

### City of Santa Fe, New Mexico

#### Memorandum



DATE:

June 17, 2024

TO:

John Blair, City Manager

VIA:

John Dupuis, Public Utilities Director

FROM:

Alan G. Hook, Water Resources Coordinator, A.G. H

RE:

Approval of the Joint Funding Agreement with the USGS through September 30, 2025

in the amount of \$83,658 for streamflow gaging and operating & maintaining

continuous groundwater-level recorders. Munis Contract #3204769.

**ITEM:** City of Santa Fe Water Division and the U.S. Geological Survey (USGS) are requesting approval of a Joint Funding Agreement with the USGS for the performance period of October 1, 2023 through September 30, 2025 in the amount of \$83,658 for streamflow gaging and operating & maintaining continuous groundwater-level recorders.

**BACKGROUND AND SUMMARY:** The Joint Funding Agreement (JFA), 24RGJFA30, is for the continuation of a joint study between the City of Santa Fe and the U.S. Geological Survey (USGS). The agreement calls for the USGS to continue with these activities:

- 1) Operate streamflow gages at Santa Fe River above McClure Reservoir and Santa Fe River above Cochiti Reservoir; and
- 2) Operate and maintain continuous water-level recorders at the SF1, SF2, Buckman, and Las Campanas sites and make groundwater-level measurements at SF1 through 5, Buckman wellfield, and the Las Campanas area.

The JFA amount is \$132,686, of which \$83,658 will be provided by the City of Santa Fe and \$49,028 will be provided by the USGS New Mexico Water Science Center (NMWSC).

**REQUESTED ACTION:** Approval of the Joint Funding Agreement (JFA), 24RGJFA30, for the continuation of a joint study between the City of Santa Fe and the USGS through September 30, 2025, in the amount of \$83,658. Munis Contract #3204769.

#### **Attachments:**

USGS & City of Santa Fe Joint Funding Agreement, 24RGJFA30, approved by Senior Assistant City Attorney

Federal Procurement Exemption Approval by Travis Dutton-Leyda, Chief Procurement Officer Summary of Contracts

**Procurement Checklist** 



#### United States Department of the Interior

#### U.S. GEOLOGICAL SURVEY

New Mexico Water Science Center DUNS 025287520 6700 Edith Blvd. NE Bldg B Albuquerque, NM 87113

June 5, 2024

Alan G. Hook Water Resources and Conservation Section City of Santa Fe 801 West San Mateo P.O. Box 909 Santa Fe, NM 87504-0909

Dear Mr. Hook,

Enclosed is Joint Funding Agreement (JFA), 24RGJFA30 for the period October 1, 2023 to September 30, 2025. The JFA is for the continuation of a joint study between the City of Santa Fe and the U.S. Geological Survey (USGS). The agreement calls for the USGS to continue with these activities: 1) operate streamflow gages at Santa Fe River above McClure Reservoir and Santa Fe River above Cochiti; and 2) operate and maintain continuous water-level recorders at the SF1, SF2, Buckman, and Las Campanas sites and make water-level measurements at SF1 through 5, Buckman, and Las Campanas.

The JFA amount is \$132,686, of which \$83,658 will be provided by the City of Santa Fe and \$49,028 will be provided by the USGS New Mexico Water Science Center (NMWSC).

If you concur, please sign and return a copy of the JFA to this office for processing. Work performed with funds from this agreement will be conducted on a fixed price basis. The City of Santa Fe will be billed quarterly for work completed as part of the agreement.

If you have any questions concerning the streamflow gages on this project, please call Mr. Jeff Cordova at (505) 830-7985. If you have any questions concerning the groundwater-level monitoring on this project, please call Mr. Erik Storms at (505) 830-7925. Administrative questions should be addressed to Ms. Esther Torrez at (505) 418-6073.

Sincerely,

MICHAEL JOHNSON Digitally signed by MICHAEL JOHNSON Date: 2024.06.07 16:55:52 -06'00'

Michael Johnson Acting Center Director Form 9-1366 (May 2018)

#### U.S. Department of the Interior U.S. Geological Survey Joint Funding Agreement FOR

Customer #: 6000000333 Agreement #: 24RGJFA30 Project #: RG00GVC TIN #: 85-6000168

**Water Resource Investigations** 

Fixed Cost Agreement YES[X]NO[]

THIS AGREEMENT is entered into as of the October 1, 2023, by the U.S. GEOLOGICAL SURVEY, New Mexico Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the CITY OF SANTA FE party of the second part.

- 1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation a project to continue with these activities; 1) operate streamflow gages at Santa Fe River above McClure Reservoir and Santa Fe River above Cochiti; and 2) operate and maintain continuous water-level recorders at the SF1, SF2, Buckman, and Las Campanas sites and make water-level measurements at SF1 through 5, Buckman and Las Campanas, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.
- 2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00
  - (a) \$49,028

by the party of the first part during the period October 1, 2023 to September 30, 2025

(b) \$83,658

by the party of the second part during the period October 1, 2023 to September 30, 2025

(c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.
- 3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
- 4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
- 5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
- 6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.
- 7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.
- 8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (https://www2.usgs.gov/fsp/).

Form 9-1366 (May 2018)

#### U.S. Department of the Interior U.S. Geological Survey **Joint Funding Agreement FOR**

**Water Resource Investigations** 

Customer #: 6000000333 Agreement #: 24RGJFA30 Project #: RG00GVC TIN #: 85-6000168

9. Billing for this agreement will be rendered **quarterly**. Invoices not paid within 60 days from the billing date will bear

Interest, Penalti 31 U.S.C. § 371	ies, and Administrative cost at the annual rate (7) established by the U.S. Treasury.	oursuant the De	bt Collection Act of 1982, (codified at
	USGS Technical Point of Contact		Customer Technical Point of Contact
Name:	Erik Storms	Name:	Mr. Alan G. Hook
Address:	6700 Edith Blvd NE Albuquerque, NM 87113	Address:	PO Box 909 Santa Fe, NM 87504
Telephone: Fax:	(505) 830-7925	Telephone: Fax:	(505) 955-4205
Email:	estorms@usgs.gov	Email:	aghook@santafenm.gov
	USGS Billing Point of Contact		Customer Billing Point of Contact
Name:	Esther Torrez	Name:	Jamie-Rae Diaz
Address:	6700 Edith Blvd NE Albuquerque, NM 87113	Address:	PO Box 909 Santa Fe, NM 87504
Telephone: Fax:	(505) 418-6073	Telephone: Fax:	(505) 955-4210
Email:	mvaldez@usgs.gov	Email:	jldiaz@santafenm.gov
	U.S. Geological Survey United States Department of Interior		City of Santa Fe
MICHAEL  By  JOHNSO  Name: Micha  Title: Acting D	N Date: 2024.06.07 16:56:33 -06'00' Date: 06/4/2024	By Marcos Martin	Signatures OS MAYLINEZ  Lez (Jun 10, 2024 13:36 MDT Date:  torney Senior Assistant City Attorney
		By Maly K. Oa Name: Title: City Fir	Date: Jun 25, 2024 nance Director
		Name:	chuletta Maestas Jun 27, 2024  sstas (Jun 27, 2024 16:25 MDT)  Date:
		Title: City Ma	Date:Date:
		By Name:	Date:

Title: City Clerk

**Project Funding and Costs** October 1, 2023 – September 30, 2024

**Total Funding** \$65,725

City of Santa Fe \$41,211

U.S. Geological Survey \$24,514

Funding Breakdown by Program Element

Program Element

#### Streamflow gages

Streamflow Federal FY gages Oct. 1, 2023 – Sep				
Station Number	Station Name	Santa Fe	USGS	Total
08315480	Santa Fe River above McClure Reservoir	\$11,074	\$7,278	\$18,352
08317200	Santa Fe River above Cochiti Lake	\$11,074	\$7,278	\$18,352
~		\$22,148	\$14,556	\$36,704
Total Stream	flow gages 2024			\$36,704

#### Groundwater-level monitoring

Water-level		1	ederal FY	
monitoring		Oct. 1, 2023 – Sept. 30, 2024		
		Santa Fe	USGS	Total
	Operation and	\$19,063	\$9,958	\$29,021
	maintenance of water-			
	level recorders at SF1,			
	SF2, Buckman, and Las			
	Campanas and bi-monthly			
	water-level measurements			
	(6 per year) at SF 1, 2, 3,			
	4, and 5; Buckman and			
	Las Campanas			
		\$19,063	\$9,958	\$29,021
Total Water-level monitoring 2024				\$29,021

#### **Project Funding and Costs**

October 1, 2024 – September 30, 2025

Total Funding \$66,961

City of Santa Fe \$42,447 U.S. Geological Survey \$24,514

Funding Breakdown by Program Element

Program Element

#### Streamflow gages

Streamflow gages		Federal FY 2025 Oct. 1, 2024 – Sept. 30, 2025		
Station Number	Station Name	Santa Fe	USGS	Total
08315480	Santa Fe River above McClure Reservoir	\$11,406	\$7,278	\$18,684
08317200	Santa Fe River above Cochiti Lake	\$11,406	\$7,278	\$18,684
		\$22,812	\$14,556	\$37,368
Total Streamflow gages 2025				\$37,368

#### Groundwater-level monitoring

Water-level		1	ederal FY	
monitoring		Oct. 1, 2024 – Sept. 30, 2025		
		Santa Fe	USGS	Total
	Operation and	\$19,635	\$9,958	\$29,593
	maintenance of water-			
	level recorders at SF1,			
	SF2, Buckman, and Las			
	Campanas and bi-monthly			
	water-level measurements			
	(6 per year) at SF 1, 2, 3,			
	4, and 5; Buckman and			
	Las Campanas			
		\$19,635	\$9,958	\$29,593
Total Water-level monitoring 2025				\$29,593

From:

HOOK, ALAN G.

To:

DUTTON-LEYDA, TRAVIS K.

Cc:

LOVATO, JOANN D.; JONNA L. STACK; MARTINEZ, MARCOS D.

Subject:

RE: Federal Joint Funding Agreement Exemption

**Date:** Wednesday, June 5, 2024 5:40:00 PM

#### Thank you,

#### Alan G. Hook

Water Resources Coordinator &
Santa Fe Municipal Watershed Program Manager
Water Resources & Conservation
City of Santa Fe Water
801 W. San Mateo Rd.
Santa Fe, NM 87501
(505) 955-4205 office
aghook@santafenm.gov

From: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>

Sent: Wednesday, June 5, 2024 3:54 PM

To: JONNA L. STACK <jlstack@santafenm.gov>; HOOK, ALAN G. <aghook@santafenm.gov>

Cc: LOVATO, JOANN D. <jdlovato@santafenm.gov>

Subject: Re: Federal Joint Funding Agreement Exemption

Good afternoon, this is exempt. NMSA 1978, Section 13-1-98 A.

Thank you.

Regards,

Travis Dutton-Leyda

**Chief Procurement Officer** 

City of Santa Fe

200 Lincoln Avenue

Santa Fe, NM 87501

505-629-8351

tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

untitled



Vision without action is merely a dream.

Action without vision passes the time.

Vision with action can change the world. ~ Joel A. Barker

On Jun 5, 2024, at 3:29 PM, JONNA L. STACK < ilstack@santafenm.gov > wrote:

Hi Travis.

This email is a follow up to a voice message I just left for you.

Marcos told us he would move the Joint Funding Agreement with DOI, USGS forward but needs communication from you or Purchasing stating there is a federal procurement exemption.

It is possible, please, to provide Alan Hook with that today?

Jonna Leigh Stack

Project Administrator City of Santa Fe Water

<image001.png> Office 505-955-4206

Email ilstack@santafenm.gov

Web www.santafenm.gov/water\_division

From: HOOK, ALAN G. <a href="mailto:santafenm.gov">aghook@santafenm.gov</a>>

Sent: Wednesday, June 5, 2024 1:05 PM

**To:** JONNA L. STACK < <u>ilstack@santafenm.gov</u>>

Subject: FW: Federal Joint Funding Agreement Exemption

Importance: High

Jonna,

Could you please give Travis a call for the federal procurement exemption for the DOI, USGS JFA? Marcos recommended it for exemption, but I need confirmation from Travis.

Thanks,

Alan G. Hook

Water Resources Coordinator & Santa Fe Municipal Watershed Program Manager

Water Resources & Conservation City of Santa Fe Water 801 W. San Mateo Rd. Santa Fe, NM 87501 (505) 955-4205 office aghook@santafenm.gov

From: HOOK, ALAN G.

Sent: Tuesday, June 4, 2024 6:23 AM

**To:** DUTTON-LEYDA, TRAVIS K. <<u>tkduttonleyda@santafenm.gov</u>> **Cc:** MARTINEZ, MARCOS D. <<u>mdmartinez@santafenm.gov</u>> **Subject:** Federal Joint Funding Agreement Exemption

Importance: High

#### Travis,

I am requesting a procurement exemption for the attached Joint Funding Agreement for the USGS per Section 13-1-56 and 13-1-98. I spoke with Marcos and he said this agreement qualifies for exemption.

Thank you,

#### Alan G. Hook

Water Resources Coordinator &
Santa Fe Municipal Watershed Program Manager
Water Resources & Conservation
City of Santa Fe Water
801 W. San Mateo Rd.
Santa Fe, NM 87501
(505) 955-4205 office
aghook@santafenm.gov

<DOI USGS\_City of Santa Fe\_DRAFT JFA Package\_Pg1.pdf>
<DOI USGS\_City of Santa Fe\_DRAFT JFA Package\_Signature Page.pdf>

CIT	TY OF SANTA FE PROCUE	REMENT CHECK	LIST	
Ganta Lé de se	Contractor Name: USG	5-45 Ant.	A Intern	s n
GA THE	Procurement/contract Title:	_	A .	enzent
Peal Se / 4 Property of the season of the se	<b>Procurement Method:</b> □ Co		, , ,	Price Agreement/Existing
A SIST SIST OF	☐ Request For Proposals(RFP)	□Invitation To Bi	d Exer	mpt: <u>13-1-</u>
	☐ Small Purchase (Contract Under \$60,000)	□Other:	A	
Requesting Departme	nt: PUD	Staff Name:	lang. Ho	oK
Procurement Requires	ments:			
Procurement files shall be maintained for all purchases and contracts, regardless of the method of procurement. The procurement files shall contain the basis on which the awards are made, all submitted bids/proposals, all evaluation materials (bid tabs or Evaluation Committee Reports), scoresheets, quotations, and all other documentation related to or prepared in conjunction with evaluations, negotiations, and the award processes. The procurements shall contain written determinations from the Requesting Departments, signed by the Chief Procurement Officers (this document), setting forth the reasoning for the contract award decisions before submitting them to the Committees.				
	ENTS FOR APPROVAL BY PURCE	HASING		
X RFP (includ	de ECR)	Quote(s) (3 Vali BAR FIR	d & Current for Ov	ver 20k)
Other: Cooperativ	ve Agreements and GSAs and State	X Certificate of In		nage to show valid do
page, and it	tems to be purchased)			P-84 to SHOW VAIIU UAL
	eclination or Screenshot of horizon	sofnewmexico.org/sea	vices.html (srvs)	
	of Contract (only on contracts)	ι Α		
	usiness Registration (always)	v Y		
	Executed Contract or Price Agreement (legal and contractor must sign before purchasing approves)			
- 4	Chief Procurement Officer (or designee) Approval for Exempt from Procurement (use memo on our site)			
Evaluation Committee Report (RFPs only)				
X   Signed Sole Source Determination, Vendor Written Quote, SS Letter from Contractors, and 30 Days Email >20k = Memo addressed to City Manager (Under 150K) Committees/City Council (Over 150K)				
Alan Hook  Jun 20, 2024				
	and Sign (attesting that all inform	nation included)	Title	Date
√	Jun 20, 2024			
Department Director Na	me and Sign (Department Appro-	val)	Title	Date
Purchasing Officer (atte	sting that all information is review	wed)	Title	Jun 21, 2024 Date
CoSF			Version 2 10	.03.2023



# City of Santa Fe Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.	b only if you are processing an amendment):
1.a Munis Contract: 3204769 Procurement # (R	
Contractor: USGS-US Dept of Interior	
Procurement Method/Vehicle: Small Purchase RFP ITB Sole Source	GSA Cooperative Exempt SWPA/Existing
Description/Title: FEDERAL Joint Funding Agreement - for	or gaging and ground water monitoring
Contract: O Agreement: O Arease/Rent: O Ar	nendment: O
Term Start Date: 10/1/2023 Term End Date: 9/30/2025	Total Contract Amount: \$83,658.00
Approved by Council (If over the City Manager's approval threshold,	you must go through GB)
Contract / Lease: JFA	
<b>1.b</b> Amendment #:_n/ato t	he Original Contract/Lease # _n/a
Increase/(Decrease) Amount \$: n/a	
Extend Expiration Date to: n/a	
Approved by Council (If the original went through GB, all amendmen GB regardless of the amendment reason)	ts must go through Date:
Amendment is for:	
The Joint Funding Agreement (JFA), 24RGJFA30, the City of Santa Fe and the U.S. Geological Surve to continue with these activities:	is for the continuation of a joint study between y (USGS). The agreement calls for the USGS
3. Procurement History: Exempt	
S. Frodurement History.	Jun 21, 2024
Purchasing Officer Review:	Date:
Comment & Exceptions:	
4. Funding Source: 505 water enterprise fund  Andy Hopkins	Org / Object: 5050381-510300
Budget Officer Approval:	Jun 21, 2024 Date:
Comment & Exceptions:	
5. Grant History (if applicable):	
Grants Administrator Approval:	Date
Staff Contact who Completed This Form: Linda MacAllister	Phone #: 505-577-6731
To be recorded by City Clerk: Email: Immacallistere@s	antafenm.gov
Clerk # Parties of Execution:	
ITT Democrateling (attacking the L. H. C	
ITT Representative (attesting that all information is reviewed)	Title Date

## CM 3204769 USGS-Dept of Interior JFA-EXEMPT -Alan int sign

Interim Agreement Report

2024-06-26

Created: 2024-06-21

By: JIMMY TAPIA (jptapia@santafenm.gov)

Status: Out for Signature

Transaction ID: CBJCHBCAABAA6FCJVZmzWaetD-YzarJ4OclCJZxD0be9

#### Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

## "CM 3204769 USGS-Dept of Interior JFA-EXEMPT -Alan int sign" History

- Document created by JIMMY TAPIA (jptapia@santafenm.gov) 2024-06-21 5:00:33 PM GMT- IP address: 63.232.20.2
- Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature

2024-06-21 - 5:06:00 PM GMT

- Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) 2024-06-21 5:08:00 PM GMT- IP address: 98.249.77.89
- Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)

  Signature Date: 2024-06-21 5:11:15 PM GMT Time Source: server- IP address: 98.249.77.89
- Document sent to Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) and jlovato@santafenm.gov for signature. One of them to sign

2024-06-21 - 5:11:18 PM GMT

- Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) 2024-06-21 5:50:34 PM GMT- IP address: 63.232.20.2
- Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
  Signature Date: 2024-06-21 5:53:28 PM GMT Time Source: server- IP address: 63.232.20.2
- Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature 2024-06-21 5:53:31 PM GMT



Powered by Adobe Acrobat Sign Email viewed by EMILY OSTER (ekoster@santafenm.gov)

2024-06-26 - 0:39:02 AM GMT- IP address: 174.231.18.74

Document e-signed by EMILY OSTER (ekoster@santafenm.gov)

Signature Date: 2024-06-26 - 0:41:09 AM GMT - Time Source: server- IP address: 174.231.18.74

Document emailed to jwblair@santafenm.gov for signature

2024-06-26 - 0:41:12 AM GMT



Signature: XAVIER VIGIL (Jun 28, 2024 10:26 MDT)

Email: xivigil@santafenm.gov

# 24-0439 US Department of the Interior, US Geological Survey

Final Audit Report 2024-06-28

Created: 2024-06-28

By: XAVIER VIGIL (xivigil@santafenm.gov)

Status: Signed

Transaction ID: CBJCHBCAABAAn448bi5AMqlhTYlP7K-x86udt-zbA35v

## "24-0439 US Department of the Interior, US Geological Survey" History

- Document created by XAVIER VIGIL (xivigil@santafenm.gov) 2024-06-28 4:21:59 PM GMT- IP address: 63.232.20.2
- Document e-signed by XAVIER VIGIL (xivigil@santafenm.gov)

  Signature Date: 2024-06-28 4:26:37 PM GMT Time Source: server- IP address: 63.232.20.2
- Document emailed to GERALYN CARDENAS (gfcardenas@santafenm.gov) for signature 2024-06-28 4:26:40 PM GMT
- Email viewed by GERALYN CARDENAS (gfcardenas@santafenm.gov) 2024-06-28 4:30:36 PM GMT- IP address: 104.47.65.254
- Document e-signed by GERALYN CARDENAS (gfcardenas@santafenm.gov)
  Signature Date: 2024-06-28 4:30:57 PM GMT Time Source: server- IP address: 63.232.20.2
- Agreement completed. 2024-06-28 - 4:30:57 PM GMT

