



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 231782

Date: 06/02/2023

Request #: 302481

Vendor #: 06940

ISSUED TO: BOHANNAN HUSTON INC.
7500 JEFFERSON ST.NE
ALBUQUERQUE, NM 87109-

SHIP TO: City of Las Vegas
Attn:Water Treatment Plant
385 NM 65
Las Vegas, NM 87701

Vendor Fax #: (505) 798-7988

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	CONSTRUCTION PHASE SERVICES SCADA ENGINEERIN 13-1-127	0.00		646-0000-650-8800	16,185.95

DEPARTMENT ORDER

Approved By:

Date:

6/5/23

SUBTOTAL:	16,185.95
TAX:	0.00
SHIPPING:	0.00
TOTAL	16,185.95

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.:

302481

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: _____

6/2/2023

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

Dept. Order

- | | |
|---|--|
| <input type="checkbox"/> \$0 TO \$19,999.99 | Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes; |
| <input type="checkbox"/> \$20,000.00 TO \$59,999.99 | Requires 3 written and signed quotes; (Goods or services) |
| <input type="checkbox"/> \$60,000.00 AND OVER | Formal Process (Requires RFQ, RFP, RFB, etc.) |

☐ BID NO.: _____ - _____ AWARDED: _____/_____/_____; CONTRACT NO.: _____ EXPIRES: _____/_____/_____
(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

- ☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____
☐ EXEMPT PURCHASE; Provide Section No.: _____
☐ GSA CONTRACT; GSA NO.: ____ - _____ EXPIRES: ____/____/____
☐ PROFESSIONAL SERVICES; _____
☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS
 PRIOR TO PROCURING GOODS AND/OR SERVICES.
☐ OTHER CITY CONTRACT: NO: _____ EXPIRES: ____/____/____
☒ EMERGENCY; ____ SECTIONS 13-1-127 STATE PROUDUREMENT CODE

STATEMENT OF NEED: (Must Complete)

WTP SCADA CONSTRUCTION PHASE SERVICES(ENGINEERING)

* IN COMPLIANCE WITH THE PROCUREMENT CODE # 14-18 THE FOLLOWING QUOTES WERE OBTAINED*

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

[illegible]

VENDOR: Bohannon Huston

TOTAL: \$

\$16,185.95

ADDRESS: 7500 Jefferson St NE Albuquerque, NM 87109

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 500,000.-

EXPENDED TO DATE \$ 184,485.27

CURRENT EXPENSE \$ 16,185.95

BALANCE	\$ 299,328.78
---------	---------------

SIGNATURE OF PERSON REQUESTING

646-0000-650-8800

FUND

DEPARTMENT

ACTIVITY

APPROVED BY:

BUDGET AVAILABLE

YES:

NO:

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: **City of Las Vegas**

Agency Chief Procurement Officer: ***Helen Vigil***

Telephone Number: ***505-454-1401***

II. Name of Contractor: **Bohannon Huston**

Address of Contractor:

7500 Jefferson St NE Albuquerque NM 87109

Amount of prospective contract: ***\$16,185.95***

Term of prospective contract: ***Until contract from the RFP is in place***

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Supervisory Control Data Acquisition Emergency Elements task (10452). See attached contract and amendment with all services.

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

SCADA project was in progress when current contract that was procured under RFP was determined to be invalid. Need to continue with the scope of work in progress without delay for the health and safety of the community by the addition of a direct monitoring and reporting system

- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

We are awaiting on the RFP procurement process for future scope of work. Estimated time is 3 months.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Contracts are reviewed regularly and tracked for approved addendums well before contract expiration.

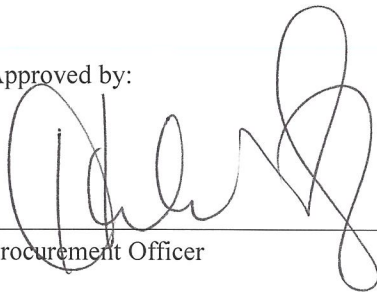
Certified by:



Department Director

Date: 6/2/23

Approved by:



Procurement Officer

Date: 6/2/2023

Approved:



Finance Director

Date: 06.05.2023

Invoices for 20210452 Emergency Elements											
Date	Invoices/ Apps	pre GRT	Taxes - water	Total	Balance	PO 211405	PO 220302	PO220950	PO 221246	PO 230480	
	Starting amount	\$36,250.00	\$ 3,013.28	\$ 39,263.28	\$ 39,263.28	\$ 36,250.00	\$25,648.91	\$7,960.97	\$19,116.30	\$19,116.32	
5/7/2021	114446	\$8,312.50	\$ 690.98	\$ 9,003.48	\$ 30,259.80	\$ 9,003.48		-			
6/4/2021	114770	\$1,475.00	\$ 122.61	\$ 1,597.61	\$ 28,662.20	\$ 1,597.61					
9/3/2021	115941	\$3,343.75	\$ 277.95	\$ 3,621.70	\$ 25,040.50	-	\$3,621.70	-			
10/11/2021	116308	\$1,875.00	\$ 155.86	\$ 2,030.86	\$ 23,009.64	-		\$2,030.86			
12/3/2021	117023	\$400.00	\$ 33.25	\$ 433.25	\$ 22,576.39	-		-	\$433.25		
1/7/2022	117464	\$2,687.50	\$ 223.40	\$ 2,910.90	\$ 19,665.49	-	\$2,910.90	-			
2/7/2022	117873	\$1,137.50	\$ 94.55	\$ 1,232.05	\$ 18,433.43	-		-	\$1,232.05		
3/7/2022	118276	\$2,075.00	\$ 172.48	\$ 2,247.48	\$ 16,185.95	-		-	\$2,247.48		
4/11/2023	CTJ020230411	\$0.00	\$ -	\$ -	\$ 16,185.95	-		-			
						-		-			
BALANCE						\$ 25,648.91	\$ 19,116.31	\$ 5,930.11	\$ 15,203.52	\$ 19,116.32	

Engineering Task Order and Change Orders 20210452 Emergency Elements							
	Original						
Project Management	\$ 4,000.00						Sub Totals
Facility Data Acquisition	\$ 6,500.00						\$ 4,000.00
Contract Documents	\$ 10,750.00						\$ 6,500.00
Construction Admin	\$ 15,000.00						\$ 10,750.00
							\$ 15,000.00
							\$ -
							\$ -
							\$ -
							\$ -
Total	\$ 36,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,250.00



425 S. Telshor Blvd.
Suite C-103
Las Cruces, NM
88011-8237

www.bhinc.com

voice: 575.532.8670
facsimile: 575.532.8680

December 14, 2020

Marvin Cordova, Project Manager
City of Las Vegas – Utilities Division
905 12th Street
Las Vegas, NM 87701

Re: **Proposal for Engineering Services – SCADA System**
Emergency SCADA Elements

Dear Mr. Cordova:

Please find enclosed our proposal scope and fee for engineering services related to the design of a Supervisory Control and Data Acquisition (SCADA) system for the water utility system. This scope covers the emergency elements, all located on the main water treatment facility site. The priority SCADA system design tasks, incorporating the main plant control renovation is to be done under a separate task order, and done immediately after this emergency work.

If acceptable, please send your task order confirmation at the earliest available date. Please contact me if you have any questions.

Sincerely,

Matthew R. Thompson
Senior Vice President

MRT/dg
Enclosure(s)

Engineering ▲

Spatial Data ▲

Advanced Technologies ▲

**City of Las Vegas – Surface Water Treatment Plant and Water Distribution
Emergency System Elements for Plant Monitoring and Instrumentation Verification
Scope of Professional Services**

A. PROJECT DESCRIPTION

Professional engineering services will be provided by BHI for design, bidding, and construction phase support for incorporation of Emergency Elements to monitor and enhance control at the main water treatment, and distribution system for the City of Las Vegas NM. This project scope of work is based on the SCADA System technical report provided by Bohannon Huston and reviewed by the City of Las Vegas Water Utilities Department, and only involves the Emergency elements needed immediately as defined below.

All design services and products will meet or exceed industry standards and for the type of facility being designed. All work defined will meet NFPA 70, NFPA 70E, National Electrical Safety Code, New Mexico Electrical Code requirements, and City of Las Vegas Water Utilities Department design standards.

Throughout this document the terminology "OWNER" refers to the City of Las Vegas Water Utilities Department and "ENGINEER" or "SURVEYOR" refers to BHI.

B. PROJECT WORK ELEMENTS

ENGINEER shall complete services for the following project work elements:

1. Develop functional design and specifications for the following system elements requiring emergency elements integration support for selection, purchasing and installation coordination:
 - New Auto-Dialer with battery backup for cellular or land-line connection for staff emergency notifications of specific parameters currently routed to existing Endres Hauser Plant Controller for poor water quality events, and other defined emergency inputs
 - Chlorine Analyzer, TSS and Flow Meter Instruments Calibration Check
 - Add water level monitoring in Filter Building to enable plant raw water inlet valve shutdown.
 - Ensure proper operation of solids disposal lift station and sodium hypochlorite generator unit.

The project's professional services are broken down into several distinct tasks identified below in a work task outline:

PROJECT MANAGEMENT:

Task 1 – Project Communication and Management

DESIGN PHASE:

Task 2 – Existing system Data Acquisition

Task 3 – Contract Documents

CONSTRUCTION PHASE:

Task 4 – Construction Administration

C. PROJECT MANAGEMENT

Task 1: Project Communications and Management

Objective: Provide effective communications, coordination, meetings and project management throughout the project from initial planning through the end of the project construction.

Approach: ENGINEER will conduct an initial Project Kick-off Meeting with the OWNER and other stakeholders to obtain additional Project information, to obtain OWNER input, and to develop critical success factors for design and implementation of the Project. As part of this meeting, OWNER goals and constraints will be identified to assist the ENGINEER in screening and evaluation of preliminary planning alternatives in order to construct facilities while continuing to maintain efficient operation. Subsequent design phase meetings with OWNER staff and operations team members will be conducted, as required, to complete the Project deliverables.

The ENGINEER and OWNER will have regular conference calls and email communications to keep the OWNER informed of the Project's progress and obtain additional input from the OWNER. The ENGINEER will provide a monthly progress report attached to monthly invoicing that summarizes the work completed since the last report, work to be completed during the next period, budget status, issues and concerns, and schedule status. The ENGINEER shall attend OWNER scheduled meetings on an as requested basis to update OWNER board or staff members on the current status of specific project activities and get input needed to maintain the project schedule.

ENGINEER will create and manage project deliverables in PDF format and record OWNER review comments. Other project management responsibilities to be completed under this task include management of subcontracts, project accounting, scheduling and budget tracking, and maintenance of project files.

Assumptions:

1. An initial kick-off meeting will be held with OWNER staff, ENGINEER's project team, and other stakeholders that may be identified by the OWNER.

2. Project Progress meetings shall be held at the OWNER's office on an as requested basis.

Deliverables:

1. Kick-off meeting agenda and meeting minutes
2. Monthly progress reports – delivered via e-mail
3. Regular conference meeting minutes
4. Monthly invoices for ENGINEER's services

D. DESIGN PHASE

Task 2: Facility Data Acquisition

Objective: ENGINEER staff will acquire all existing treatment system data necessary for coordination of project emergency elements.

Approach:

Task Work Elements:

1. ENGINEER staff will investigate existing system instrumentation and control equipment to define necessary elements to connect to existing operational system and enable auto-dialing notifications.
2. Investigate instrumentation current calibration status.
3. Confirm lift station and chemical injection system issues.

Assumptions:

1. OWNER representatives will be available to escort ENGINEER throughout the water treatment plant, answer design questions, and confirm desired sequence of operations.

Task 3: Contract Documents

Objective: ENGINEER will prepare contract documents including contract basis, specifications and schematic drawings as required for OWNER review and distribution to Contractor for pricing and field use. The intent of this phase is to incorporate OWNER review comments prior to initiation of work and direct Contractor on immediate emergency system needs.

Approach:

Task Work Elements:

1. ENGINEER will define desired auto-dialer equipment to be mounted next to the existing to ultimately be relocated used as the redundant hardware backup for the main SCADA software auto-dialer to be completed at a later date.
2. Develop instrument calibration test check and accuracy confirmation program.
3. Develop specification and schematic drawings as required for other elements that may need modifications to accomplish emergency item corrections.

Assumptions:

1. Drawings to be schematic basis only for Contractor use.

Deliverables:

1. One (1) paper copy of drawings and specifications.
2. Direct internet download of all files in PDF format.

E. CONSTRUCTION PHASE SERVICES

Task 4 – Construction Administration

Objective: Provide effective communications and coordination between the OWNER, the ENGINEER and the CONTRACTOR during construction of the Project.

Approach: ENGINEER will provide construction administration of the construction contract on behalf of the OWNER to include the following:

1. Provide administration of the construction contract as required and defined in the Conditions of the Contract for Construction.
2. Organize and conduct a pre-construction conference with the key stakeholders, including OWNER operations staff, CONTRACTOR and their subcontractors. The pre-construction meeting will allow all stakeholders in the project to meet and understand how the CONTRACTOR will approach the project and provide a schedule of events. Attendees will be allowed to raise concerns, and protocols will be established. As part of this meeting, attendees will provide contact information that will be copied and provided to all stakeholders. Meeting minutes will be documented and distributed.
3. Make visits to the site as appropriate during the progress of the Work, for the purposes of notifying the OWNER on the progress and condition of the Work and to adequately represent the OWNER. On the basis of on-site observations, the ENGINEER will endeavor to guard the OWNER against defects and deficiencies in the construction. ENGINEER will determine if any portion of the Work varies from the requirements of the Contract Documents, and immediately notify the CONTRACTOR and the OWNER of the nature of the work required to correct such non-compliance.
4. Review the CONTRACTOR'S submittals, such as shop drawings, product data, and samples, for the conformance with the information given in the Contract Documents.
5. Conduct observations for a Final Completion. The ENGINEER will obtain and forward to the OWNER for the OWNER'S review all closeout documents.

Assumptions:

1. The Construction Phase will commence with the execution of the Contract for Construction and

end with the final payment to the CONTRACTOR.

Deliverables:

1. Pre-construction conference meeting agenda and minutes
2. Final Inspection Report

F. SERVICE FEES

Compensation for services of ENGINEER (including direct costs, markups and cost of subcontracted services) will be as outlined below. All amounts shown are exclusive of New Mexico Gross Receipts Tax.

Invoicing will be based on percent complete of task or cumulative completion of subtasks associated with the work under the task. All amounts shown below are lump sum (LS) except tasks indicated to be time and materials not-to-exceed (T&M NTE). Lump sum amounts shown include all direct costs, markups, and cost of subcontracted services associated with the task. Changes to these amounts will only be accomplished by written amendment to this scope and approved by the OWNER.

PROJECT MANAGEMENT:

Task	Description	Type	Fee Amount
1	Project Communication and Management	Lump Sum	\$4,000

Project Management Subtotal: ***\$4,000***

DESIGN PHASE:

Task	Description	Type	Fee Amount
2	Facility Data Acquisition	Lump Sum	\$6,500
3	Contract Documents	Lump Sum	\$10,750

Design Phase Services Subtotal: ***\$17,250***

CONSTRUCTION PHASE:

Task	Description	Type	Fee Amount
4	Construction Administration	T&M NTE	\$15,000

Construction Phase Services Subtotal: ***\$15,000***

TOTAL PROJECT FEE (Exclusive of NMGRT) ***\$36,250***
(Including Project Management, Design, and Construction Phases)

G. PROJECT SCHEDULE

1. Conduct site data acquisition visit 2 weeks after OWNER issued Notice to Proceed or signed contract.
2. Complete contract documents for distribution to CONTRACTOR for pricing within 4 weeks of site data acquisition.
3. Construction phase estimated to be 2-month duration.

ENGINEER:

Bohannon Huston, Inc.
Signature: [Signature]
Name: Matthew R. Thompson
Title: Senior Vice President
Date: 12/14/2020

OWNER:

City of Las Vegas, NM
Signature: [Signature]
Name: William Taylor
Title: City Manager
Date: 3-4-2021

Recommend Signature
[Signature]
Date: 3/2/21

M.R.M.
2-19-21
Bohannon  Huston