the City irrevocable 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.

33. 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:

ALAN WEBBER, MAYOR

DATE: May 30, 2023

CONTRACTOR:
~~MOLZEN CORBIN~~

~~KENT FREIER,~~ VICE PRESIDENT
John Pate,

DATE:

CRS#01305771005

Registration # 124628

ATTEST:

KRISTINE BUSTOS MIHELCIC, CITY CLERK XIV
GB SPECIAL MEETING 05/26/23

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (May 22, 2023 10:07 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
Emily K. Oster (May 29, 2023 23:09 MDT)

EMILY OSTER, FINANCE DIRECTOR
5456050.510300 AH
Org. Name/Org#.

TASK ORDER FOR
PROFESSIONAL SERVICES AGREEMENT BETWEEN
MOLZEN-CORBIN & ASSOCIATES (ENGINEER)
AND CITY OF SANTA FE (OWNER), DATED 5/15/2023

TASK ORDER NO. 2023-4

TASK TITLE: Terminal Building Programming

The Owner directs the Engineer/Architect to provide services as described below:
Provide programming for next phase of terminal expansion. Discovery of owner desires and prelimary Layouts of next phase of terminal building to identify scope for design and construction.

The Engineer/Architect estimates the period of performance to be as follows:
Services to be rendered within 180 days after receipt of written notice to proceed from Airport Manager. Anticipated bidding and construction to take place in as funding is secured.

The Engineer/Architect will be paid on a lump sum basis, based upon the following estimate of the level of effort:

Manhours: (specify estimated manhours per position and billing rate).

Manhour & Fee Estimate:

Senior Principal Engineer	25	Hrs. $ 260.00 /hr =	$6,500.00
Engineering Intern I	56	Hrs. $ 120.00 /hr =	$6,720.00
Senior Engineering Design Specialist	40	Hrs.$ 135.00 /hr =	$5,400.00
Principal Architect	41	Hrs. $ 240.00 /hr =	$9,840.00
Registered Architect	111	Hrs. $ 140.00 /hr =	$15,540.00
Architectural Designer	88	Hrs. $ 120.00 /hr =	$10,560.00
Landscape Designer	28	Hrs. $ 100.00 /hr =	$2,800.00
Principal Electrical Engineer	5	Hrs. $ 240.00/hr =	$1,200.00
Electrical Professional Engineer	12	Hrs. $ 150..00/hr =	$1,800.00
Electrical Engineering Design Specialist	24	Hrs. $ 140.00/hr =	$3,360.00

Subconsultants and Other Reimbursable Expenses:

In House Copies 1,000 @ 0.11	$110.00
In House Color 8.5 X 11 Copies 25 @ 1.00	$25.00
In House Color 11X17 Copies 25 @ 2.00	$50.00
In House Large Format Plots 25 @ 3.00	$75.00
Mileage 600 @ 0.575	$345.00

SUBTOTAL		**64,325.00**
NMGRT @	**7.750 %**	**$4,985.19**
ESTIMATED TASK ORDER TOTAL		**$ $69,310.19**

Proposed by ~~ENGINEER~~ Architect	Recommended By	Approved by CITY
Date 5/15/23	Date	Date

Aviation			
Department	Project	P.O. No.	Account Number

For Client Use Only

MOLZENCORBIN

PROJECT INFORMATION SHEET
Scoping 2023 Improvements
Santa Fe Regional Airport
John Quinn Pate

3/24/2023

Is this a new budget or a revision?

If revision give number of revision

Project Number Assigned: (If revision, enter number here)

CLIENT INFORMATION

Client Name	
Client Contact Name	
Client Email Address **(ONLY IF NEW CLIENT)**	
Client Address **(ONLY IF NEW CLIENT)**	
Client City, State and Zip **(ONLY IF NEW CLIENT**	
Client Phone Number **(ONLY IF NEW CLIENT)**	

PROJECT INFORMATION

Start Date:		Approx. End Date:	
Project Description:	Programming for Phase II and III of the terminal expansion		
Customer Needs:	Design of Phase II and III of terminal building expansion. TO cannot be done for that now until it is properly programmed. An initial TO is needed to program the expansion. Then, a TO can be prepared for design. NMDOT has funding to pay for design and a grant should be secured for this now, or ASAP even though we need a TO for programming first. SAF has $64,958 of entitlement funds that expire this year. This can be used for this programming. That means a TO of 69,288.43 total cost. FAA is 93.75% of that cost. This should utilize entitlement funds that are about to expire and fund the terminal future with a programming phase.		
Funding Agency:		Funding Agency No.:	

AGREEMENT INFORMATION

Type of Agreement:		Calculated Contract Amount	$64,325.00
If Multiplier, give multiplier:			

ARCHITECTURE MANHOUR ESTIMATE
Scoping 2023 Improvements
Santa Fe Regional Airport
John Quinn Pate

MOLZENCORBIN

		ARCHITECTURE							ADMINISTRATION					
No.	Project Task	Principal Architect	Senior Architect	Registered Architect	Architectural Designer	Landscape Designer	Planner	Departmental Totals	ADMIN - Aide 2	ADMIN - Support	ADMIN - Grants/ Tech. Administrator	ADMIN - Computer Tech.	ADMIN. Totals	Grand Totals
I.	**Pre-Design/Study/Programming**													
1	Project Planning							0.00					0.00	0.00
2	Update enplanement metrics	1.00		8.00				9.00					0.00	9.00
3	Update Square Footage Benchmarks	2.00		4.00				6.00					0.00	6.00
4	Owner/Stakeholder Input session	4.00		4.00				8.00					0.00	8.00
5	Establish Matrix of Spaces and Sizes	1.00		4.00	8.00			13.00					0.00	13.00
6	Schematic Floor Plan / Building Model	2.00		4.00	16.00			22.00					0.00	22.00
7	Schematic Floor Plan Revew	2.00		4.00				6.00					0.00	6.00
8	Update Floor Plan / Building Model	2.00		4.00	16.00			22.00					0.00	22.00
9	Code Evaluation	1.00		8.00				9.00					0.00	9.00
10	LEED Evaluation	1.00		2.00				3.00					0.00	3.00
11	Site Coordination			2.00		8.00		10.00					0.00	10.00
12	Site Plan	2.00		2.00	12.00	4.00		20.00					0.00	20.00
13	Landscape Kit of Parts	1.00				8.00		9.00					0.00	9.00
14	Create 3-D Model	2.00		4.00	16.00			22.00					0.00	22.00
15	Stakeholder Input Session	4.00		4.00				8.00					0.00	8.00
16	Air Space Analysis			1.00				1.00					0.00	1.00
17	Wet Utility Study			1.00				1.00					0.00	1.00
18	Dry Utility Study			1.00				1.00					0.00	1.00
19	Parking Capacity Review			1.00				1.00					0.00	1.00
20	Jaguar Drive Connection	1.00		1.00		4.00		6.00					0.00	6.00
21	Review with Arts Board			4.00				4.00					0.00	4.00
22	Review with Historic Board			4.00				4.00					0.00	4.00
23	Review with City Agencies			4.00				4.00					0.00	4.00
24	Review with FAA			4.00				4.00					0.00	4.00
25	Review with TSA			4.00				4.00					0.00	4.00
26	Review with Airport Advisory Board	4.00		4.00				8.00					0.00	8.00
27	Review with NMDOT Aviation			4.00				4.00					0.00	4.00
28	Prepare Public Presentation Materials	2.00		16.00	16.00	4.00		38.00					0.00	38.00
29	Prepare Estimate of Probably Cost	1.00		8.00				9.00					0.00	9.00
30	**CADD Management**				4.00			4.00					0.00	4.00
31	**Project Management**	8.00						8.00					0.00	8.00
32	**Quality Assurance**							0.00					0.00	0.00
	Subtotal Hours Pre-Design/Study/Programming	41.00	0.00	111.00	88.00	28.00	0.00	268.00	0.00	0.00	0.00	0.00	0.00	268.00
	Subtotal Fees Pre-Design/Study/Programming	$9,840.00	$0.00	$15,540.00	$10,560.00	$2,800.00	$0.00	$38,740.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,740.00
	Total Labor Hours	41.00	0.00	111.00	88.00	28.00	0.00	268.00	0.00	0.00	0.00	0.00	0.00	268.00
	Standard Billing Rate or Fee	$240.00	$195.00	$140.00	$120.00	$100.00	$100.00		$75.00	$100.00	$110.00	$120.00		
	Fee Dollars	$9,840.00	$0.00	$15,540.00	$10,560.00	$2,800.00	$0.00	$38,740.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,740.00

CIVIL MANHOUR ESTIMATE
Scoping 2023 Improvements
Santa Fe Regional Airport
John Quinn Pate

MOLZENCORBIN

		CIVIL													ADMINISTRATION					
No.	Project Task	Principal Engineer	Senior Principal Engineer	Senior Engineer	Project Engineer	Professional Engineer	Engineering Intern II	Engineering Intern I	Senior Design Specialist	Engineering Design Specialist	Senior Engineering Design Technician	Design Technician	Associate Design Technician	Departmental Totals	ADMIN - Aide 2	ADMIN - Support	ADMIN - Grants/ Tech. Administrator	ADMIN - Computer Tech.	ADMIN. Totals	Grand Totals
I.	**Pre-Design/Study/Programming**																			
1	Project Planning		4.00					16.00			8.00			28.00					0.00	28.00
2	Air Space Analysis		1.00								4.00			5.00					0.00	5.00
3	Wet Utility Analysis		8.00					24.00			4.00			36.00					0.00	36.00
4	Parking Study		4.00					8.00			8.00			20.00					0.00	20.00
5	Jaguar Drive Connection		8.00					8.00			16.00			32.00					0.00	32.00
6														0.00					0.00	0.00
7														0.00					0.00	0.00
8	**CADD Management**													0.00					0.00	0.00
9	**Project Management**													0.00					0.00	0.00
10	**Quality Assurance**													0.00					0.00	0.00
	Subtotal Hours Pre-Design/Study/Programming	0.00	25.00	0.00	0.00	0.00	0.00	56.00	0.00	0.00	40.00	0.00	0.00	121.00	0.00	0.00	0.00	0.00	0.00	121.00
	Subtotal Fees Pre-Design/Study/Programming	$0.00	$6,500.00	$0.00	$0.00	$0.00	$0.00	$6,720.00	$0.00	$0.00	$5,400.00	$0.00	$0.00	$18,620.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,620.00
	Total Labor Hours	0.00	25.00	0.00	0.00	0.00	0.00	56.00	0.00	0.00	40.00	0.00	0.00	121.00	0.00	0.00	0.00	0.00	0.00	121.00
	Standard Billing Rate or Fee	$240.00	$260.00	$220.00	$170.00	$150.00	$130.00	$120.00	$160.00	$140.00	$135.00	$110.00	$90.00		$75.00	$100.00	$110.00	$120.00		
	Fee Dollars	$0.00	$6,500.00	$0.00	$0.00	$0.00	$0.00	$6,720.00	$0.00	$0.00	$5,400.00	$0.00	$0.00	$18,620.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,620.00

ELECTRICAL MANHOUR ESTIMATE
Scoping 2023 Improvements
Santa Fe Regional Airport
John Quinn Pate

MOLZENCORBIN

		ELECTRICAL							ADMINISTRATION					
No.	Project Task	Principal Engineer	Senior Principal Engineer	Senior Engineer	Professional Engineer	Engineering Intern I	Engineering Design Specialist	Departmental Totals	ADMIN - Aide 2	ADMIN - Support	ADMIN - Grants/ Tech. Administrator	ADMIN - Computer Tech.	ADMIN.. Totals	Grand Totals
I.	**Pre-Design/Study/Programming**													
1	Project Planning				4.00		8.00	12.00					0.00	12.00
2	Dry Utility Study				8.00		16.00	24.00					0.00	24.00
3								0.00					0.00	0.00
4								0.00					0.00	0.00
5	**Quality Assurance**	5.00						5.00					0.00	5.00
	Subtotal Hours Pre-Design/Study/Programming	5.00	0.00	0.00	12.00	0.00	24.00	41.00	0.00	0.00	0.00	0.00	0.00	41.00
	Subtotal Fees Pre-Design/Study/Programming	$1,200.00	$0.00	$0.00	$1,800.00	$0.00	$3,360.00	$6,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,360.00
	Total Labor Hours	5.00	0.00	0.00	12.00	0.00	24.00	41.00	0.00	0.00	0.00	0.00	0.00	41.00
	Standard Billing Rate or Fee	$240.00	$260.00	$200.00	$150.00	$110.00	$140.00		$75.00	$100.00	$110.00	$120.00		
	Fee Dollars	$1,200.00	$0.00	$0.00	$1,800.00	$0.00	$3,360.00	$6,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,360.00

ACCOUNTING INFORMATION
Scoping 2023 Improvements
Santa Fe Regional Airport
John Quinn Pate

MOLZENCORBIN

Enter Budget using Phases

Yes/No

Breakdown of Hours by Phase and Department

Hours	Architectural Hours	Civil Hours	Electrical Hours	Mechanical Hours	Water Resources Hours	ADMIN. Hours	Total Hours
Pre-Design/Study/Programming	268.00	121.00	41.00	0.00	0.00	0.00	**430.00**
Preliminary Design/Schematics (30%)	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Design Development (60%)	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Construction Documents (90%)	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Final Design (100%)	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Bidding/Award	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Construction Admin. Services	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Closeout	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Total	268.00	121.00	41.00	0.00	0.00	0.00	**430.00**

Breakdown of Fees by Phase and Department

Cost	Architectural Fees	Civil Fees	Electrical Fees	Mechanical Fees	Water Resources Fees	ADMIN. Fees	Total Fees
Pre-Design/Study/Programming	$38,740.00	$18,620.00	$6,360.00	$0.00	$0.00	$0.00	**$63,720.00**
Preliminary Design/Schematics (30%)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Design Development (60%)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Construction Documents (90%)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Final Design (100%)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Bidding/Award	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Construction Admin. Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Closeout	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Total	$38,740.00	$18,620.00	$6,360.00	$0.00	$0.00	$0.00	**$63,720.00**

TOTAL SUBS-BASIC FEE	**$0.00**
TOTAL OTHER DIRECT EXPENSES	**$605.00**
TOTAL BASIC FEE	**$64,325.00**

CONTRACT AMOUNT
Scoping 2023 Improvements
Santa Fe Regional Airport

MOLZENCORBIN

John Quinn Pate

			COST	CALCULATED CONTRACT AMOUNT
BASIC FEE (Labor)				
SUBTOTAL LABOR				$63,720.00
OTHER DIRECT SUBCONSULTANTS	Sub Type	Phase		
SUBTOTAL OTHER DIRECT SUBCONSULTANTS				$0.00
Reimbursable Markup (if any)		10%		$0.00
SUBTOTAL OTHER DIRECT SUBCONSULTANTS			$0.00	$0.00
OTHER DIRECT EXPENSES (ODE'S)		Quantity		
In-House Copies	$0.11	1,000.00	$110.00	
In-House Color Copies (8 1/2 x 11)	$1.00	25.00	$25.00	
In-House Color Copies (11 x 17)	$2.00	25.00	$50.00	
In-House Large Format Plots	$3.00	25.00	$75.00	
Commercial Copies	$0.06		$0.00	
Commercial Prints	$1.02		$0.00	
Commercial Color Copies	$1.50		$0.00	
In-House or Commercial Mylars	$10.50		$0.00	
Mileage	$0.575	600.00	$345.00	
Commercial Travel				
Lodging-Per Diem (Verify With Accounting)	$94.00		$0.00	
Meals - Per Diem (per person /day) (Verify With Accounting)	$55.00		$0.00	
Photo				
Postage				
Supplies				
SUBTOTAL OTHER DIRECT EXPENSES				$605.00
TOTAL BASIC FEE				$64,325.00
REIMBURSABLE SUBCONSULTANTS		Phase		
Subconsultant Subtotal			$0.00	$0.00
				$0.00
				$0.00
In House Survey From Survey Contract Amount (Excluding GRT)				$0.00
SUBTOTAL ADDITIONAL SERVICES			$0.00	$0.00
REIMBURSABLES		Quantity		
In-House Copies	$0.11		$0.00	
In-House Color Copies (8 1/2 x 11)	$1.00		$0.00	
In-House Color Copies (11 x 17)	$2.00		$0.00	
In-House Large Format Prints	$3.00		$0.00	
In-House Large Format Plots	$3.00		$0.00	
Commercial Copies	$0.06		$0.00	
Commercial Prints	$1.02		$0.00	
Commercial Color Copies	$1.50		$0.00	
In-House or Commercial Mylars	$10.50		$0.00	
Mileage	$0.655		$0.00	
Bidding Documents (Specs & Plans)				
Commercial Travel				
Lodging-Per Diem (per person/per day)	$96.00		$0.00	
Meals - Per Diem (per person /per day)	$59.00		$0.00	
Photo				
Postage				
Supplies/Misc.				
SUBTOTAL REIMBURSABLES				$0.00
SUBTOTAL BASIC FEE, ADD. SERVICES, REIMBURSABLES				**$64,325.00**
NMGRT		7.7500%		$4,985.19
TOTAL				**$69,310.19**

MOLZ&AS-01 EHUGHES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/29/2023

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 : Donegal Insurance Company	13692
INSURER B : NM Premier Insurance Co	13675
INSURER C : AXA Insurance Company	33022
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Molzen-Corbin & Associates Inc
2701 Miles Road SE
Albuquerque, NM 87106

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	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			BSD9257861	12/31/2022	12/31/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			CA9257861	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $ $
A	X UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			CXL9257861	12/31/2022	12/31/2023	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		64411.115	1/1/2023	1/1/2024	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C	Professional Liab			DPR5007227	12/31/2022	12/31/2023	Aggregate	2,000,000
C	Professional Liab			DPR5007227	12/31/2022	12/31/2023	Aggregate	6,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: On Call Engineering Services.

CERTIFICATE HOLDER

City of Santa Fe
PO Box 909
Santa Fe, NM 87504

CANCELLATION

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
James Lyons

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City of Santa Fe

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

BUSINESS REGISTRATION

Business Name: MOLZEN-CORBIN & ASSOCIATES
DBA: MOLZEN-CORBIN & ASSOCIATES

Business Location: 2701 MILES RD SE
ALBUQUERQUE, NM 87106

CRS Number: 01305771005

Owner: ADELMO ARCHULETA

License Number: 124628

License Type: Business License - Renewable

Issued Date: November 08, 2022

Classification: Business Registration - Standard

Expiration Date: November 08, 2023

Fees Paid: $45.00

MOLZEN-CORBIN & ASSOCIATES
2701 MILES RD SE
ALBUQUERQUE, NM 87106

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 TRANSFERRABLE 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 # 3204074

Contractor: Molzen Corbin

Description: Request approval of Architect & Engineering with Molzen Corbin in the total amount of $69,310.19 for the Santa Fe Regional Airport Phase 2 & 3 expansion project.

Contract ◉ Agreement ○ Lease / Rent ○ Amendment ○

Term Start Date: TBD Term End Date: June 30, 2026

☐ Approved by Council Date: _____

Contract / Lease: Contract

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:** RFP 23/33/P

Purchasing Officer Review: _____ Date: May 24, 2023

Comment & Exceptions: Task Order contract resulting from RFP 23/33/P.

4. **Funding Source:** Airport Operations/Professional Contracts **Org / Object:** 5456050.510300

Budget Officer Approval: Andy Hopkins Andy Hopkins (May 24, 2023 14:19 MDT) Date: May 24, 2023

Comment & Exceptions: _____

Staff Contact who completed this form: James Garduno Phone # 505-670-3232

Email: jdgarduno@santafenm.gov

To be recorded by City Clerk:

Clerk # _____

Date of Execution: _____

ITT Representative (attesting that all information is reviewed) Title Date

CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Molzen Corbin

Procurement Title: Terminal Building Programming/Task Order 2023-4

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 Santa Fe Regional Airport Staff Name James Garduno

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	
☒	☐	Approved Procurement Checklist (by Purchasing)
☒	☐	Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
☐	☒	State Price Agreement
☒	☐	RFP
☐	☒	Evaluation Committee Report
☐	☒	ITB
☐	☒	Bib Tab
☐	☒	Quotes (3 valid current quotes)
☐	☒	Cooperative Agreement
☐	☒	Sole Source Request and Determination Form
☐	☒	Contractors Exempt Letter
☐	☒	Purchasing Officers approval for exempt procurement
☐	☒	BAR
☐	☒	FIR
☒	☐	Executed Contract, Agreement or Amendment
☒	☐	Current Business Registration and CRS numbers on contract or agreement
☒	☐	Summary of Contracts and Agreements form
☒	☐	Certificate of Insurance
☒	☐	All documentation presented to Committees
☐	☒	Other:

James Garduno	Project Administrator	May 15, 2023
Department Rep Printed Name (attesting that all information included)	Title	Date
Travis Dutton-Leyda	Purchasing Office	May 24, 2023
Purchasing Officer (attesting that all information is reviewed)	Title	Date
N/A	N/A	N/A
ITT Representative (attesting that all information is reviewed)	Title	Date

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

City of Santa Fe, New Mexico
Memorandum

DATE: **May 15, 2023**

TO: **Public Works and Governing Body**

VIA: **Layla Archiletta-Maestas, Deputy City Manager**
James Harris, Airport Manager

FROM: **James Garduno, Airport Project Administrator**

ACTION:
Request approval of Architect & Engineering with Molzen Corbin in the total amount of $69,310.19 for the Santa Fe Regional Airport Phase 2 & 3 expansion project.; James Garduno, Project Administrator, 505-670-3232, jdgarduno@santafenm.gov

BACKGROUND AND SUMMARY:
The Santa Fe Regional Airport will be completing phase 1 renovation in January 2023. Molzen Corbin has been selected through the city's request for proposal (RFP) procurement process and will provide the Architect & Engineering (A&E) services needed for the next phase's. The Santa Fe Regional Airport has continued to grow and will need more space for incoming and out of bound passenger seating. This expansion will also include new business opportunities for more venders.

This contract will be funded through FAA entitlement grant.

PROCUREMENT METHOD:
The procurement method is the RFP 23/33/P.

PROJECT SCHEDULE:
Architect & Engineering services to be rendered withing 180 days after the notice to proceed.

CONTRACT NUMBER:
The Munis contract number is 3204074.

FUNDING SOURCE:
Munis Org Name/Number: Airport Operations/5456050
Munis Object Name/Number: Professional Contracts/510300

ATTACHMENTS:
Contract
Proposal(s)
Project Schedule
Certificate of Insurance
Business License
Summary of Contracts
Procurement Checklist

23-0292 Molzien Corbin

Final Audit Report 2023-05-31

Created:	2023-05-26
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeYqwEwzuHvjnXEj4uvzsqUj6Vo90El-P

"23-0292 Molzien Corbin" History

Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)
2023-05-26 - 6:04:56 PM GMT- IP address: 63.232.20.2

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2023-05-26 - 6:06:34 PM GMT

Email viewed by ekoster@santafenm.gov
2023-05-30 - 5:07:03 AM GMT- IP address: 104.47.65.254

Signer ekoster@santafenm.gov entered name at signing as Emily K. Oster
2023-05-30 - 5:09:18 AM GMT- IP address: 69.254.154.77

Document e-signed by Emily K. Oster (ekoster@santafenm.gov)
Signature Date: 2023-05-30 - 5:09:20 AM GMT - Time Source: server- IP address: 69.254.154.77

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2023-05-30 - 5:09:33 AM GMT- IP address: 172.226.137.18

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Signature Date: 2023-05-30 - 12:32:03 PM GMT - Time Source: server- IP address: 98.230.203.228

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2023-05-30 - 12:32:06 PM GMT

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2023-05-31 - 8:33:38 PM GMT- IP address: 104.47.65.254

Document e-signed by Kristine Mihelcic (kmmihelcic@santafenm.gov)
Signature Date: 2023-05-31 - 8:33:46 PM GMT - Time Source: server- IP address: 63.232.20.2

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Agreement completed.

2023-05-31 - 8:33:46 PM GMT

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