A. Call to Order

B. Roll Call

C. Approval of the Agenda

D. Approval of Minutes
   1. January 27, 2020  1 - 3

E. Non-Action Items
   2. Bicycle Pedestrian Master Plan Presentation  4
   3. Project Updates Discussion  5 - 11
   4. Large Diameter Water Lines  12
   5. Update RTF Proceedings  13
   6. Update WWTP Property Purchases  14
   7. E. Berrendo Road (County Water Customers)  15 - 16
   8. Update Landfill Chopper  17

F. Regular Items (Action Items)
   9. RFP-20-005 Scope of Work “WWTP Dewatering Facility”  18 - 23
   10. City Wide Striping Award to Highway Supply  24 - 27
   11. Street Sweeper Replacement  28 - 31

G. Other Business (Non-Action)
   12. Department Reports  32 - 40

   13. Public Comments

H. Adjourn (Next Meeting: March 23, 2020)

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 19-37.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: 2/20/2020
Regular Meeting of the Infrastructure Committee Held
in the Conference Room at City Hall
January 27, 2020

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4, NMSA 1978 and Resolution 19-37.

ROLL CALL:

The meeting convened at 4:00 p.m. with Chairman Oropesa presiding and Peterson, and Kennard being present, and Councilor Best being absent.

Staff Present:

Robert Glenn, Danny Renshaw, Lorenzo Sanchez, Michael H. Mayes, Daniel Mendiola, Trent Moore, Councilor Judy Stubbs, Quinton Miller, Steve Miko, Juanita Jennings, Bill Morris, Analicia Nieto, Roger Buckley, Louis Najar, and Bernadette Lopez.

Guest(s) Present:

Sarah Garduño, Susan Dosher, Cristina Arnold, Lisa Dunlap, and Larry Connolly.

APPROVAL OF AGENDA:

Councilor Peterson moved to approve the agenda for the Regular Infrastructure Committee meeting of January 27, 2020 as presented. Councilor Kennard seconded the motion. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Best being absent.

APPROVAL OF MINUTES:

1. November 25, 2019:

Councilor Peterson moved to approve the November 25, 2019 Minutes for the Regular Infrastructure Committee meeting as presented. Councilor Kennard seconded the motion. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Best being absent.

NON-ACTION ITEMS:

2. Project Updates:

RIAC Reservoirs:

Mr. Najar discussed the update.

Garden Bridge:

Mr. Najar discussed the update.

Country Club Reservoirs:
Mr. Najar discussed the future project.

S. Atkinson Project- McGaffey to 2nd St.:

Mr. Najar discussed the update on the future Atkinson project.

3. Large Diameter Water Lines:

Mr. Najar discussed the update.

4. WWTP Effluent Dissolved Oxygen Evaluation:

Mr. Mendiola discussed this item. Mr. Mendiola handed out documentation of Requirements for NPDES Permits, Limitations and Monitoring Requirements. Mr. Mendiola stated future upgrades may be $2 million.

5. Update WWTP Property Purchase:

Mr. Najar and Mr. Moore discussed the update.

6. Update Convention Center Priority Needs List:

Mr. Moore discussed the update.

REGULAR ITEMS (Action):

7. Award ITB-20-004 – Main/Country Club Traffic Signal:

Councilor Peterson moved to send to consent agenda, Award ITB-20-004 in the amount stated. Mr. Najar discussed this item. Councilor Kennard seconded the motion. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Best being absent.

8. Award ITB-20-005-Municipal Landfill Unit #3 Closure:

Councilor Peterson moved to send to consent agenda, ITB-20-005 to D.E. Rice Construction Company in the amount stated. Mr. Mayes discussed this item. Councilor Kennard seconded the motion. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Best being absent.

9. Award Souder, Miller & Associates Professional Services:

Councilor Peterson moved to send to consent agenda, the Bid/Construction services to Souder, Miller & Associates for the amount stated. Mr. Mayes discussed this item. Councilor Kennard seconded the motion. A voice vote of 3-0 was unanimous and the motion passed with Councilor Best being absent.

10. Approve Landfill to Procure Wood Chipper:

Councilor Kennard moved to approve for the Landfill to procure wood chipper. Mr. Mayes discussed this item. Mr. Najar stated this item would come back to Infrastructure
when a price and vendor is recommended. **Councilor Peterson seconded the motion. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Best being absent.**

11. **RFP-20-003 (2nd Posting) Scope of Work – RTF Sale:**

**Councilor Peterson moved to send RFP document for RFP-20-003, City Property Sale, and Roswell Test Facility (RTF) to consent agenda.** Mr. Morris discussed the update. **Councilor Kennard seconded the motion. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Best being absent.**

12. **Resolution 20-xx Annual Renewal CDBG Policy Requirements:**

**Councilor Peterson moved to send to consent agenda, Resolution 20-xx CDBG Annual Certifications and Commitments.** Mr. Najar discussed this item. **Councilor Kennard seconded the motion. A voice vote of 3-0 was unanimous, and the motion passed with Councilor Best being absent.**

**OTHER BUSINESS (Non-Action):**

13. **Public Comments:**

Mr. Najar addressed the committee that BHI would be giving a Bicycle Pedestrian Plan presentation at February’s Infrastructure Committee meeting.

Mr. Connolly inquired about the Garden Bridge funding.

**ADJOURN:**

The meeting adjourned at 5:16 p.m. The next scheduled meeting is February 24, 2020.

BACKGROUND: Initiated by: Louis Najar

Committee will be given opportunity for Q&A on Bicycle & Pedestrian Master Plan.

This plan was awarded as RFP-19-001 to BHI at February 2020 City Council. Three of the main goals were to assess current facilities, identify deficiencies, recommended actions for improvements.

The Master Plan will assist in applying for federal and state funding.

Final public input meeting is 6pm, February 24, 2020 at the Roswell Library. Final presentation of completed report will be at April 9, 2020 City Council.

FINANCIAL CONSIDERATION: Purchase Order was issued in the amount of $119,618.40. Federal funding participation through NMDOT is $93,984.

LEGAL REVIEW: Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION: Open discussion for this Committee.

STAFF RECOMMENDATION: Continue to complete report with comments from Committee, Council, staff and final public input meeting.
ACTION REQUESTED: Project Updates – Infrastructure Committee open discussion

BACKGROUND: Initiated by: Louis Najar

Committee will be given opportunity for Q&A on any project. Project Dashboard report is part of the committee packet.

Please note there are two project updates reports. One is prepared by Facilities Department and one is prepared by Engineering Department

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION: Open discussion for this Committee.

STAFF RECOMMENDATION: None, this is opportunity for Committee to ask questions.
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>TOTAL COST</th>
<th>FUNDING SOURCE</th>
<th>STATUS</th>
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<td>Boys &amp; Girls Club</td>
<td>TBD</td>
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<td>$948,848.00</td>
<td>CDBG</td>
<td>JSH Eng. has 70% completion of specifications and drawings</td>
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<td>TBD</td>
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<td>1/7/2020</td>
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<td>Mid Jan. 2020</td>
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<td>10/30/2017</td>
<td>Feb-20</td>
<td>$8,795,814.52</td>
<td>DFA &amp; Lodger's Tax</td>
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<td>11/20/2019</td>
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<td>TBD</td>
<td>Lodger's Tax</td>
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<td>GRT</td>
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<td>D.O.T. Funds</td>
<td>In Design Phase with JSH Engineering</td>
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<td>Zoo Mountain Lion Exhibit</td>
<td>10/23/2019</td>
<td>TBD</td>
<td>$495,508.00</td>
<td>FY20 Budget &amp; Donations</td>
<td>Waiting on Flood Plain Permit from CID</td>
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<td>11/4/2019</td>
<td>3/30/2020</td>
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<td>FY20 Budget</td>
<td>Design Complete; submittal approval expected by 1/17/20</td>
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<td>1/17/2019</td>
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<td>1/7/2020</td>
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<td>Jan-20</td>
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<td>RIAC ILEA Roof</td>
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<td>RIAC Buildings #92, #118 &amp; #240</td>
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<td>Feb-20</td>
<td>TBD</td>
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<td>Dec-19</td>
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<td>Hail 17 - 88 Roofs</td>
<td>FY19</td>
<td>TBD</td>
<td>See Attachment</td>
<td>Hail 17</td>
<td>TBD</td>
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</table>
City of Roswell Projects Status
Updated 2/19/2020

Category: Grant and Legislative Projects

CDBG Grant 18-C-NR-I-03-G-14 Boys & Girls Club
SCOPE: Repairs and Upgrades to Boys & Girls Club
ESTIMATED COST: $ 824,883.00
FUNDING SOURCE: Federal Grant & FY19 City Budget
BUDGET
Total Budget: $ 948,848.00
Total Encumbrance: $ -
Total Change Orders: $ -
Current Balance: $ 948,848.00
PROJECT SCHEDULE: Unknown
PROJECT COMPLETION: 5%
PROJECT STATUS: Budget was updated to $948,848 to match what was submitted with the application. DFA rejected the project with the reduction to only meet our required match. So to prevent delays we increase the City’s portion to match the original application. Additional funding needed for Fire Alarm system replacement. A&E procured COG has submitted final package. JSH Engineering working on engineering drawings. Engineering 90% complete with civil drawings. Still waiting on JSH doing drawings. Once facility plan/details available a plan set for bids can be assembled and bid documents prepared. City Staff has met with B&G Club. The Club will shut down June 1 through Dec. 31, 2020 for construction. JSH delivered his portion of plans on 2.19.20, this is causing delay of project bidding and construction.

Garden Bridge:
SCOPE: Replace bridge on Garden Ave.
BUDGET: $ 911,237
FUNDING SOURCE: Capital Improvements - Awaiting issuance of PO
EST. COMPLETION: July 2020
PROJECT STATUS: 10%


Country Club/Main Traffic Signal:
SCOPE: Upgrade traffic signals at Country Club and Main.
BUDGET: $ 750,000
FUNDING SOURCE: FY 2019 Special Electronics Budget
EST. COMPLETION: July 2020
PROJECT STATUS: 10%

Plans are complete. This project was awarded a NMDOT Grant of $750,000 with 5% City match. Awaiting grant to advertise and bid project. NMDOT to fund $712,500, City $37,500. Council approved acceptance of grant Nov. 2019 Bids opened January 14, 2020. Project was awarded to RT Electric at City Council, Feb. 13, 2020.

Edgewood Small Diameter Waterline Project
SCOPE: Replacement of small diameter waterlines in the Edgewood Neighborhood.
Current Cost: $ 1,554,675 Final Cost
FUNDING SOURCE: FY 2019 WMT Budget
EST. COMPLETION: 1/30/2020
PROJECT STATUS: 100%

Awarded to White Cloud Pipeline. Construction commenced on June 10, 2019 for 10” waterline on N. Garden from 5th to Cherry. Water line substantially complete. Internal audit and close out underway.

RIAC Reservoirs
SCOPE: (2) New Water Towers at RIAC
BUDGET: $ 6,148,750
FUNDING SOURCE: EPA Loan & Water Capital Fund
EST. COMPLETION: 12/31/2020
PROJECT STATUS: 15%

Country Club Reservoirs

SCOPE: Rehabilitate the existing twin 7.5 Million Gallon concrete reservoirs on W. Country Club Rd.
BUDGET: $3,500,000 Estimated
FUNDING SOURCE: Central Control Budget? Another Drinking Water Loan?
EST. COMPLETION: On-Hold
PROJECT STATUS: 0%

Project needs to be scheduled after construction of RIAC Water Towers.

Pavement Assessment / Management RFP, Phase I

SCOPE: Prepare a pavement assessment and priority listing of roadway projects for entire city.
BUDGET: $273,860
FUNDING SOURCE: FY 2019
EST. COMPLETION: 01.15.2020
PROJECT STATUS: 100%

Assessment complete. City needs to spend $5-$6 million dollars a year to maintain current "D" grade of street pavement conditions. At current rate of $3 million a year or so, Roswell streets will be headed to "F" level failures of street pavement conditions.

S. Atkinson Project - McGaffey to 2nd Street

SCOPE: ADA / Sidewalk & Mill & Fill of pavement
BUDGET: $1,451,732 ($990,000 NMDOT Share)
FUNDING SOURCE: FY 2019 Budget
EST. COMPLETION: 11/15/2019
PROJECT STATUS: 99%

NMDOT & FHWA need to perform project audit of City. City Engineering staff shortage hindering closure of project.

E. 2nd Street - Waterline Replacement Phase I

SCOPE: Replace 4.2 miles of existing 10” AC waterline from Atkinson to the east.
BUDGET: $1,603,383
FUNDING SOURCE: Water Maintenance & Transmission
EST. COMPLETION: 3/31/2020
PROJECT STATUS: 85%

Bids opened 3.12.19, awarded bidder is General Hydraulics of Alamogordo. Total bid = $1,603,382.76. Preconstruction conference was June 27, 2019. All 10” water line is in the ground. Contractor charging and testing line from west to east.

Manhole Rehab Project 2019

SCOPE: Rehabilitate approximately 50 sewer manholes.
BUDGET: $250,000
FUNDING SOURCE: FY19 Sewer Budget
EST. COMPLETION: 3/15/2020
PROJECT STATUS: 95%

Bids opened 3.12.19. Awarded low bidder is Corrosion Resistant Coatings $247,908.76. Contractor is working on project. All concrete work done, now working on epoxy interior coatings.

Carpenters Park

SCOPE: Splash pad construction
BUDGET: $450,000
FUNDING SOURCE: 2019 Legislative Grant
EST. COMPLETION: 12/31/2020
PROJECT STATUS: 0%

Grant agreement executed. Design consultant being researched. Waide Construction has been contacted and is working our a few design options with VORTEX to present. Site design meeting was held January 16, 2020.

Veterans Cemetery

SCOPE: Various Improvements
BUDGET: $516,000
FUNDING SOURCE: 2019 Legislative Grant
EST. COMPLETION: 12/31/2020
PROJECT STATUS: 0%

Grant agreements executed. Engineering met with Veterans group on 8/19/19 to discuss project scope. Cost estimates being performed for top 4 items. Facilities met with Huitt-Zollars to discuss design and options. HZ performed site survey and is working on design costs.
**Large Diameter Valve Project**

**SCOPE:** Large Diameter Valve construction

**BUDGET:** $1,351,146 (Engr’s Est.)

**FUNDING SOURCE:** 2019 Legislative Grant $750,000

**EST. COMPLETION:** 12/31/2020

**PROJECT STATUS:** 5%

Grant agreement executed. Engineering doing plans, which are at 80%. Project advertised to bid Feb. 16, 2020 and open bids March 17, 2020.

**S Main Road Improvements**

**SCOPE:** Various road improvements

**BUDGET:** $1,101,176.24

**FUNDING SOURCE:** 2019 Legislative Grant $783,250 & Capital Improvement Funds $151,750, Road Fund $166,176.24

**EST. COMPLETION:** 6/30/2020

**PROJECT STATUS:** 5%

Grant agreement executed. Brasier Asphalt was awarded project, waiting on spring temperatures. Paving to begin Feb. 24, 2020

**Lea/Deming Bridge**

**SCOPE:** Remove and replace bridge

**BUDGET:** $1,000,000

**FUNDING SOURCE:** 2019 Legislative Grant $800,000 & City Funds $200,000

**EST. COMPLETION:** 7/1/2021

**PROJECT STATUS:** 2%

Grant agreements being executed. RFP for design awarded to Souder Miller & Associates in the amount of $103,018.95. Bridge design is at 90%.

**Hot Recycle Pavement FY 20**

**SCOPE:** Hot Recycle Portions of S. Main, N. Washington, W. Alameda, S & N Sycamore

**BUDGET:** $643,305

**FUNDING SOURCE:** Road Fund, FY 20

**EST. COMPLETION:** Completed

**PROJECT STATUS:** 100%

Location of work is N. Washington, Sycamore, Alameda and S. Main.

**Micro-surfacing Collector/Arterials FY 20**

**SCOPE:** Micro-surface those streets that were Hot Recycled. Portions of S. Main, N. Washington, W. Alameda, S & N Sycamore

**BUDGET:** $559,604

**FUNDING SOURCE:** Road Fund, FY 20

**EST. COMPLETION:** Completed

**PROJECT STATUS:** 100%

Location of work is N. Washington, Sycamore, Alameda and S. Main.

**5th St. Sewer - Phase II -**

**SCOPE:** Replace existing 8” sewer in easement between E 5th St & Morningside

**BUDGET:** $100,000

**FUNDING SOURCE:** Sewer Fund FY 20

**EST. COMPLETION:** 6/15/2020

**PROJECT STATUS:** 5%

City Sewer has received most of the "right of entry" permits. City Engineering is 80% complete with design. 99% of Right of Entries received. Scheduled to advertise March 2020 and open bids April 2020.

**E Hobson Road Design**

**SCOPE:** Perform design to improve Hobson Road from E. Earl Cummings Loop east to YO Crossing Road

**BUDGET:** $65,000

**FUNDING SOURCE:** Capital Improvements

**EST. COMPLETION:** Mar-20

**PROJECT STATUS:** 5%

BHI will be consultant for road design. Kickoff meeting is 11.26.19. City Engineering has commenced topo survey, and traffic counters are gathering data. Project to be submitted for NMDOT Call for Projects Spring 2020 for construction funding.
**WWTP Dissolved Oxygen Study**

SCOPE: Perform study of effluent at WWTP for oxygen values.

BUDGET: $11,325

FUNDING SOURCE: WWTP FY 20

EST. COMPLETION: Mar-20

PROJECT STATUS: 5%

HDR has been consulted to do study. Study is a result of EPA rule changes and will require WWTP modifications in the future.

**Manhole Rehab Project 2020**

SCOPE: Rehabilitate approximately 50 sewer manholes.

BUDGET: $250,000

FUNDING SOURCE: FY 20 Budget

EST. COMPLETION: 12/31/2020

PROJECT STATUS: 2%

Engineering working on plans, approximately 90% complete. Advertised for bids 2.16.20 and open bids 3.17.20

**S. Atkinson Project - Phase II - 2nd to Cherry St.**

SCOPE: ADA / Sidewalk & reconstruction of pavement

BUDGET: $1,544,553 ($1,000,000 NMDOT Share)

FUNDING SOURCE: FY 20 Budget Capital Improvements

EST. COMPLETION: 12/1/2020

PROJECT STATUS: 3%

Plans 60% complete. Will have to contract out to complete due to vacancies in Engineering and deadlines.

**Spring River Trail - Atkinson to Main**

SCOPE: Trail maintenance improvements

BUDGET: $149,000 ($127,326 NMDOT Share)

FUNDING SOURCE: FY 20 Budget Capital Improvements

EST. COMPLETION: 12/1/2020

PROJECT STATUS: 3%

Plans 30% complete. Louis Najar met with NMDOT for 30% inspection on 1.14.20. Plans need to be completed in April 2020. City will have to contract out completion of professional services to meet deadlines.

**Hondo River Trail - 2nd to Main**

SCOPE: Trail maintenance improvements

BUDGET: $129,000 ($110,218 NMDOT Share)

FUNDING SOURCE: FY 20 Budget Capital Improvements

EST. COMPLETION: 12/1/2021

PROJECT STATUS: 0%

**Bicycle & Pedestrian Master Plan**

SCOPE: Provide guidance for City improvements

BUDGET: $129,000 ($93,984 NMDOT Share)

FUNDING SOURCE: FY 20 Budget Capital Improvements

EST. COMPLETION: 5/1/2020

PROJECT STATUS: 90%

BHI to present report to Infrastructure, February 24, 2020. City Council will be given final presentation on April 9, 2020.

**McGaffey - Atkinson to Garden**

SCOPE: ADA/Sidewalk - Mill & Fill

BUDGET: Estimated $1.3 million

FUNDING SOURCE: Submitted on 2020 Legislative ICIP

EST. COMPLETION:

PROJECT STATUS:

Project is on the year 1 Pavement Condition List

**McGaffey - Wyoming to Union**

SCOPE: ADA/Sidewalk - Mill & Fill

BUDGET: Estimated $1.3 million

FUNDING SOURCE: Submit for 2020 NMDOT Call For Projects

EST. COMPLETION:

PROJECT STATUS:

Project is on the year 1 Pavement Condition List
### N. Main - Pavement Maintenance - COOP

**SCOPE:** Micro-surface Main - Alameda to McGaffey & College to Country Club  
**BUDGET:** Estimated $378,020 (NMDOT Share 50% - $189,010)  
**FUNDING SOURCE:** Has been submitted to NMDOT District 2 - Local COOP Project Applications, January 2020  
**PROJECT STATUS:** Preliminary estimate & need complete.

### FY 21 - Hot Recycling & Micro-surfacing

**SCOPE:** Pavement maintenance per Pavement Condition list, list to be based on budget for Streets Department  
**BUDGET:** Estimated Budget to be determined by City Council  
**FUNDING SOURCE:**  
**PROJECT STATUS:**

### Edgewood Water Line Phase II - Cherry east from Garden Ave.

**SCOPE:** Replace problematic asbestos cement water main.  
**BUDGET:** Estimated $1,500,000,  
**FUNDING SOURCE:** FY 20-21 Water Maintenance & Transmission  
**PROJECT STATUS:** Plans 50%, need to hire consultant to finish plans. This project is to continue to replace asbestos cement water lines on Cherry St. and Edgewood neighborhood east of N. Garden Ave. Tentative schedule, advertise in April 2020 and bid May 2020.

### WWTP Screw Press Improvements

**SCOPE:** Install screw presses at WWTP  
**BUDGET:** Estimated $ 5,500,000  
**FUNDING SOURCE:** WWTP - Clean Water Loan  
**PROJECT STATUS:** 12/1/2021  
**EST. COMPLETION:**  
**PROJECT STATUS:** 1st step is to issue RFP for design. RFP scope presented to February 2020 Infrastructure & March 12, 2020 City Council for approval of RFP.
ACTION REQUESTED: Open Discussion - Large Diameter Water Lines

BACKGROUND: Initiated by: Louis Najar

Committee has requested updates on issues and work on large diameter water lines.

1. ITB-20-008 Water System Valve Replacement project advertised Feb. 16, 2020 and will open bids March 17, 2020. This will be replacement of large valves in vicinity of Nancy Lopez Spring River Golf Course, S. Main/Poe and S. Main/South Park Cemetery entrance and associated work. This is partially funded by $750K Legislative Grant SAP-19-D2440-GF. Any funding required over $750K will be funded by Water Enterprise Fund.

2. Edgewood Project Phase II is under design, current estimate $1.5 million. This would be to continue in the Edgewood neighborhood with replacement of asbestos cement water lines. Project to be funded from Water Maintenance & Transmission Department. Current schedule is advertise April 2020 and open bids May 2020.

FINANCIAL CONSIDERATION: See Background above.

LEGAL REVIEW: Not required for this agenda item.

BOARD AND COMMITTEE ACTION: Open discussion for this Committee.

STAFF RECOMMENDATION: Continue with repairs and projects diligently.
ACTION REQUESTED: Update for RFP-20-003 (2nd Posting) City Property Sale, Roswell Test Facility (RTF).

BACKGROUND: Initiated by: William Morris

The original RFP was posted on October 20, 2019 with an extension date for opening on December 10, 2019. One proposal was received from First Choice Energy Services, LLC of Roswell, NM. The Evaluation Committee recommended to reject this proposal, to revise the RFP document and re-post.

City Council of February 13, 2020 approved a 2nd posting of this RFP to sell RTF.

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: Not applicable at this time.

BOARD AND COMMITTEE ACTION: Open discussion and Q&A.

STAFF RECOMMENDATION: Continue with efforts to sell RTF.
ACTION REQUESTED: Update, discussion and direction of purchase of farmland adjacent to WWTP.

BACKGROUND: Initiated by: Louis Najar

As previously discussed at meetings and council briefings, the WWTP will eventually need upgrade and reconstruction. Some based on age and other based on future EPA requirements.

Over the years, several upgrades and additions were constructed for the existing WWTP. The existing City owned property is no longer adequate to construct forecast needed expansion and improvements for the WWTP.

As a precursor to this discussion, an appraisal has already been obtained. Two parcel are identified, the east parcel at 77.8 acres for a value of $740,000 and the north parcel 108.6 acres for a value of $980,000. Infrastructure Committee previously recommended follow up on purchase of east parcel.

City Manager assigned Bill Morris to be purchase administrator. Mr. Morris has made contact and initial conversations with the Wagonner family.

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: None at this time.

BOARD AND COMMITTEE ACTION: Open discussion and direction for this Committee.

STAFF RECOMMENDATION: Pursue purchase of east parcel property adjacent to WWTP.
ACTION REQUESTED: Informational item, E. Berrendo Road water customers request.

BACKGROUND: Initiated by: Louis Najar

The City was contacted by a group of county water customers located off of E. Berrendo Road east of the Berrendo Creek. These are county residents who are paying double water rate. They are responsible for their own distribution pipe system. The request is that the City install individual water meters so each property can be billed individually. Currently there is one master meter and these customers are responsible for reading individual meters and their own billing process, which in turn they collect to pay City bill.

Current review by City staff is to place smart meters for individual billing, maintain existing master meter readings to verify quantity of water use, and for this home owner’s association to continue to maintain water distribution system.

FINANCIAL CONSIDERATION: Any costs associated would be home owner’s responsibility.

LEGAL REVIEW: Not applicable for this agenda item at this time.

BOARD AND COMMITTEE ACTION: This item brought to Infrastructure Committee for transparency of the request being made to the City.

STAFF RECOMMENDATION: Continue to review request, which at this time seems reasonable, as long as home owners are financially responsible.
ACTION REQUESTED: Update from Landfill to procure a new wood chipper machine.

BACKGROUND: Initiated by: Michael Mayes/Landfill Supervisor

A new wood chipper is required to replace a 2010 Mobark, Wood Hog, horizontal grinder that caught fire in August 2019. The Department hosted two demonstrations to identify the size of the wood chipper that would be needed at the landfill. The estimated cost from two vendors is as follows:

- RotoChopper $590,275
- Morbark $696,450

The Solid Waste Department will be ready to advertise the RFB in March. The cost for a right sized wood chipper is around $600,000

FINANCIAL CONSIDERATION: The Department received $129,000 from the insurance company for the old chipper. This amount combined with the capital freed up from the pending award of the Cell #3 construction project should be sufficient to purchase a new wood chipper without tapping the cash balance.

This would be a deviation from current FY 20 budget.

LEGAL REVIEW: Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION: This is an update and more Q&A opportunity for Infrastructure Committee

STAFF RECOMMENDATION: Staff recommends approval to proceed with procurement for a new wood chipper machine. Recommendation for award of purchase would return to Infrastructure Committee.
ACTION REQUESTED:  Consider scope of work for RFP-20-005 WWTP Dewatering Facility.

BACKGROUND:  Initiated by: Louis Najar

The City has been approved for and has accepted a Clean Water Act Loan to construct a dewatering facility at the WWTP (Waste Water Treatment Plant).

The first step is to issue an RFP for design of facility. The proposed scope of work is attached. RFP will be required to follow federally funded project requirements and will have NMENV Department oversight.

FINANCIAL CONSIDERATION:  This project will be funded by a Clean Water Act Loan in the amount of $5,500,000.

LEGAL REVIEW:  RFP has been submitted to Legal Department for review.

BOARD AND COMMITTEE ACTION:  Consider scope of work for RFP-20-005 WWTP Dewatering Facility for City Council consent agenda of March 12, 2020.

STAFF RECOMMENDATION:  Proceed with project development of WWTP Dewatering Facility.
CITY OF ROSWELL, NM
PURCHASING DEPARTMENT
425 N. RICHARDSON AVE., ROSWELL, NM 88201
LUPITA EVERETT, CHIEF PROCUREMENT OFFICER
DIRECT PHONE NUMBER: (575) 637-6222
EMAIL: l.everett@roswell-nm.gov

Request for Proposal

<table>
<thead>
<tr>
<th>RFP NUMBER:</th>
<th>20-005</th>
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<tbody>
<tr>
<td>RFP NAME:</td>
<td>Waste Water Treatment Plant Dewatering Facility</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Engineering</td>
</tr>
<tr>
<td>DATE OF OPENING:</td>
<td>MAY 12, 2020</td>
</tr>
<tr>
<td>TIME OF OPENING:</td>
<td>2:00 P.M.</td>
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</table>

FACSIMILE AND ELECTRONIC PROPOSALS ARE NOT ACCEPTABLE

IMPORTANT:

PROPOSALS DUE: TUESDAY, MAY 12, 2020, 2:00 P.M
OFFICE OF THE CHIEF PROCUREMENT OFFICER, CITY HALL
425 N. RICHARDSON AVE., ROSWELL, NEW MEXICO 88201
PART III: SCOPE OF WORK / SPECIFICATIONS

RFP-20-005

Professional Services for Waste Water Treatment Plant Dewatering Facility

I. PROJECT INFORMATION:

1. Project Description

Project scope of work includes survey, geotechnical investigations, design, bidding, construction phase services and startup assistance for a new digested sludge dewatering facility at the City’s wastewater treatment plant (WWTP). Requested dewatering facility is a screw press process. The WWTP is located at 2306 E. College Blvd., Roswell NM. Contract will be phased in two parts: A. Design of Dewatering Facility, plans & contract documents. B. Will be separate amendment for bidding and construction phase services.

The existing WWTP utilizes a medium rate activated sludge (MRAS) treatment process. Primary and waste activated sludge from the treatment process is stabilized by primary and secondary anaerobic digesters followed by digested sludge dewatering through the use of hard-bottom sludge drying beds. The existing hard bottom sludge drying beds are over capacity requiring the need for a new sludge dewatering facility.

This project is wholly or partially funded with United States Environmental Protection Agency funds, and therefore must comply with all federal cross cutter requirements. Neither the United States nor its department's agencies or employees is or will be party to this invitation for bids or any resulting contract. This procurement will be subject to regulations contained in 40CFR part 31.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. Bidders on this work will be required to comply with the President’s Executive Order No. 11246, as amended.

The Offeror must make a good faith effort to solicit and hire Disadvantaged Business subcontractors and suppliers to meet the goals outlined in EPA XP-215. A good faith effort requires that the Offeror: 1) Complete the affirmative steps outlined in XP-215, 2) Submit XP-215 with the proposal, 3) Submit with the proposal proof that affirmative steps have been taken and this should include copies of advertisements and letters of solicitation. A Proposal that omits XP-215 or does not support that a good faith effort was made will be considered non-responsive and the Proposal rejected.

2. Project Pre-Proposal Meeting – Questions

There is no scheduled formal Pre-Proposal Meeting. All proposers are asked to inspect the project site, and all questions are to be sent to Chief Procurement Officer via email address: leverett@roswell-nm.gov office phone is 575-637-6222. Deadline for questions is April 24, 2020. Any addendum would hope to be issued by April 28, 2020.

II. LIST OF SERVICES

1. Design Survey – The consultant shall perform a field survey of the existing and proposed WWTP facility structures. This survey shall include all pertinent facility information necessary to
complete requested design project development services. City of Roswell vector trucks will be available to assist in location of utilities. It will be consultant’s responsibility to have staff available to document as needed if vector is requested.

2. **Design Reports** – The consultant shall prepare geo-tech report which includes foundation report and all other geo needs to construct and implement new dewatering facility.

3. **Permitting** – The consultant will coordinate the necessary permitting process for EPA, NMED and other including stamped plans for CID construction permit which may be required.

4. **Environmental** – The Consultant shall identify environmental documentation/needs that is appropriate in accordance with EPA, NMED, OSHA and other for this type of construction. The consultant shall coordinate any necessary permitting processes.

5. **Design Coordination** - City and Consultant shall review and coordinate review and alternatives for final deliverable(s) of (100% Complete) construction plans and specifications. Initial conference(s) shall discuss and review construction alternatives. During the course of design it is expected that there will be preliminary field design meeting, 30% inspection, 60% inspection, 90% inspection and final PSE review.

6. **Plans** - (100%) including: Format per NMED and standard industry practice, and other identified during design to address construction needs. Consultant would provide itemized cost estimates for every review. City of Roswell does have capability for video conferencing, (go to meeting type) where some reviews and other design discussions could utilize video conferencing.

7. **Electronic copies of Plans** (Compatible to City Software) Consultant shall provide size “C” & “D” complete stamped and scaled plan sets to City. The scaled shall be electronic and 1 hard copy of each size.

8. **Electronic copies of DTM and Planimetric Digital Data** (Compatible to City Software)

9. **Specification book** – will be prepared by consultant and will meet NMED and Federal Funding requirements. NMED will have full review and input on this document.

10. **As advertised plans** – City will print hard copy plans for pick up at City during bidding. Consultant will provide PDF versions of plans and specification book for posting on City Web Site. It is requested to keep to maximum 7MB each for City Web Site posting. It is allowed to have plan sets and bidding documents posted in parts.

11. **Additional Work**: No additional work shall be performed without written authorization and Supplemental Agreement from City.

12. **Responsibility** - The Consultant will be responsible for all coordination required to accomplish the work required by the contract. This responsibility shall include coordination with all property owners and Federal, State, and other agencies having jurisdiction or interest in the project.

13. **Design Timeline** – It’s is requested that upon execution of contract for professional services, that a 30% plans be ready in 3 months, 60% 2 months, 90% 2 months. This is subject to unforeseen design problems not the cause of consultant’s failure perform expeditiously.
14. **Bidding, Construction Phase & Start Up Services** – There will be a separate amendment for these services prior to bidding of project.

III. **Structure**

1. It is the intent of the City of Roswell to negotiate a Lump Sum Price for these services. Contract will be phased in two parts: A. Design of Dewatering Facility, plans & contract documents. B. Will be separate amendment for bidding and construction phase services.

2. Note: A cost plus a percentage of cost, or a percentage of construction cost method of determining the fee will not be used.

IV. **SERVICES PROVIDED BY THE CITY:**

1. The City will furnish the following to the Engineer:
   
   A. A Project Development Engineer to serve as engineering representative for the project
   
   B. Any information that the City has that may help with the project.
   
   C. Help with correspondence or coordination with outside agencies.
   
   D. Vactor Truck to assist in utility location. This must be scheduled in advance, and any emergency utility water main breaks may require the vactor truck be removed with no advance notice.
   
   E. Anything else City can do to make this a successful project.

**ATTACHMENTS:**

1) **Aerial Map of WWTP Facility – 2306 E. College from Chaves County Parcel Site**

2) **Federal DB Forms or other as NMED may require**

I. **Working Conditions**

In the performance of the Agreement, the Offeror shall adopt applicable working conditions, and other employment policies which meet the approval of the City and comply with current applicable Federal or State laws.

1. Job Safety Compliance, if applicable
   
   a) It shall be the responsibility of the Offeror to comply with all the provisions applicable to the Occupation Safety and Health Act as enforced by the U.S. Department of Labor and to require all employees to comply with this law and all regulatory State or local laws affecting job safety. At a minimum, Offeror will provide a written Safety Program, a “Lockout/Tag out” Program, a safety training program for maintenance facility employees, and a performance-
based safety incentive program for all maintenance technicians.

b) It shall be the Offeror's responsibility to maintain throughout the contract period a safety and accident prevention program which meets requirements of Federal, State and local codes and all other authorities having jurisdiction over this work.

2. Equal Opportunity Compliance

a) Agreement and Certification of Compliance with Federal Laws and Regulation.

i. The City and the Offeror (hereinafter jointly referred to as "Offeror" for the purpose of this Agreement) are subject to the requirements of Executive Order 11246, as amended; Executive Order 11625; Section 402 of the Vietnam Era Veterans Readjustment Act of 1972, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and related rules and regulations of the Department of Labor and the Office of Federal Contract Compliance Programs.

b) The Equal Opportunity Clause

i. During the performance of this contract, Offeror agrees to be bound by the following provisions as contained in Section 202 of Executive Order 11246, as amended, to wit:

ii. The Offeror will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Offeror will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such actions shall include, but not be limited to, the following employment upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

iii. The Offeror will, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

iv. The Offeror will send to each labor union or representative of workers for which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers representative of the Offeror's commitment under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

v. The Offeror will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and the rules, regulations and relevant orders of the Secretary of Labor.

vi. The Offeror will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts, by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
ACTION REQUESTED: Consider issuance of Purchase Order for annual city wide striping of streets in the amount of $86,000 to Highway Supply utilizing Statewide Price Agreement 80-805-18-16698.

BACKGROUND: Initiated by: Louis Najar

As a matter of safety, city wide striping of streets is performed annually.

Request for this year is for $86,000 which is approximately same amount as last year.

FINANCIAL CONSIDERATION: Annual striping is budgeted annually out of Road Budget. This was included in current Fiscal year.

LEGAL REVIEW: Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION: Consider issuance of PO to Highway Supply in the amount of $86,000 for city wide striping to consent agenda of City Council March 12, 2020.

STAFF RECOMMENDATION: Proceed with procurement of annual city wide striping for the safety of motorists.
# Highway Supply

24 Hour Dispatch  
505-345-0532  
Sales & Admin  
505-345-8295  
www.highwaysupply.net  
6221 Chappell Rd. NE • Albuquerque, NM 87113

<table>
<thead>
<tr>
<th>To:</th>
<th>City Of Roswell</th>
<th>Contact: Louis Najar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>P.O. Box 1838</td>
<td>Phone: (575) 637-6281</td>
</tr>
<tr>
<td></td>
<td>Roswell, NM 88202</td>
<td>Fax: (575) 624-6820</td>
</tr>
<tr>
<td>Project Name:</td>
<td>City Of Roswell - Striping - Various Streets</td>
<td>Bid Number:</td>
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<tr>
<td>Project Location:</td>
<td>Various Streets, Roswell, NM</td>
<td>Bid Date: 2/20/2019</td>
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Bid Price Subtotal: $79,730.70  
Chaves County 7.8330%: $6,245.31  
Total Bid Price: $85,976.01

Notes:
- **NOTES PAVEMENT MARKINGS:** City of Roswell to provide sweeping and any stripe survey and layout points, if required, prior to Highway Supply arriving at job-site at 40' intervals maximum in white paint. Proposal is quoted with (1) move-in, additions will be $1200.00 per occurrence. Proposal excludes additional traffic control measures other than a shadow vehicle, heavy sweeping, any cure removal, incidental striping or obliteration of, seal after obliteration, removal of chip seal tabs.
- **SCHEDULING WORK:** Please allow 2 Week Advance Notice.
- **ADDITIONAL CHARGE ITEMS:** Chip-seal markers installed-$0.95/ea, chip-seal markers removed-$0.85/ea, curb/median nose painting-$3.50/SF, cure removal-$3.50/SF, strip layout w/ provided survey-$0.05/LF.
- **EXCLUSIONS GENERAL:** Bonds, tos, testing, permits, any fees or anything not specifically included above. Our quote specifically excludes any obligation in the contract to have, provide or self-perform any engineering services and or design as related to our scope of work.
- **BUSINESS INFORMATION:** Contractors License#: 91853 - GA04, GA05, GA98, GF01, GF98, G504. Department of Workforce Solutions#: 002199220110314 - Registration Date: 2/13/2017. Federal Tax ID#: 26-0096526  
NM CCB State ID#: 03-020374-00-0  
Our bond rate is $5.25/ $1000

Payment Terms:
Payment Terms: Net 30 W.A.C. - Proposal Expires after 30 Days (Unit Prices May Be Adjusted For Work Orders or Subcontracts Received After 30 Days - In Addition, Our Availability To Accept The Work May Have Changed.) - All Traffic Control Services and Items are subject to gross receipts tax payable to Highway Supply, LLC unless a NTTC Type 5 or 6 for subcontracted services is provided.

Approved part of FY 2019 Budget by Council 7/26/18  
City wide striping, All city streets

Louis Najar  
2 - 25 - 19

ACCEPTED:  
The above prices, specifications and conditions are satisfactory and hereby accepted.

Buyer:  
Signature:  
Date of Acceptance:  

CONFIRMED:  
Highway Supply  
Authorized Signature:  
Estimator: Steve Clark  
(505) 345-8295 sc Clark@highwaysupply.net
State of New Mexico  
General Services Department  
Purchasing Division  

Price Agreement Amendment  

<table>
<thead>
<tr>
<th>Awarded Vendor</th>
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| Ship To:  
| New Mexico Department of Transportation  
| Various Locations  

| Invoice:  
| New Mexico Department of Transportation  
| Various Locations  

| For questions regarding this Price Agreement please contact:  
| Angela Martinez 505-570-7940  

Price Agreement Number: 80-805-18-16698  
Price Agreement Amendment No.: Three  
Term: May 30, 2018 – May 29, 2020  

Procurement Specialist: Raelynn Lujan  
Telephone No.: (505) 827-0484  
Email: raelynn.lujan@state.nm.us  

Title: Statewide Striping  

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.  

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from May 30, 2019 to May 29, 2020 at the same price, terms and conditions.  

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.  

Accepted for the State of New Mexico  

[Signature]  
Acting Director, State Purchasing Division  

Date: 2/27/2019  

Purchasing Division: 1100 St. Francis Drive, Room 2016, Santa Fe, 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472
Awarded Vendors:

(AA) 0000011297
Highway Supply, LLC
6221 Chappell RD NE
Albuquerque, NM 87113
505-345-8295

(AB) 0000046200
J-H Supply Co. Inc.
2132 Osuna RD NE
Albuquerque, NM 87113
505-344-6006

(AC) 0000049822
San Bar Construction Corp.
9101 Broadway SE
Albuquerque, NM 87105
505-452-8000
CITY OF ROSWELL
Infrastructure Committee
Large Conference Room, City Hall
425 N. Richardson, Roswell, NM 88201
Monday, February 24, 2020 at 4:00 p.m.

ACTION REQUESTED: Consider purchase of 2020 Elgin Broom Bear Sweeper from Pete’s Equipment Repair, Inc. in the amount of $297,000, utilizing Elgin/Federal Signal’s Sourcewell Contract #12-2017FSC.

BACKGROUND: Initiated by: Louis Najar

The Streets Department normally has 3 street sweepers to service the City of Roswell. The 2012 Schwarze Vacuum Street Sweeper has reached it practical service life. This 2012 model is down 75% of the time and incurring high repair costs.

It is recommended to replace the 2012 with subject 2020 model. Failure to repair will put additional strain on existing two street sweepers.

FINANCIAL CONSIDERATION: The City’s Fleet Replacement Plan is unfunded. The 2012 Schwarze sweeper is due for replacement. Funding will be from transferring Streets Maintenance & Infrastructure money to fund sweeper. Micro-surfacing of portion of NE Roswell was not completed in the fall due to temperatures and end of paving season. This micro-surfacing money will be used to buy sweeper.

LEGAL REVIEW: Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION: Consider purchase of 2020 Elgin Broom Bear Sweeper from Pete’s Equipment Repair, Inc. in the amount of $297,000, utilizing Elgin/Federal Signal’s Sourcewell Contract #12-2017FSC to consent agenda for City Council March 12, 2020.

STAFF RECOMMENDATION: Continue with purchase of sweeper. Three sweepers are required to provide adequate level of service to City of Roswell.
UNIT # 1239- 2012 SCHWARZE VACUUM STREET SWEEPER

My assessment of this unit is that it has reached the point that it warrants replacement. The downtime is at the point that it is unreliable. The cost to maintain this unit has reached the point that it is high and parts availability is reaching obsolescent, requiring additional order time. The auxiliary (pony motor) has extreme blow by and is going to need expensive repairs.

My recommendation is to operate this unit on an as needed basis (back up unit) until it can be replaced.

Danny Renshaw
Fleet Manager
Repair Cost for Unit 1239 Sweeper

Reported cost from maintenance shop from 2012 to 2018
$117,934.30

Reported cost from maintenance shop from Jan 2019 to January 2020 $29,278.59

20.31% of the Street Department’s total maintenance cost

Street department total maintenance cost for the same period $144,127.60

Currently in the shop for repairs to suction pump $5000.00 estimate.

This unit's downtime is averaging 3 out of 4 weeks in the shop per month with repairs and maintenance issues.

This unit is eight years old and the normal life span for this type of unit is seven years.

Cost for a new unit will be $297,000.00

With this new unit, downtime costs will be significantly reduced and the unit will provide more productivity cleaning the city streets.
January 28, 2020

City of Roswell
Frank Rincon
Street Supervisor

Dear Mr. Rincon

I am pleased to offer you a new 2020 Elgin Broom Bear Sweeper via Elgin/Federal Signal's Sourcewell Contract #12-2017FSC for $297,000.00. This price includes a Sourcewell discount of $9,076.00. Sourcewell price sheet is included. This price includes the following optional equipment:

- Left & Right Air Ride Seats
- Lower Roller Washout
- RH Extended Reach Broom
- LED Arrow Stick
- AM/FM/CD Radio
- Front Spray Bar
- 2.5lb Fire Extinguisher
- Lower Roller Deflector
- RH Gutter Broom Tilt
- Hopper Beacon Light
- Rear Beacon Lights
- Carbide Drag Shoes
- PM 10 Water System
- Triangle Flares

The purchase order should be addressed to Pete’s Equipment Repair, Inc. as we are the sole distributor for Elgin products for the entire state of New Mexico. I have attached a letter from Federal Signal to confirm.

If you have any questions, please give me or Bill Pedigo a call. This price includes delivery and training.

Thank you for this opportunity,

Pete Marquez, Sr.
President
ACTION REQUESTED: Departmental Monthly Reports

BACKGROUND: Initiated by: Louis Najar

Committee will be given opportunity for Q&A on any department report which is part of the Infrastructure Packet.

Reports submitted:
Fleet Maintenance
Engineering Department
Solid Waste Departments
Special Electronics
Streets Department
Water Maintenance & Transmission

FINANCIAL CONSIDERATION: None at this time.

LEGAL REVIEW: Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION: Open discussion for this Committee.

STAFF RECOMMENDATION: None, this is opportunity for Committee to ask questions.
FLEET
January 1, 2020 to February 5, 2020

Finalize new decal and send to printers
Work on equipment specs
Manage work flow
Cost analysis
GPS

Replacement vehicle list
Budget
Prepare for transition

There are standing issues or concerns
## January 2020 Monthly Report

**Engineering Department**

### Annual Maintenance Work Orders Managed

Work orders generated due to water main breaks, other departments or Engineering due to needs.

<table>
<thead>
<tr>
<th>Location</th>
<th>Work Performed</th>
<th>Sidewalk (Linear feet)</th>
<th>Curb &amp; Gutter (Linear feet)</th>
<th>ADA Ramps (per job)</th>
<th>Drive Pad (per job)</th>
<th>Parking Lot Area (yd²)</th>
<th>Plant Mix Bituminous Pavement (tons)</th>
<th>Work order cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Control</td>
<td>C&amp;G, PL</td>
<td>169.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$55,039.00</td>
</tr>
<tr>
<td>Summit/Cahoon</td>
<td>C&amp;G, VG, ADA-R</td>
<td>351.5</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$55,268.56</td>
</tr>
<tr>
<td>Habitat Ct. cul-de-sac</td>
<td>PMBP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$44,976.44</td>
</tr>
<tr>
<td>North Garden Del Norte School Area</td>
<td>C&amp;G, ADA-R</td>
<td>188</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$52,119.00</td>
</tr>
<tr>
<td>103 Tierra Berrenda</td>
<td>C&amp;G, DP</td>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$28,300.00</td>
</tr>
<tr>
<td>6th and Garden SW Corner</td>
<td>SW, C&amp;G, ADA-R</td>
<td>15</td>
<td>33</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>$4,364.00</td>
</tr>
<tr>
<td>506 N. Garden (Alley)</td>
<td>SW, C&amp;G, DP</td>
<td>32</td>
<td>41</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5th and Garden NW Corner</td>
<td>C&amp;G, ADA-R</td>
<td>33.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#14 Jardin Cl.</td>
<td>SW, C&amp;G</td>
<td>17.5</td>
<td>18.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>828 Trailing Heart</td>
<td>SW</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#5 Granite Circle</td>
<td>SW</td>
<td>11.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotals</strong></td>
<td></td>
<td><strong>85.00</strong></td>
<td><strong>866.5</strong></td>
<td><strong>19</strong></td>
<td><strong>1</strong></td>
<td><strong>128.5</strong></td>
<td></td>
<td><strong>$240,067.00</strong></td>
</tr>
</tbody>
</table>

Note: All valley gutter is included with Curb & Gutter

<table>
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<tr>
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<th>Work Performed</th>
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<th>ADA Ramps (per job)</th>
<th>Drive Pad (per job)</th>
<th>Parking Lot Area (yd²)</th>
<th>Plant Mix Bituminous Pavement (tons)</th>
<th>Work order cost</th>
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<tbody>
<tr>
<td>Sidewalk</td>
<td>SW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curb &amp; Gutter</td>
<td>C&amp;G</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valley Gutter</td>
<td>VG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADA Ramps</td>
<td>ADA-R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drive Pad</td>
<td>DP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Lot</td>
<td>PL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Mix Bitum</td>
<td>PMBP</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
SOLID WASTE DEPARTMENT
Monthly Report
January 2020

The Sanitation Department team pursued the following major activities last month:

<table>
<thead>
<tr>
<th>Major Activities (Either Started, Continued, or Finished this month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contributed to the Department Operational Audit (C)</td>
</tr>
<tr>
<td>• Conducting Cost Feasibility Analysis of Recycling Program Alternatives (S)</td>
</tr>
<tr>
<td>• Reviewed and Approved SMA Plans and Specs for Cell#3 Project (F)</td>
</tr>
<tr>
<td>• Reviewed and Approved the RFB for Final Cover of Cell#3 Project (F)</td>
</tr>
<tr>
<td>• Reviewed NMED inspection of the landfill (S)</td>
</tr>
<tr>
<td>• Published Alley Grapple Schedule on City map for residents in Dept. web-page (F)</td>
</tr>
<tr>
<td>• Crafted Department Spot Light Article (F)</td>
</tr>
</tbody>
</table>

The Solid Waste Department team pursued the following major activities this month:

<table>
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</thead>
<tbody>
<tr>
<td>• Dept. reviewed completed of the Operational Audit (F)</td>
</tr>
<tr>
<td>• Continuing Cost Feasibility Analysis of Recycling Program Alternatives (C)</td>
</tr>
<tr>
<td>• Hosted mandatory pre-bid conference at the landfill (F)</td>
</tr>
<tr>
<td>• Addressed three NMED observed violations. Correcting deficiencies within the stated timeframe for daily cover and wood piles. (C)</td>
</tr>
<tr>
<td>• Drafted City response letter to NMED (F)</td>
</tr>
<tr>
<td>• Created format for Monthly Report (F)</td>
</tr>
<tr>
<td>• Crafted Infrastructure Committee abstracts for Cell#3, SMA, and new woodchipper (F)</td>
</tr>
<tr>
<td>• Attended and answered questions at the Infrastructure Committee (F)</td>
</tr>
<tr>
<td>• Attended initial March out the Trash planning meeting (S)</td>
</tr>
</tbody>
</table>
Attend City Council meeting to address any questions prior to award of Landfill’s Cell#3 Final Cover construction project.

Finalize our Cost Feasibility Analysis of Recycling Program Alternatives

Obtain and review quotes for new wood chipper

Pursue a one month lease of a wood chipper

Write abstract for Infrastructure Committee and possibly Finance Committee to receive authorization and approval to purchase a new wood chipper

Implement Dept. plan to move trash collections from high safety risk alleys to curbside. The identified tight and hazardous alleys are located in Wards 4 & 5.

Continue implementing recommendations of Dept. Internal Audit and set goals for the more lengthy projects in the audit.

Make first Monthly Report submission

Review and update all Job Descriptions in the Department

Develop talking points for 3:1 meeting

Set up in-house work schedules and advertise to the public the March Out the event
Special Electronics responded to four emergency traffic signal calls during the month of January.

- 2nd and Virginia Street light down
- S. Main at Relief Route
- S. Main at Summit
- 2nd St at Sycamore

Installation of traffic cameras continued at:

- 2nd & Main
- 2nd & Richardson
- 2nd & Washington
- 2nd & Union
- 2nd & Sunset
- Sunset & Alameda
- Mall Entrance
- N. Main & Wilshire
- N. Main & College
- N. Main & 4th St.

Utility One Call Responses

Locates conducted at 347 different locations to identify City underground wiring.
Projects Focus

Improvement and safety describe most of the work performed by the Street department this month. The crusher crew started the month by crushing 1850 tons of millings acquired from the NM State DOT. Three hundred and ten truckloads of millings are used later to improve the shoulder transition on South Main Streets and improve parking areas in recreational areas to improve the gravel parking areas.

The shoulder work is expanded to addressing the signage of the streets. Old faded signs replaced, signposts straightened or replaced. One hundred and one signs, twenty posts and seventeen bases have been replaced this month to improve the safety and appearance of the city. When possible the faded signs are covered over, with new reflective material and reused.

In a joint effort with the Parks department Street department workers have cut down and removed an area of dead trees and dumped trash on the North Area of the old city airport. This action improves the overall look of the area and removes a place to hide illegal activities. Crews have removed 29 dump truckloads to the landfill.

Each year the gravel parking areas of the baseball fields are level off and gravel is applied to enhance the appearance and provide a safe walking surface to the games.
Projects Continued

Street sweeping and patching holes are always on the to-do list. Making the street safer and more drivable is always a priority within the Street Department. The following is a list of material used for the month:

The patch truck crew has used eighty-four tons of cold mix.

The Crack Seal crew has used three thousand pounds of crack seal products.

Spraying crew is continuing to battle the weeds spraying one thousand, one hundred and twenty-two gallons of herbicide on the right of ways and in the alleys.

Mower crew is assisting other crews and the mowers are being readied for the growing season.

When we do get rain and the ground is too wet to work we check the drains and flow lines of the open culverts to insure free-flowing drainage and minimum water retention on the streets

Projects Upcoming

Continued work on parking areas at Noon Optimist and Lion’s Hondo.

Work will commence on clearing open culverts in the city of sediment and other obstructions to water flow.

Due to the snow fall, work will increase patching the streets and reworking rutted alleys.

Equipment Brief: No changes of equipment.
## Work Orders by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>This Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Break</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Main Break - Unfounded</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Replace Mainline Valve</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Service Line City Side Leak</td>
<td>44</td>
<td>44</td>
</tr>
<tr>
<td>Service Line Customer Side Leak</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Service Line Break Unfounded</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Meter Box repair</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Customer no water-unfounded</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Hydrant Repair</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Meter call returned to Central Control</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>New Service</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Abandon Service</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Other-misc.</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

## PROJECTS

### Completed

- College and Garden Water Main Replacement
- Phase I Edgewood Water Line Replacement Project

### Current

- Indian Mesa Main Extension
- East 2\(^{\text{nd}}\) Asbestos Water Line Replacement
- Garden Street Bridge

### Future

- Valve Insertions
- Water Towers at Airport
- Small In-house water main replacements