

STATE OF NEW MEXICO SOLE SOURCE REQUEST AND DETERMINATION FORM

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the State Purchasing Agent or, for Professional Services Agreements, the Secretary of the General Services Department. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency and/or the Contractor.

- I. Name of Agency: City of Bloomfield
Agency Chief Procurement Officer: Dustie Sheets
Telephone Number: (505) 333-7820
Agency Contact for this request: Dustie Sheets
Telephone Number & Email Address: (505) 333-7820 dsheets@bloomfieldnm.gov
- II. Name of prospective Contractor: Bohannon Huston, Inc.
Address of prospective Contractor: 7500 Jefferson St NE, Albuquerque, NM 87109
Contact Name, Telephone Number and Email Address: Rob Richardson, 505-823-1000, rrichardson@bhinc.com
Amount of prospective contract before tax: \$1,733,090
Estimated tax amount (tax is subject to change): \$124,654
Term of prospective contract: 365 days
- III. Agency is required to state purpose/need of purchase and thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract (if this is an amendment request to an existing contract, include current contract number issued by SPD):

The purpose/need of this sole source engineering contract is due to the existing engineering contract expiration after 4 years on December 31, 2022, and the existing sole source agreement expiration after 365 days on December 31, 2023. Bohannon Huston is performing operation phase engineering services for the City of Bloomfield Water Reclamation Facility Improvements Project that had substantial completion on March 16, 2023, and continues through warranty and close-out. Warranty and Close-out phase engineering services are required for the remaining duration of construction of the project.

- IV. Provide a detailed explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

Bohannon Huston, Inc., provided design, construction, and operation phase engineering services for the City of Bloomfield Water Reclamation Facility Improvements Project that is currently in warranty and close-out and is the project's engineer of record. Project design started in 2018 and construction started in 2020. Substantial Completion of the project occurred on March 16, 2023; however, it is necessary to continue and retain the warranty and close-out engineering services of Bohannon Huston to complete the project.

- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor ***the one source*** capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”)

Bohannon Huston designed the project and has provided construction administration and oversight for the entirety of the project. The project is currently in warranty and close-out. Bohannon Huston is the engineer of record for the project. Because of Bohannon Huston's knowledge of and experience with the project, it is critical that they continue to provide construction and operation phase engineering services to ensure the successful warranty, close-out, and completion of the project.

- VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are ***unique and how this uniqueness is substantially related to the intended purpose of the contract.***

Bohannon Huston is the engineer of record for the City of Bloomfield Water Reclamation Facility Improvements Project and has the expertise and experience to provide the remaining warranty, close-out, and operation phase engineering services for the duration and successful completion of the project.

- VII. Explain why other similar professional services, services, construction, or item(s) of tangible personal property ***cannot*** meet the intended purpose of the contract.

Bohannon Huston is the engineer of record for the City of Bloomfield Water Reclamation Facility Improvements Project and has the expertise and experience to provide the remaining warranty, close-out, and operation phase engineering services for the duration and successful completion of the project. Substantial Completion of the project occurred on March 16, 2023; however, it is necessary to continue and retain the warranty and close-out engineering services of Bohannon Huston to complete the project.

VIII. Provide a narrative description of the agency's due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; contacting similar service providers; and reviewing the State Purchasing Divisions' Statewide Price Agreements. Include a list of businesses contacted (***do not state that no other businesses were contacted***), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

Bohannan Huston is the engineer of record for the City of Bloomfield Water Reclamation Facility Improvements Project and has the expertise and experience to provide the remaining warranty, close-out, and operation phase services for the duration and successful completion of the project. Substantial Completion of the project occurred on March 16, 2023; however, it is necessary to continue and retain the warranty and close-out engineering services of Bohannan Huston to complete the project.

Certified by:

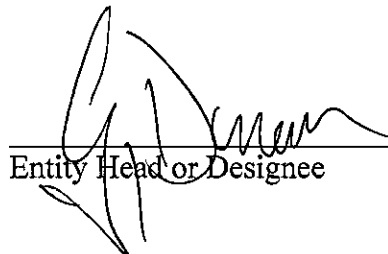
Date: 11-21-2023



Agency Chief Procurement Officer

Approval by:

Date: 11-21-2023



Entity Head or Designee