ROSWELL INFRASTRUCTURE COMMITTEE AGENDA

Monday, NOVEMBER 18, 2024 AT 2:00 P.M.
City Hall Large Conference Room
425 N. Richardson Ave., Roswell, New Mexico 88201
Committee Chair: Juan Oropesa
Committee Vice Chair: Darrell Johnson
Committee Members: Cristina Arnold, Will Cavin, Angela Moore
Staff Coordinator: Louis Najar

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

SOLID WASTE EMPLOYEE RECOGNITION

APPROVAL OF MINUTES

1. Approval of minutes from Infrastructure Committee Meeting on October 21, 2024 pg. 1

REGULAR ITEMS

2. Consider Recommendation of Ordinance 25-XX for support of NMED emergency loan funding for sewer repairs after October 2024 flooding event. pg. 6

3. Consider recommendation of Resolution 24-XX for authorizing the assignment of official representatives and signatory authorities for NMED emergency funding loan agreement. pg. 17

4. Recommendation of approval for ratification of disaster relief PO in the amount of $86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St bridge over Spring River. pg. 20

5. Consider recommendation of award of ITB-25-003, Elm St Bridge Replacement Project to Abraham's Construction in an amount of $2,406,178.84 including GRT. pg. 28

6. Consider Resolution 24-XX for support of application to the New Mexico Matching Fund to provide matching funds for possible Safe Streets and Roads for All funding application. pg. 34

7. Consider 2025 Infrastructure Committee dates. Standard date is the 3rd Monday of every month at 2:00 p.m. unless it falls on or close to a Holiday. pg. 36

NON-ACTION ITEMS

8. Discussion of purchase of farmland adjacent to WWTP. pg. 38

9. Discussion of water critical infrastructure study and rate study. (Mayor Pro Tem) pg. 40

10. Discussion of Water Rates. pg. 52

11. Department Report - Fleet Maintenance pg. 53

12. Department Report - Transit pg. 56

13. Department Report - Zoo pg. 58

14. Department Report - Recreation pg. 62

15. Department Report - Golf pg. 65

16. Department Report - Parks pg. 69

17. Department Report - Cemetary pg. 75

18. Department Report - Facility Maintenance pg. 78

19. Department Report - Streets pg. 82

20. Department Report - Engineering pg. 89

21. Department Report - Special Electronics pg. 96

22. Department Report - Central Control - **NOT SUBMITTED** pg. 100

23. Department Report - Water Maintenance & Transmission - **NOT SUBMITTED** pg. 101

24. Department Report - Waste Water Treatment Plant & Sewer - **NOT SUBMITTED** pg. 102

25. Department Report - Solid Waste NOT SUBMITTED pg. 103

PUBLIC PARTICIPATION

ADJOURN

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1975 and Resolution 24-23.

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: Friday November 15, 2024

TO ATTEND THE INFRASTRUCTURE COMMITTEE BY GO-TO-MEETING
Infrastructure Committee
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Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

ACTION REQUESTED:

Approval of minutes from Infrastructure Committee Meeting on October 21, 2024

Attachments

ATT 1 - Draft Infrastructure Committee Meeting Minutes from October 21, 2024

Regular Meeting of the Infrastructure Committee
Held in the City Hall's Large Conference Room
October 21, 2024

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4, NMSA 1978 and Resolution 24-23.

ROLL CALL:

The meeting convened at 2:00 p.m. with Chairman Oropesa and Councilor Johnson being present, and Councilor Moore and Councilor Arnold being absent, and Councilor Cavin participating via telephone.

FOR THE RECORD:

Councilor Arnold entered the meeting at 2:01 p.m., right after roll-call was taken.

Staff Present:

Monica Barraza, Amalia Martinez, Glenda Allen, Becky Hicks, Mike Mathews, Councilor Ed Heldenbrand, Councilor Marrujo, Louis Najar, and Bernadette Lopez

Guest(s) Present:

Rita Kane-Doerhoefer, Jeneva Martinez, Kerry Moore, Sarah Johnson, and Wendy Taylor

APPROVAL OF AGENDA:

Councilor Arnold moved to approve the agenda as presented. Councilor Cavin was the second. A voice vote of 4 -0 was unanimous, and the motion passed with Councilor Moore being absent, and Councilor Cavin participating via telephone.

APPROVAL OF MINUTES:

1. September 16, 2024:

Councilor Arnold moved to approve the Minutes as presented. Councilor Cavin was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Moore being absent and Councilor Cavin participating via telephone.

REGULAR ITEMS (ACTION ITEMS):

2. Consider approval of award recommendation for RFP-25-003, Janitorial Custodial Services and authorization for the City Manager to enter into contract negotiations:

Mr. Najar briefly discussed this item in Mr. Mascarenas absence. ***Councilor Johnson moved to recommend approval for RFP-25-003, Janitorial Custodial Services, and the authorization for City Manager to enter into contract negotiations with a pool of vendors as a Multi-Source Award, to be placed on the consent agenda. Councilor Arnold was the second. A voice vote***

DRAFT

of 4-0 was unanimous, and the motion passed with Councilor Moore being absent and Councilor Cavin participating via telephone.

3. Consider recommendation of award of ITB-25-005, Bulk Fuel to AWC Propane for a one-year contract period:

Mrs. Hicks discussed this item. ***Councilor Arnold moved to send to the Finance Committee with recommendation to award ITB-25-005, Bulk Fuel to AWC Propane for a one-year contract period, with three additional 12-month periods, and to be considered for the consent agenda. Councilor Johnson was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Moore being absent and Councilor Cavin participating via telephone***.

4. Consider recommendation of award of ITB-25-004, Spring River Trail Connection to Cielo Grande Project to Constructor's, Inc. in the amount of $314,937.05:

Mr. Najar discussed this item. ***Councilor Arnold moved to send to the Finance Committee with recommendation of award of ITB-25-004, Spring River Trail Connection to Cielo Grande Project to Constructors in the amount of $314,937.05. Councilor Cavin was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Moore being absent and Councilor Cavin participating via telephone.***

5. Consider PO ratification for vendor change for a Street Department's sweeper purchase to Heil of Texas for $374,027.00, and cancellation of PO# 22400545 to Pete's Equipment for $374,052.00:

Mr. Najar discussed this item***. Councilor Johnson moved to send to the Finance Committee, consideration of PO ratification for vendor change for the Street Department's sweeper purchase to Heil of Texas for $374,027.00 and cancellation of PO# 22400545 to Pete's Equipment for $374,052.00. Councilor Arnold was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Moore being absent and Councilor Cavin participating via telephone.***

6. Consider PO requisition for Tank Industry Consultants for $450,000 to provide 3rd party inspection and quality control for Country Club Reservoir Repair Project:

Mr. Najar discussed this item. ***Councilor Arnold moved to send to the Finance Committee for consideration, PO request for Tank Industry Consultants for $450,000 to provide 3rd party inspection and quality control for Country Club Reservoir Repair Project, to be considered for the consent agenda. Councilor Johnson was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Moore being absent and Councilor Cavin participating via telephone.***

7. Recommend award of the Roswell Air Center Hobson Road Lift Station Design Project to Freese & Nichols, Inc. in the amount of $266,032.00, which includes GRT:

Mr. Najar discussed this item. ***Councilor Johnson moved to send to the Finance Committee for recommendation of award of the Roswell Air Center, Hobson Road, Lift Station Design Project to Freese & Nichols in the amount of $266,032.00, which includes GRT. Councilor Cavin was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Moore being absent and Councilor Cavin participating via telephone.***

8. Consider recommendation of approval of PO requisition for purchase of Noon Optimist:

Mr. Najar discussed this item. ***Councilor Arnold moved to send to the Finance Committee, approval of PO requisition for purchase of Noon Optimist Park Lighting upgrades from J&G Electric in the amount of $649,752.98, including GRT, and to be considered for the consent agenda. Councilor Johnson was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Moore being absent and Councilor Cavin participating via telephone.***

NON-ACTION ITEMS:

9. Discussion of Water Infrastructure Master Plan RFQ Process:

Mr. Najar briefly discussed the Water Infrastructure Master Plan RFQ Process.

10. Discussion of Skate Park Grant Application:

Councilor Arnold discussed concerns regarding the Skate Park Grant, utilization of funds, and project status, and if the City plans to apply for additional funding. Mr. Najar stated that the Engineering Department has been advised, when looking for grants, they had to be zero match, and they cannot find any. Ms. Martinez voiced her concern about the funding thus far. She asked who advised the Engineering Department of zero match grants. Mr. Najar responded the directive was from the City Manager. Group discussion was held. Mr. Najar stated he would set up a follow-up meeting with the City Manager for direction.

11. Discussion of purchase of farmland adjacent to WWTP:

Mr. Sanchez was not in attendance to discuss this item

It was the consensus of the Infrastructure Committee to forego the department reports to discuss the October 19, 2024, Roswell Flood. No discussion took place for the following department reports:

12. Transit Department Report:

13. Fleet Maintenance Department Report:

14. Solid Waste Department Report:

15. Cemetery Department Report:

16. Zoo Department Report:

17. Parks Department Report:

18. Recreation Department Report:

19. Golf Department Report:

20. Facility Maintenance Department Report:

21. Streets Department Report:

22. Engineering Department Report:

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Mr. Najar briefly discussed the new Flood Flyer that was created by Engineering staff as a requirement for the FEMA Program, CRS Activity 370. Group discussion of the October 19, 2024 Flood in Roswell was held. Sarah Johnson with Casa Kids discussed the services they provide to kids and those affected by the flood.

23. Special Electronics Department Report:

24. Central Control Department Report:

25. Water Maintenance & Transmission Department Report:

26. Waste Water Treatment Plant & Sewer Department Report:

PUBLIC PARTICIPATION:

None

ADJOURN:

The meeting adjourned at 3:40 p.m.

DRAFT

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

ACTION REQUESTED:
Consider Recommendation of Ordinance 25-XX for support of NMED emergency loan funding for sewer repairs after October 2024 flooding event.

BACKGROUND:
Initiated by: James MacCornack

New Mexico Environment Department has offered City of Roswell an emergency loan to assist with funding sewer repairs that were required after the October 2024 flooding event. NMED has offered $1,040,000 in funding that would be repaid when City receives FEMA reimbursement for disaster expenses.

FINANCIAL CONSIDERATION:
NMED would provide $1,040,000 to assist with sewer repairs, City would repay once FEMA reimbursement is received.

LEGAL REVIEW:
Loan documents have been submitted to City Attorney for review.

BOARD AND COMMITTEE ACTION:
Consider Recommendation of Ordinance 25-XX for support of NMED emergency loan funding for sewer repairs after October 2024 flooding event to December Finance Committee

Attachments
ATT 1 - NMED Offer Letter
ATT 2 - Draft Ordinance 25-xx
ATT 3 - Project Description
ATT 4 - Budget Form
ATT 5 - Loan Checklist

Delivered Electronically

October 28, 2024

Timothy Jennings, Mayor
City of Roswell
425 N. Richardson
Roswell, New Mexico 88201

RE: NMED CPB Clean Water State Revolving Fund Loan Program Funding for the 2024 Roswell Flood Emergency Sewer Repairs

Dear Mayor Jennings,

The New Mexico Environment Department (NMED) Construction Programs Bureau (CPB) makes the following funding offer:

Principal Forgiveness Funding $1,040,000

Federal requirements will apply: American Iron and Steel, Environmental Review, Davis-Bacon Wage Rates, Fiscal Sustainability Plan, Civil Rights Compliance, Generally Accepted Accounting Practices, and Useful Life substantiation.

Should this event be designated a Presidentially declared major disaster, the NMED will work with the City to go through the FEMA/CWSRF Memorandum of Understanding process to seek reimbursement to the New Mexico CWSRF.

This offer is made pursuant to the February 19, 2024, Secretary of Environment delegation order.

Sincerely,

Kelsey Rader Digitally signed by Kelsey Rader
Date: 2024.10.29 14:57:30 -06'00'

Kelsey Rader
Acting NMED CPB Bureau Chief

cc: James MacCornack, P.E., City of Roswell Senior Engineer
Louis Najar, P.E., City of Roswell City Engineer
Toni Gomez, City of Roswell Deputy Treasurer
Brandon Kalinowski, NMED CPB Project Engineer
Maria Molina, NMED CPB Project Administrator
Rhonda Holderman, NMED CPB Financial Manager for Loans and Grants

ORDINANCE NO. _____

AUTHORIZING THE CITY OF ROSWELL (RECIPIENT) TO ENTER INTO AN AGREEMENT WITH THE NEW MEXICO ENVIRONMENT DEPARTMENT (NMED) FOR THE PURPOSE OF OBTAINING PROJECT FUNDS IN THE AMOUNT OF $1,040,000 DESIGNATING THE USE OF THE FUNDS FOR THE PURPOSE DEFINED IN THE MOST CURRENT PROJECT DESCRIPTION FORM AS APPROVED BY NMED; DECLARING THE NECESSITY FOR THE FUNDS; PRESCRIBING OTHER DETAILS CONCERNING THE FUNDS.

Capitalized terms used in the following preambles are defined in Section 1 of this Ordinance unless the context requires otherwise.

WHEREAS the Recipient is a legally and regularly created public body organized under the general laws of the State of New Mexico (State); and

WHEREAS the Recipient now owns, operates, and maintains a public utility constituting a wastewater system (System), which includes a system for disposing of wastes by surface and underground methods; and

WHEREAS, the present System is insufficient and inadequate to meet the needs of the Recipient; and

WHEREAS, the Governing Body of the Recipient has determined that it is in the best interest of the Recipient to accept and enter into the Agreement.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE RECIPIENT:

Section 1. DEFINITIONS. As used in the Ordinance, the following terms shall have the meanings specified below, unless the context clearly requires otherwise *(such meanings to be*

equally applicable to both the singular and the plural forms of the terms defined unless the plural form is separately defined):

ACT. The general laws of the State, including the Wastewater Facility Construction Loan Act at sections 74-6A-1 to 74-6A-15 NMSA 1978, as amended; enactments of the governing Body of the Recipient relating to Agreement made by resolution or ordinance, including this Ordinance; and the powers of the Recipient as a public body under authority given by the Constitution and Statutes of the State.

ADDITIONAL SUBSIDIZATION. Assistance provided in the form of grant or principal forgiveness pursuant to section §1383 (i).

AGREEMENT. The agreement between the Recipient and the NMED, pursuant to which funds will be provided to the Recipient to construct the Project and pay eligible costs relating thereto.

ANNUAL AUDIT or SINGLE AUDIT. Financial statements of the Recipient as of the end of each Fiscal Year, audited by an Independent Accountant, consistent with the federal Single Audit Act and the State Auditor's rules.

AUTHORIZED OFFICER. The Recipient's mayor, chief administrative officer, or other officer or employee of the Recipient as designated by the Recipient's Resolution Number _____ adopted by the governing body of the Recipient, as amended.

FISCAL YEAR. The twelve-month period commencing on the first day of July of each year and ending on the last day of June of the succeeding year, or any other twelve-month period which the Recipient hereafter may establish as the fiscal year or the System.

FUNDS. Additional subsidization in the form of principal forgiveness.

GOVERNING BODY OF THE RECIPIENT City Council

NMSA. New Mexico Statutes Annotated, 1978 Compilation, as amended and supplemented.

OPERATION AND MAINTENANCE. All reasonable and necessary current expenses of the System, paid or accrued, relating to operating, maintaining, and repairing the System.

ORDINANCE. This Ordinance as amended or supplemented from time to time.

PRINCIPAL FORGIVENESS. The portion of the loan that is not required to be repaid.

PROJECT. The most current NMED approved Project Description listed on the Project Description Form on file with NMED.

PROJECT COMPLETION DATE. Means the date that operations of the completed works are initiated or capable of being initiated, whichever is earlier. This also applies to individual phases or segments.

RECIPIENT. The entity requesting funds pursuant to the Act.

REGULATIONS. Regulations promulgated by the Water Quality Control Commission at 20.7.5 NMAC and New Mexico Environment Department at 20.7.6 – 20.7.7 NMAC.

Section 2. RATIFICATION. All action heretofore taken (not inconsistent with the provisions of the Ordinance) by the Board, the officers, and employees of the Recipient, directed toward the Agreement, is hereby ratified, approved and confirmed.

Section 3. FINDINGS. The Governing Body of the Recipient hereby declares that it has considered all necessary and relevant information and data and hereby makes the following findings:

(A) The execution and delivery of the Agreement pursuant to the Act to provide funds to finance the Project, is necessary and in the interest of the public health, safety, and welfare of the residents of the Recipient and will result in savings of finance costs to the Recipient.

(B) The money available for the Project from all sources other than the Agreement is not sufficient to pay when due the cost of the Project.

(C) The Project is and will be part of the System.

Section 4. SYSTEM. The System shall continue to constitute a wastewater system and shall be operated and maintained as such.

Section 5. AUTHORIZATION OF PROJECT. The acquisition and construction of the Project and payment of eligible items as set forth in the Regulations from proceeds of the Agreement is hereby authorized at a cost not to exceed **the amount of $1,040,000** excluding any cost of the Project to be paid from any source other than the proceeds of the Agreement.

Section 6. AUTHORIZATION OF AGREEMENT.

(A) For the purpose of protecting the public health, conserving the property, and protecting the general welfare of the residents of the Recipient and acquiring the Project, it is hereby declared necessary that the Recipient, pursuant to the Act and the Regulations execute and deliver the Agreement, and the Recipient is hereby authorized to execute and deliver the Agreement. The NMED has agreed to disburse the proceeds according to the terms of the Agreement to the Recipient over the construction period of the Project. The principal forgiveness amount **shall not exceed $1,040,000** without the adoption of another Ordinance amending the Ordinance by the Governing Body of the Recipient.

(B) The Recipients hereby authorized to accept additional subsidization of $1,040,000, in the form of principal forgiveness under the terms of the Loan Agreement.

(C) The Recipients is a sub-recipient of federal funding and is responsible for complying with specific federal requirements and conditions of that funding. If the Recipients

fails to satisfy any federal requirements or conditions, the Recipient may be required to refund any funds disbursed to the Recipient from NMED as part of this agreement.

(D) The form of the Agreement is approved. The Authorized Officer is hereby directed to execute and deliver the Agreement and any extensions of or amendments to any such document to be executed after completion of the Project, or any substitution therefore, with such changes therein consistent with the Ordinance and as shall be approved by an Authorized Officer whose execution thereof, or any extension thereof, or substitution therefore, in their final forms shall constitute conclusive evidence of their approval and compliance with this section.

(E) From and after the date of the initial execution and delivery of the Agreement, Authorized Officers, agents, and employees of the Recipient are authorized, empowered, and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of this Ordinance and the Agreement .

Section 7. OPERATION OF PROJECT. The Recipient will operate and maintain the Project so that it will function properly over its structural and material design life.

Section 8. USE OF PROCEEDS. The NMED shall disburse Funds pursuant to the Agreement for NMED approved costs incurred by the Recipient for the Project.

Section 9 ENFORCEMENT VENUE. The NMED retains the right to seek enforcement of the terms of the Agreement. If the NMED and the Recipient cannot reach agreement regarding disputes as to the terms and conditions of this Agreement, such disputes are to be resolved promptly and expeditiously in the district court of Santa Fe County. The Recipient agrees that the district court for Santa Fe County shall have exclusive jurisdiction over the Recipient and the subject matter of this Agreement and waives the right to challenge such jurisdiction.

Section 9. AMENDMENT OF ORDINANCE. This Ordinance may be amended with the prior written consent of the NMED.

Section 11. SEVERABILITY CLAUSE. If any section, paragraph, clause or provision of the Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of the Ordinance.

Section 12. REPEALER CLAUSE. All bylaws, orders, Ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any bylaw, order, Ordinance, or part thereof, heretofore repealed.

(RECIPIENT SHOULD ADD SIGNATURE PAGE AS USUAL AND CUSTOMARY)

NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU

PROJECT DESCRIPTION

PROGRAM: CWSRF

NAME OF BORROWER: City of Roswell

PROJECT NUMBER: CWSRF 150

FUNDING AMOUNT: $1,040,000

To repair and replace sewer line breaks incurred from October 2024 flooding.

Signatory Authority (Signature)

NMED Project Manager Approval **Date**

Signatory Authority (Print Name)

NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU

BUDGET FORM

PROGRAM: CWSRF

DATE:		**PROJECT #** CWSRF 150	
NAME OF ENTITY: City of Roswell			
CLASSIFICATION	**NMED-Program**	**OTHER FUNDS**	**TOTAL**
Administrative Expenses	Ineligible		
Engineer Fees			
Other Professional Service Fees			
Inspection Fees			
Property Acquisition			
Construction Cost	$1,040,000		
Equipment			
Other Costs (specify)			
Contingencies			
TOTAL:	$1,040,000		

Sources of Other Funds (Identify): _____
(Include matching requirements)
_____

Other funds, are they committed? ☐ Yes ☐ No
If not, when do you expect commitment? _____

_____

Date: _____

X _____
NMED Project Manager Approval

X _____
Signatory Authority (Signature)

X _____
Signatory Authority (Print Name)



CLEAN WATER STATE REVOLVING FUND (CWSRF) PROGRAM LOAN PROCESSING PACKAGE CHECKLIST

This checklist is designed to assist in the process of submitting required financial documentation to the New Mexico Environment Department (NMED) Construction Programs Bureau (CPB) for CWSRF funding. This checklist is for your records and does not need to be returned.

All documents should be submitted electronically.

I. DOCUMENTS THAT NEED TO BE CREATED, SIGNED AND/OR COMPLETED AND SUBMITTED TO NMED

(Samples of Loan Ordinance and Resolution attached)

1) _____**Loan Ordinance** - *(a DRAFT for NMED review must be approved by NMED prior to going to council/commission/board for adoption)* ***Must be signed by Entity Executive Officer and must be notarized.***

2) _____**Resolution authorizing the assignment of Authorized Officer(s) and Signature Page** - *(The Resolution Number listed in the Loan Ordinance under Section 1 Definitions under Authorized Officer will come from this Resolution.)* ***All forms/documents other than the Loan Ordinance must be signed by the person listed as authorized on this form.***

3) _____**Project Description**

4) _____**Project Budget**

II. SUPPORTING DOCUMENTATION NEEDED-

5) _____**Certificate demonstrating adequate property, liability, and fidelity insurance**

6) _____**Loan Ordinance meeting minutes and copy of advertisement for adoption of Loan Ordinance** *(due to NMED 45 days after adoption of Loan Ordinance)*

The loan agreement and promissory note will be sent after all documents in the first section are complete. NMED will not execute the loan until all documents in I and II are submitted.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

ACTION REQUESTED:
Consider recommendation of Resolution 24-XX for authorizing the assignment of official representatives and signatory authorities for NMED emergency funding loan agreement.

BACKGROUND:
Initiated by: James MacCornack

As part of the loan package, NMED requires a resolution assigning certain responsibilities for the project. Draft resolution assigns Mayor Jennings, City Manager Chad Cole, and Senior Engineer James MacCornack for various roles.

FINANCIAL CONSIDERATION:
None for this item

LEGAL REVIEW:
Resolution has been submitted to City Attorney for review.

BOARD AND COMMITTEE ACTION:
Consider recommendation of Resolution 24-XX for authorizing the assignment of official representatives and signatory authorities for NMED emergency funding loan agreement to December 2024 City Council

Attachments
ATT 1 - Draft Resolution 24-XX

A RESOLUTION AUTHORIZING THE ASSIGNMENT OF OFFICIAL

REPRESENTATIVES AND SIGNATORY AUTHORITIES

Resolution Number _____

Whereas, the City Council of the City of Roswell of Chaves County of the State of New Mexico shall enter into a Loan Agreement with the State of New Mexico Environment Department, and

Whereas the Agreement is identified as CWSRF 150.

NOW THEREFORE, BE IT RESOLVED by the named applicant that:

Timothy Jennings, Mayor, or successor is authorized to sign the funding agreement for this project, and

Chad Cole, City Manager, or successor is the OFFICIAL BORROWER REPRESENTATIVE who is authorized to sign all other documents necessary to fulfill the Funding Agreement and the Promissory Note requirements (Project Description, Budget Form, Disbursement Requests) and to act as the project contact (may have more than one), and

James McCornack, Senior Engineer, or successor is the SIGNATORY AUTHORITY who is authorized to sign disbursement requests only for this project.

PASSED, APPROVED, AND ADOPTED on _____, 2024.

Timothy Jennings, Mayor, City of Roswell

_____ _____

(Signature) (Title) **Date**

(SEAL)

ATTEST:

Notary Name , Notary Title

_____ _____

(Signature) **Date**

Name of Borrower: City of Roswell **Project Number: CWSRF 150**
Current Authorized Signatures (submit with Signature Resolution. update when necessary)

Loan Agreement			
Name	Timothy Jennings	Name	
Title	Mayor	Title	
Signature		Signature	
Address	425 N. Richardson	Address	
	Roswell, NM 88201		
Email	roswellmayor@roswell-nm.gov	Email	
Phone	575-626-3232	Phone	
All Other Documents: Project Description, Budget Form, Disbursement Requests			
Name	Chad Cole	Name	
Title	City Manager	Title	
Signature		Signature	
Address	425 N. Richardson	Address	
	Roswell, NM 88201		
Email	C.cole@roswell-nm.gov	Email	
Phone	575-624-6700	Phone	
Disbursement Requests Only			
Name	James McCornack	Name	
Title	Senior Engineer	Title	
Signature		Signature	
Address	425 N. Richardson	Address	
	Roswell, NM 88201		
Email	Jmaccornack@roswell-nm.gov	Email	
Phone	575-637-6288	Phone	

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

ACTION REQUESTED:
Recommendation of approval for ratification of disaster relief PO in the amount of $86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St bridge over Spring River.

BACKGROUND:
Initiated by: Louis Najar

On October 21st, the City of Roswell suffered a catastrophic 500-year flood. Due to the unprecedented flooding, we needed to contract out the work for emergency repair of bridge rail on the Kentucky St. bridge over the Spring river.

In expectation of the Federal Disaster Declaration, the City of Roswell is anticipating the reimbursement of these funds.

FINANCIAL CONSIDERATION:
Reallocation of current Street Department funding

LEGAL REVIEW:
No legal review required at this time.

BOARD AND COMMITTEE ACTION:
Recommendation of approval for ratification of disaster relief PO in the amount of $86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St bridge over Spring River to December Finance Committee.

Attachments
ATT 1 - RFQ Kentucky St Bridge Rail Repair
ATT 2 - Abraham's Construction Quote
ATT 3 - Award Recommendation Letter
ATT 4 - PO 22501472 Abrahams Construction

To: Bullet Construction, Abraham's Construction, Constructors Inc, Smithco Construction. **October 29, 2024**

From: James MacCornack, P.E. – Senior Engineer
RFQ – Bridge Rail Repair Kentucky St Spring River Bridge

A. DESCRIPTION: NEED OF SERVICES

The City of Roswell is seeking services for the replacement of pedestrian bridge rail on the Kentucky St bridge at Spring River that washed out and damaged due to the flood event in October 2024:

B. REQUESTED WORK

The City of Roswell is requesting proposals with quotes for the following Scope of Work and Tasks as follows:

Scope of Work

This request for quotes is for replacement and retrofit of pedestrian rail on the Kentucky St Bridge at Spring River that was washed out and damaged due to the flood event in October 2024. Pedestrian/Bicycle rail to meet NMDOT Standard Drawing 543-04 Bicycle Standard (see Attachment 1).

Work is to conform to NMDOT Standard Specifications and City of Roswell Public Works Specifications. Existing damaged rail is to be removed and replaced. 67 feet of new pedestrian/bicycle bridge rail is required on each side of the bridge for a total of 134 feet of pedestrian/bicycle rail to be installed.

Anticipated Time Line: as measured from Notice to Proceed

Proposer shall submit a proposed schedule based on tasks identified.
Proposer may also identify other tasks they deem necessary for the betterment of project
City time line: Issue RFQ, review RFQ, enter in agreement with vendor as soon as possible.

C. SUBMITTAL & PRICING

Proposals and Quotes are to be submitted in a PDF format and will be an email submittal. **All proposals and quotes must be received by 5pm, November 8, 2024. Submit to James MacCornack at j.maccornack@roswell-nm.gov**

Proposals will be graded on proposal detail, time line and costs. Itemized cost is requested do better evaluate a proposal. Again, **proposers may add tasks they deem necessary for the betterment of project development**.

A professional courtesy email is requested to be sent to James MacCornack if solicited vendor chooses not to submit a quote.

D. EXECUTION OF CONTRACT

City will issue Notice to Proceed as soon as possible to ensure timely completion of this work.

E. CONTACTS & ADDENDUMS

For specific questions, please contact James MacCornack, P.E., j.maccornack@roswell-nm.gov.
Site visits with City Staff are available by appointment.
It is requested that questions be in writing no later than November 1, 2024.
Addendum if required will be issued November 4, 2024.

F. ATTACHMENTS
Attachment 1: NMDOT Standard 534-04

Damage Pictures:





PO Box 1838
Roswell, NM 88202-1838

TEL: 575.624.6700
FAX: 575.624.6709

roswell-nm.gov

ABRAHAM'S CONSTRUCTION, INC.

PO BOX 9906
ALBUQUERQUE, NM 87119
(505) 830-3820
(505) 881-1666

Proposal/Estimate

DATE	ESTIMATE NO.
11/1/2024	1289

NAME / ADDRESS
City of Roswell 425 N Richardson Ave Roswell, NM 88201

PROJECT

RFQ Roswell
Bridge Rail Repair Kentucky St
Spring River Bridge

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
Pedestrian/Bicycle Railing Both Sides at Bridge	134	LF	600.00	80,400.00T
Sales Tax- Roswell 04-101			7.8958%	6,348.22

THIS ESTIMATE IS VALID FOR (60) DAYS.

TOTAL $86,748.22

ROSWELL
Engineering

To: Arely Peek
Purchasing Agent

November 12, 2024

Re: Recommendation of Award
Project Development Services – Bridge Rail Repair October 2024 Flooding Event

The City of Roswell requested quotes from contractors to provide repairs to bridge rail on Kentucky St bridge over Spring River that was damaged due to the flooding event in October 2024. Quotes shown include GRT.

1. Constructors Inc	No Quote Received
2. Smithco Construction	No Quote Received
3. Bullet Construction	Notification of No Quote Received
4. Abraham's Construction	$86,748.22

Upon review of submitted quote details I hereby recommend this work go to Abraham's Construction in the amount of $86,748.22 which includes GRT. Engineering department proposes to issue a Notice of Award & Notice to Proceed to Abraham's Construction.

If you have any questions please contact me.

Sincerely,

James MacCornack, P.E.
Senior Engineer

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22501472

Delivery must be made within doors of specified destination.

BILL TO

CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

VENDOR

ABRAHAM'S CONSTRUCTION, INC.
PO BOX 9906
ALBUQUERQUE, NM 87119

SHIP TO

STREET
300 E WALNUT ST
ROSWELL, NM 88203
Email: f.rincon@roswell-nm.gov
Phone: 5756246730

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
505-830-3820		12501962	Monica Barraza	m.barraza@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
11/14/2024	11437			Streets

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Kentucky St Flooding Bridge Rail Repair The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Kentucky St Flooding Bridge Rail Repair Pedestrian/Bicycle Railing Both Sides at Bridge GL Account: 26234323 - 614020 $86,748.22 ********** GL SUMMARY ********** 26234323 - 614020 $86,748.22	1.0	EACH	$86,748.22	$86,748.22

By: O. Peek
Purchasing Agent, C.P.O

Total Ext. Price	$86,748.22
PO Total	**$86,748.22**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

ITEM(S): The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.

INVOICE: The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,

REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

Any Discount Terms must be clearly stated on the Invoice, to include the dollar ($) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing ***(IF APPLICABLE)*** and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

ACTION REQUESTED:
Consider recommendation of award of ITB-25-003, Elm St Bridge Replacement Project to Abraham's Construction in an amount of $2,406,178.84 including GRT.

BACKGROUND:
Initiated by: Louis Najar

Bids received on November 12, 2024 for the subject project have been reviewed. A Bid Tabulation is attached. One bid was received as follows: (Amounts include Tax of 7.8958%).

1. Abraham's Construction $ 2,406,178.84

Please see attached recommendation of award letter to Purchasing.

FINANCIAL CONSIDERATION:
Current available FY 25 approved budget is $2,440,000. Project 100% funded by NMDOT, project number CN 2104850. Project is a reimbursement agreement.

LEGAL REVIEW:
Not Applicable for this agenda item.

BOARD AND COMMITTEE ACTION:
Consider recommendation of award of ITB-25-003, Elm St Bridge Replacement Project to Abraham's Construction in an amount of $2,406,178.84 including GRT to December 2024 Finance Committee.

Attachments
ATT 1 - Recommendation of award
ATT 2 - Bid Tabulation ITB 25-003
ATT 3 - Budget Excerpt
ATT 4 - NMDOT Agreement Excerpt

ROSWELL
Engineering

To: Arely Peek
Purchasing

November 13, 2024

Re: Recommendation of Award
Elm St. New 2 Barrel Concrete Box Culvert
Bid No. ITB-25-003 CN 2104850

Bids received on November 12, 2024 for the subject project have been reviewed. A Bid Tabulation is attached. One bid was received as follows: (Amounts include Tax of 7.8958%).

1. Abraham's Construction, Albuquerque, NM $2,406,178.84

Upon completion of review, I hereby recommend award of this project to Abraham's Construction in the amount of $2,406,178.84.

If you have any questions please contact me.

Sincerely,

James MacCornack, P.E.
Senior Engineer
575-637-6288

xc: Project Files

CITY OF ROSWELL
NEW MEXICO

Engineer's Bid Tabulation
ITB-25-003
Elm St New 2 Barrel Concrete Box Culvert

Bid Opening of November 12, 2024

11/13/2024

		Contract	Contract	Engr. Est.	Engr. Est.	ABRAHAMS CONSTRUCTION			
ITEM NO.	BID ITEM DESCRIPTION	Unit	Quantity	UNIT COST	Amount	Unit Cost	Amount		
107000	ENVIRONMENTAL COMMITMENTS	LS	1	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00		
203000	UNCLASSIFIED EXCAVATION	C.Y.	285	$ 25.00	$ 7,125.00	$ 65.00	$ 18,525.00		
2031000	BORROW	C.Y.	350	$ 25.00	$ 8,750.00	$ 50.00	$ 17,500.00		
207000	SUBGRADE PREPARATION	S.Y.	860	$ 10.00	$ 8,600.00	$ 30.00	$ 25,800.00		
210002	MAJOR STRUCTURE EXCAVATION	C.Y.	1,164	$ 50.00	$ 58,200.00	$ 50.00	$ 58,200.00		
210003	MAJOR STRUCTURE BACKFILL	C.Y.	1,241	$ 90.00	$ 111,690.00	$ 50.00	$ 62,050.00		
303160	BASE COURSE 6"	S.Y.	1,343	$ 18.00	$ 24,174.00	$ 40.00	$ 53,720.00		
407000	ASPHALT MATERIAL FOR TACK COAT	TON	1.0	$ 2,200.00	$ 2,200.00	$ 2,000.00	$ 2,000.00		
408100	PRIME COAT MATERIAL	TON	2.0	$ 2,200.00	$ 4,400.00	$ 2,000.00	$ 4,000.00		
416207	MINOR PAVING TYPE II HMA SP IV	S.Y.	1,600	$ 70.00	$ 112,000.00	$ 50.00	$ 80,000.00		
511000	STRUCTURAL CONCRETE, CLASS A	C.Y.	160	$ 1,400.00	$ 224,000.00	$ 1,400.00	$ 224,000.00		
511030	STRUCTURAL CONCRETE, CLASS AA	C.Y.	179	$ 1,600.00	$ 286,400.00	$ 1,250.00	$ 223,750.00		
511210	STRUCTURAL CONCRETE, CLASS A-6"	S.Y.	241	$ 300.00	$ 72,300.00	$ 1,600.00	$ 385,600.00		
511700	BRIDGE DECK SEALANT MEMBRANE	S.Y.	100	$ 10.00	$ 1,000.00	$ 100.00	$ 10,000.00		
540060	REINFORCING BARS GRADE 60	LB	63,400	$ 4.00	$ 253,600.00	$ 3.00	$ 190,200.00		
543002	METAL RAILING, TYPE A42	L.F.	60	$ 700.00	$ 42,000.00	$ 500.00	$ 30,000.00		
570024	24" CULVERT PIPE	L.F.	60	$ 250.00	$ 15,000.00	$ 150.00	$ 9,000.00		
601000	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	$ 60,000.00	$ 60,000.00	$ 50,000.00	$ 50,000.00		
601110	REMOVAL OF SURFACING	S.Y.	785	$ 17.00	$ 13,345.00	$ 35.00	$ 27,475.00		
603281	SWPPP PLAN PREPARATION AND MAINTENANCE	LS	1	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00		
606001	SINGLE FACE W-BEAM GUARDRAIL	L.F.	125	$ 120.00	$ 15,000.00	$ 100.00	$ 12,500.00		
606011	SINGLE FACE THRIE-BEAM GUARDRAIL	L.F.	25	$ 300.00	$ 7,500.00	$ 300.00	$ 7,500.00		
606053	END TREATMENT W-BEAM END ANCHOR	EACH	4	$ 3,500.00	$ 14,000.00	$ 5,000.00	$ 20,000.00		
608004	CONCRETE SIDEWALK 4"	S.Y.	240	$ 110.00	$ 26,400.00	$ 80.00	$ 19,200.00		
608106	DRIVE PAD 6"	S.Y.	60	$ 170.00	$ 10,200.00	$ 200.00	$ 12,000.00		
609424	CONCRETE VERTICAL CURB AND GUTTER TYPE B 6" X 24"	L.F.	430	$ 70.00	$ 30,100.00	$ 40.00	$ 17,200.00		
614000	UTILITY AERIAL CROSSING WITH 60' OF 24" DIA. STEEL CASING, CONC	LS	1	$ 80,000.00	$ 80,000.00	$ 45,000.00	$ 45,000.00		
618000	TRAFFIC CONTROL MANAGEMENT	LS	1	$ 40,000.00	$ 40,000.00	$ 15,000.00	$ 15,000.00		
621000	MOBILIZATION	LS	1	$ 180,300.00	$ 180,300.00	$ 215,000.00	$ 215,000.00		
623106	MEDIAN DROP INLET 5'X5' (URBAN) H=6'1" TO 9'0"	EACH	1	$ 18,000.00	$ 18,000.00	$ 8,000.00	$ 8,000.00		
623600	JUNCTION BOX	EACH	1	$ 16,000.00	$ 16,000.00	$ 20,000.00	$ 20,000.00		
662400	MANHOLE ADJUSTMENT	EACH	2	$ 3,000.00	$ 6,000.00	$ 1,000.00	$ 2,000.00		
662997	REHABILITATE SEWER MANHOLE AND BASE	EACH	1	$ 15,000.00	$ 15,000.00	$ 25,000.00	$ 25,000.00		
663606	POLYVINYL CHLORIDE PIPE- 6"	L.F.	20	$ 50.00	$ 1,000.00	$ 35.00	$ 700.00		
663608	POLYVINYL CHLORIDE PIPE- 8"	L.F.	120	$ 80.00	$ 9,600.00	$ 50.00	$ 6,000.00		
663612	POLYVINYL CHLORIDE PIPE- 12"	L.F.	125	$ 100.00	$ 12,500.00	$ 110.00	$ 13,750.00		
663772	CONNECTION TO EXISTING WATER LINE	EACH	3	$ 6,000.00	$ 18,000.00	$ 38,000.00	$ 114,000.00		

668000	DEWATERING	LS	1	$ 1,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00		
663855	ADJUST VALVE BOX TO GRADE	EACH	5	$ 1,000.00	$ 5,000.00	$ 800.00	$ 4,000.00		
663896	GATE VALVE- 6"	EACH	1	$ 3,250.00	$ 3,250.00	$ 11,500.00	$ 11,500.00		
663898	GATE VALVE- 8"	EACH	2	$ 5,000.00	$ 10,000.00	$ 13,000.00	$ 26,000.00		
663897	GATE VALVE- 12"	EACH	1	$ 6,000.00	$ 6,000.00	$ 17,000.00	$ 17,000.00		
701000	PANEL SIGNS	S.F.	100	$ 150.00	$ 15,000.00	$ 35.00	$ 3,500.00		
701100	STEEL POST AND BASE POST FOR ALUMINUM PANEL SIGNS	L.F.	180	$ 60.00	$ 10,800.00	$ 25.00	$ 4,500.00		
702810	TRAFFIC CONTROL DEVICES FOR CONSTRUCTION	LS	1	$ 25,000.00	$ 25,000.00	$ 10,000.00	$ 10,000.00		
703003	OBJECT MARKER TYPE 3	EACH	4	$ 300.00	$ 1,200.00	$ 500.00	$ 2,000.00		
704706	HOT THERMOPLASTIC PAVEMENT MARKING 12"	L.F.	45	$ 15.00	$ 675.00	$ 25.00	$ 1,125.00		
704704	HOT THERMOPLASTIC PAVEMENT MARKING 24"	L.F.	232	$ 30.00	$ 6,960.00	$ 25.00	$ 5,800.00		
801000	CONSTRUCTION STAKING BY THE CONTRACTOR	LS	1	$ 15,000.00	$ 15,000.00	$ 35,000.00	$ 35,000.00		
802000	POST CONSTRUCTION PLANS	LS	1	$ 5,000.00	$ 5,000.00	$ 10,000.00	$ 10,000.00		
		PROJECT SUBTOTAL (w/o Tax)=			$ 1,983,269.00		$ 2,230,095.00		
		GROSS RECIEPT TAX =	TAX @ 7.8958%	$ 156,594.95		TAX @ 7.8958%	$ 176,083.84		
		PROJECT BID TOTAL (with Tax)=			$ 2,139,863.95		$ 2,406,178.84		

I Certify that all Information and Tabulations are Correct.

James MacCornack, P.E.

11/13/2024
Date

City of Roswell
Capital Project Budget
FY25

FY25 Streets "Capital Fund" Projects (2623-4323)																				
Project Information								Grant Information							Financial Information			FY25 Budget		
Item #	Fixed Asset	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Award Amount	Grant Manager	Matching Funds	Arts in Public Places	Approved Budget	Encumbered Balance	YTD Expense	Grants	Approved City Budget	Total FY25 Budget
1			Collectors and Residential Mill & Fill				1,500,000.00				N/A								1,500,000.00	1,500,000.00
2			(2) Mowers w/attachments	February 2025			130,988.38												130,988.38	130,988.38
3			Dump Truck	Spring/Summer 2025			179,857.00												179,857.00	179,857.00
4			Patch Truck	Ordered in July 2023			289,408.00				Money received from the Insurance is 82,144.09								207,263.91	207,263.91
5			Patch Truck	Could easily be 2026			291,898.00												291,898.00	291,898.00
6			Sweeper				374,052.00												374,052.00	374,052.00
8			Cielo Grande Trail/STR				225,000.00											192,240.00	132,760.00	325,000.00
9			Safe Roads				650,000.00											280,000.00	70,000.00	350,000.00
10			Bridge Over Hondo River				2,440,000.00											2,440,000.00		2,440,000.00
11			Hobson Flood Prevention				9,602,273.00											1,000,000.00		1,000,000.00
12			Brasher Rd - 2023 Legislative				800,000.00											400,000.00		400,000.00
13			Mescalero Bridge Guardrails				1,723,000.00												80,000.00	80,000.00
14			N. Atkinson				2,689,000.00												300,000.00	300,000.00
15			FY24 NMDOT TPF Funds 95% Reimbursement (Hobbs St.)				2,410,000.00											2,289,500.00	120,500.00	2,410,000.00
			Total Streets				23,305,476.38	-	-	-	-	-	-	-	-	-	-	6,601,740.00	3,387,319.29	9,989,059.29

Docusign Envelope ID: 330A0ED5-2026-4A1A-BF83-D13E452498A4

Contract No.:	D20408
Vendor No.:	**0000054357**
Control No.:	**2104850**

COOPERATIVE PROJECT AGREEMENT – CONSTRUCTION

The **New Mexico Department of Transportation** (Department), and the City of Roswell (Local Agency) enter into this Agreement for Federal Highway Administration (FHWA) funding under NMSA 1978, Section 67-3-28. This Agreement for Project Control No.: 2104850 is effective as of the date of the last party to sign it on the signature page.

1. Funding and Project Description.

a. Funding for Construction Work is as follows:
   1. **FFY 2024 Highway Infra Off Bridge(HIOBP IIJA) Funds**
      Department's 100.00% share
      Bridge rail and concrete repair. (Description as per STIP database, this agreement only pertains to the Construction Work portion of Project Control No. 2104850.)
   2. **The Total Project Funding for Construction Work** $2,440,000

b. Attached as Exhibit A is a table of data on funding as required by 2 CFR 200.331.
c. The Local Agency shall provide all the work, labor, materials, and services necessary to perform the Project.
d. The Local Agency is responsible for all Project costs that exceed federal funding.
e. The Local Agency must repay certain federal funding to the Department if:
   1. The Project is cancelled.
   2. An audit determines an overpayment or federal funds were used for ineligible cost items.
   3. The construction of a road on a right-of-way acquisition is not undertaken within twenty (20) years after the fiscal year in which the funds are authorized.
   4. Acquisition of right-of-way or construction of the road for a preliminary engineering project is not undertaken within ten (10) years following the fiscal year in which the project is authorized.

   The Local Agency must repay or establish a repayment plan for the federal funds within forty-five (45) days of notice from the Department.

2. Payment – Reimbursement.

The Department will reimburse the Local Agency upon receipt of reimbursement requests with supporting documentation and certification that costs have been incurred. Reimbursement requests may be submitted monthly or, at a minimum, quarterly. Expenses that are documented and determined to be eligible under 2 CFR Part 200 will be reimbursed based on the Local Agency's required Match. The final Project payment request must be submitted within thirty (30) calendar days of completion of (a) the PS&E package or (b) final payment to the contractor for Construction or Project Work and (c) prior to termination of this Agreement. The Department will not reimburse the Local Agency for costs incurred (a) prior to obligation of federal funding and the effective date of this Agreement; (b) after expiration of this Agreement; or (c) in excess of the federal funding identified in Section 1.

3. Federal, State and Department Requirements.

By entering into this Agreement, the Local Agency certifies and agrees to comply with any applicable Federal and State laws and regulations, and terms and conditions as set forth in:

a. Title 23, U.S. Code Highways and its associated regulations

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

ACTION REQUESTED:
Consider Resolution 24-XX for support of application to the New Mexico Matching Fund to provide matching funds for possible Safe Streets and Roads for All funding application.

BACKGROUND:
Initiated by: James MacCornack

City of Roswell has an FHWA accepted Safe Streets and Roads for all Comprehensive Safety Action Plan. Plan has identified systematic safety treatments that are recommended to be applied at various locations through the City. These treatments are individually low-cost and include improved roadway striping and pavement markings, and visibility enhancements at signalized intersections. FHWA funding is 80/20 with 20% of the project cost required to come from non-federal sources. It is proposed to pursue New Mexico Matching Fund funding to fund the 20% required match to support application to FHWA for funding in Spring 2025.

FINANCIAL CONSIDERATION:
This is for project application support. Application to FHWA for project funding would be pending New Mexico Matching Fund award. Intent is to achieve 100% funding through New Mexico Matching Fund and FHWA funding.

LEGAL REVIEW:
Resolution has been submitted to City Attorney for review.

BOARD AND COMMITTEE ACTION:
Consider Resolution 24-XX for support of application to the New Mexico Matching Fund to provide matching funds for possible Safe Streets and Roads for All funding application to December Finance Committee.

Attachments
ATT 1 - Draft Resolution 24-XX

RESOLUTION 24-XX

A RESOLUTION TO THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION FOR NEW MEXICO MATCH FUNDING

WHEREAS, the City of Roswell intends to pursue funding under the U.S. Department of Transportation Safe Streets and Roads for All program.

WHEREAS, the City of Roswell intends to apply for up to $3,500,000 in funding from the U.S. Department of Transportation Safe Streets and Roads for All program; and

WHEREAS, the Safe Streets and Roads for All program requires 20% non-federal match ; and

WHEREAS, the City of Roswell desires to utilize the New Mexico Match Fund to provide $700,000 to satisfy the required 20% match; and

WHEREAS, the City of Roswell supports this project and desires to receive funding; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1. Be it resolved by the governing body, the City Council of Roswell, New Mexico that City of Roswell desires to apply for $700,000 in funding from the New Mexico Match Fund in order to provide required matching funding for City of Roswell to apply for U.S. Department of Transportation Safe Streets and Roads for All program.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST

_____
Amalia Martinez, City Clerk

DRAFT

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

ACTION REQUESTED:
Consider 2025 Infrastructure Committee dates. Standard date is the 3rd Monday of every month at 2:00 p.m. unless it falls on or close to a Holiday.

BACKGROUND:
Initiated by: Louis Najar

Proposed dates and deadlines for item submittals as follows:

Meeting Date:	**Submittal Deadline:**
January 27, 2025	January 21, 2025 by 5:00 p.m.
February 24, 2025	February 18, 2025 by 5:00 p.m.
March 17, 2025	March 11, 2025 by 5:00 p.m.
April 21, 2025	April 15, 2025 by 5:00 p.m.
May 19, 2025	May 13, 2025 by 5:00 p.m.
June 16, 2025	June 10, 2025 by 5:00 p.m.
July 21, 2025	July 15, 2025 by 5:00 p.m.
August 18, 2025	August 12, 2025 by 5:00 p.m.
September 15, 2025	September 9, 2025 by 5:00 p.m.
October 20, 2025	October 14, 2025 by 5:00 p.m.
November 17, 2025	November 11, 2025 by 5:00 p.m.
December 15, 2025	December 9, 2025 by 5:00 p.m.

FINANCIAL CONSIDERATION:
Not applicable for this agenda item.

LEGAL REVIEW:
Not Applicable for this agenda item.

BOARD AND COMMITTEE ACTION:
Committee to vote on Infrastructure Schedule for 2025.

Attachments
ATT 1 - 2025 City Holiday List

ROSWELL

HOLIDAY LIST FOR 2025

DATE	HOLIDAY NAME
Wednesday, January 1, 2025	New Year's Day
Monday, January 20, 2025	Martin Luther King, Jr. Day
Monday, February 17, 2025	President's Day
Monday, May 26, 2025	Memorial Day
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Tuesday, November 11, 2025	Veteran's Day
Thursday, November 27, 2025	Thanksgiving Day
Friday, November 28, 2025	Thanksgiving Holiday
Wednesday, December 24, 2025	Christmas Eve
Thursday, December 25, 2025	Christmas Day

TIME CHANGE DATES FOR 2025

DATE	DESCRIPTION
Sunday, March 9, 2025	Daylight Savings Time Begins
Sunday, November 2, 2025	Daylight Savings Time Ends

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

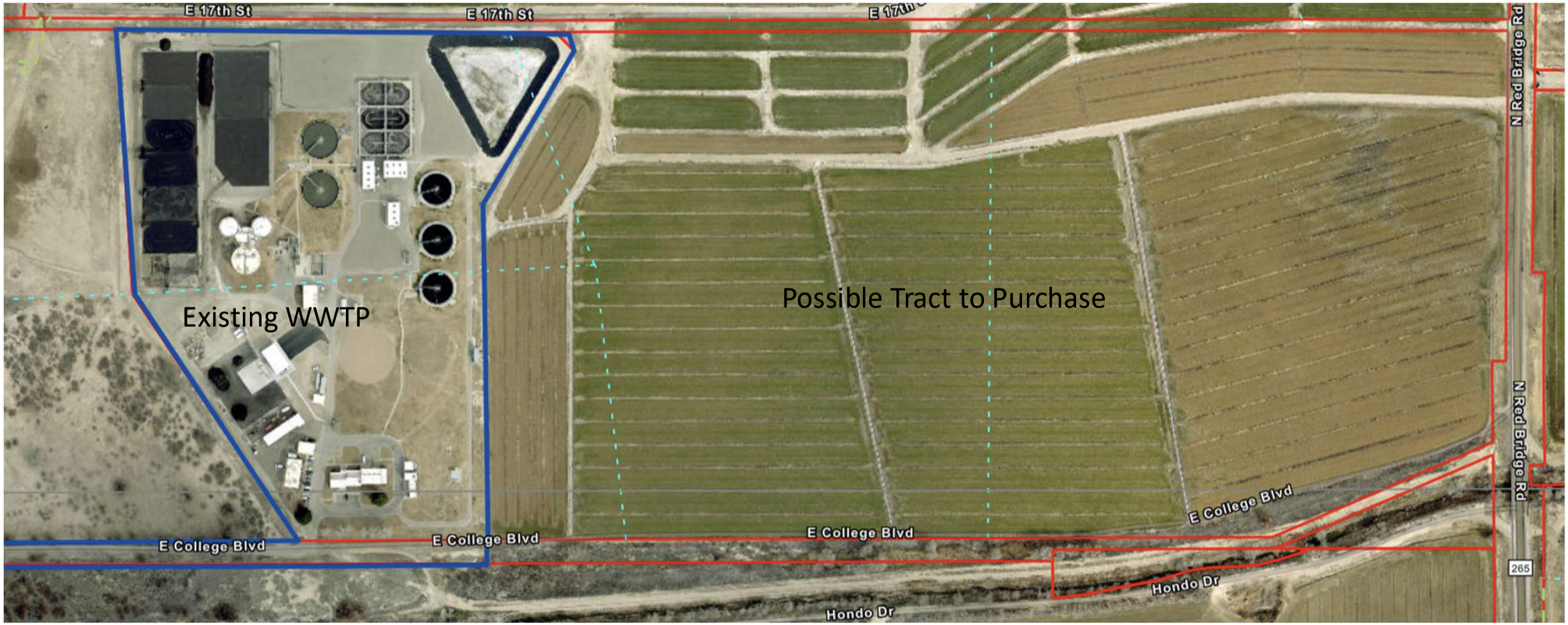
ACTION REQUESTED:

Discussion of purchase of farmland adjacent to WWTP.

Attachments

ATT 1 - Waste Water Plant Possible Land Purchase

WWTP Land Acquisition Discussion



Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

ACTION REQUESTED:
Discussion of water critical infrastructure study and rate study. (Mayor Pro Tem)

BACKGROUND:
Initiated by: Mayor Pro Tem

FINANCIAL CONSIDERATION:
N/A

LEGAL REVIEW:
N/A

BOARD AND COMMITTEE ACTION:
Legal Committee referred to Infrastructure, vote 3-0, at their meeting on October 24, 2024.

STAFF RECOMMENDATION:
Open discussion of critical infrastructure study

Attachments
ATT 1 - 2025 Water Master Plan RFQ

ROSWELL
New Mexico

City of Roswell

To: On Call Vendors

October 23, 2024

From: Louis Najar, P.E. – City Engineer

Request for Quotes/Proposals – 2025 Water Utility Master Plan
Vendors Qualified per RFP-25-002 – On Call Engineering Services

A. DESCRIPTION: NEED OF SERVICES/BACKGROUND

The City of Roswell is need of a new Water Utility Master Plan. Work will include but not limited to review of existing system, update water model, perform future growth review, and prepare a critical need/priority Construction Improvement Plan (CIP).

The City owns, operates, and maintains both the Water Utility System and Wastewater Utility System. The City's water supply is from water wells located within the City of Roswell and 4 located outside the city limits. The ground water is extracted from the San Andreas water basin.

The distribution system consists of the following:

- Approximately 370 miles of transmission and distribution lines
- 20 water wells
- 6 potable water storage reservoirs ranging in size from 0.1 MG to 7.5 MG
- Approximately 1750 fire hydrants
- Approximately 3600 valves

B. REQUESTED WORK

The following tasks are the minimum requested. Vendor may include other recommended tasks based on their experience.

Update & Calibrate Existing Hydraulic Model

The existing water system maps must be updated by the Consultant to reflect the configuration of the current system. The demands of the system must be compiled, categorized, and analyzed for proper input into the model. The existing mapping prepared by the City of Roswell will be used as the general basis for the new water distribution system hydraulic model.

PO Box 1838
Roswell, NM 88202-1838
TEL: 575.624.6700
FAX: 575.624.6709
roswell-nm.gov

Once the information is input into the software, the model must be calibrated. Calibration assures accurate modeling of the system. Field measurements of flow and pressure are compared to the calculated flows and pressures to calibrate the model. Various model parameters are adjusted until the model reflects the actual behavior of the system. Once the model is calibrated, the system is then evaluated under various demand scenarios. The Consultant shall make field measurements of flow and pressure to calibrate the model within a reasonable accuracy of corresponding measurements made in the field.

A steady-state analysis is a snapshot of the system at a moment in time and does not take into account various changes in parameters that occur with time. This type of analysis is useful to predict system pressures and pipeline velocities under peak demand conditions. A steady-state analysis will be performed for one scenario with the peak hour demand and one scenario with the maximum day demand plus fire flow demand. The fire flow demand shall be placed by the Consultant at various nodes within the distribution system as determined in cooperation with City staff to determine the most sensitive location for a high demand.

An extended period simulation is an analysis that accounts for changes in system parameters over time. An extended period simulation is actually a series of steady-state calculations performed assuming a certain time step and variations in demand corresponding to each time step. The extended period simulation is useful for evaluating storage and pumping requirements. An extended period simulation of the maximum day demand will be performed with a time step interval no larger than 1 hour to simulate a total time of 24 hours.

Based on the results of the above analyses, the Consultant shall identify system deficiencies and make recommendations regarding repairs. The Consultant shall prepare cost projections for each of the identified upgrades. The Consultant shall summarize the modeling process, results, cost projections, and required upgrades in a written report. The Consultant shall present the draft report and final report in person to the City.

Water System Master Plan Elements

A Water System Master Plan provides the information needed to develop a long-term capital improvement plan for the water system to establish facilities that are required for supplying both current and future water demands. The master plan provides a projection of future demands, identifies specific improvement needs, estimates costs for improvements, and identifies the required schedule for implementation of improvements.

Land use projections and the water distribution system model are used to develop the Water System Master Plan. Land use projections will be used to determine projected water system demands. The water

distribution system model will be used to analyze scenarios representing the potential demands for the year 2025, 2030, 2040 and build out. Recommendations for improvements to the water system will be developed to provide satisfactory service under future demand conditions. The Consultant will develop a plan for economical improvements to provide service to support future development.

Requested Task List

Task 1 - Data Collection and System Inventory

Subtask 1.1 – Acquisition of Existing System Data

1.1(a) Obtain and Review Existing Maps and Inventories

The City will provide the existing mapping information to the Consultant. The Consultant will be responsible for verifying the completeness of the information provided and acquiring whatever additional information is needed.

The Consultant shall review all available existing information pertaining to the water distribution service area boundaries including previous reports, facility plans, and operating and maintenance data. After review of collected data, prepare a brief memorandum listing those areas where data is insufficient and establishing the priority for obtaining additional data.

1.1(b) Review Recent and Planned Development

Review and tabulate information from the City regarding recent and/or future development that is expected to be constructed in the next 12 months. This shall be incorporated as a part of the water distribution system model.

1.1(c) Review Chronic Problems

The Consultant shall meet with the City to obtain information on areas experiencing chronic low pressure, volume problems, and/or water quality problems. Critical Water Infrastructure needs are to be identified.

1.1(d) Conduct Site Visits

The Consultant shall conduct site visits to the all water distribution system facilities (wells, pumping stations, pressure regulating stations, and finished water storage facilities) to verify information to be used in the modeling analysis.

1.1(e) Compare and Update System Map

The City will provide copies of its latest mapping in AutoCAD format. The Consultant will perform an overall review of the maps, including checking for inconsistencies and making map corrections as necessary. The conclusions based on field visits and map research will also be compared to existing water system maps to determine inconsistencies. All inconsistencies shall be resolved prior to completing system analysis and modeling.

The Consultant will prepare a water distribution system map showing all water mains and facilities. The map shall show the different pressure zones within the City, the location of all water supply and distribution system facilities including pumping stations, storage reservoirs, metering points, and all water mains.

Subtask 1.2 – Evaluate Water Requirements

1.2(a) Evaluate Existing Water Use Data

Review well production data and metered water records to determine historical average day, maximum day, and peak hour usage in the system and to identify the percentage of unaccounted for water use. Water use shall be tabulated and summarized by group classification (residential, commercial, industrial, municipal).

1.2(b) Estimate Future Water Requirements

Establish future average day, maximum day, and minimum hour water demands for the year 2025, 2030, 2040 and build out conditions. The projections should be based on population projections and historical water use characteristics of the water distribution system.

As necessary for projection of future demands, the Consultant shall review all available land use, zoning, demographic data, and housing / population projections. The Consultant shall establish population projections for the years 2025, 2030, 2040, and build out conditions. Data sources for this task shall include but not be limited to:

City's Water Map Book

City's Water GIS Mapping (Due to security purposes – only the awarded vendor will get full access)

City's As Built Plans – as available at Engineering

2012 Water Master Plan - PDF

The Consultant shall establish future demands associated with each land use, review with City staff, and incorporate into the distribution system model. The Consultant shall summarize the water demand projections and the procedures used in determining the future demands in a memorandum to be submitted to City staff.

Task 2 – Model Development and Calibration

Subtask 2.1 – Build a Model of the Water Distribution System

The physical components of the distribution system will be entered into the computer hydraulic model. Details about the piping network, storage tanks, booster pumps, and pressure control valves shall be entered into the model. All distribution pipes shall be entered into the model. A minimum pipe diameter of four inches will be used to define what pipes are to be included in the model.

To run a simulation the total water demand in the service area must be distributed to the various nodes in the system. The service area will be sub-divided into a set of sub-areas, each of which is assumed to draw its entire water demand at a single node. Each pressure zone will contain a different number of sub-areas, depending on the extent of piping and the amount of demand within that pressure zone.

All fire hydrants within in the distribution service area, both public and private, will be incorporated into the model.

Subtask 2.2 - Field Testing Program

The objective of the flow-testing program will be to obtain calibration data required for all areas of the City's water model. Actual system performance data from SCADA and pressure recorders (e.g., tank levels, well production rates, pump station operations, and system pressures) will be used to calibrate the model.

2.2(a) Prepare Field Testing Program

The Consultant shall prepare a memorandum outlining the field-testing program for review and comment by City staff. The memorandum will include the type, number, and location of proposed tests for flow measurement, loss of head, pressure observation, and pump performance.

2.2(b) Conduct Field Testing Program

The Consultant shall perform field testing and following evaluation of the data collected, review the results of the testing program with the City. The Consultant shall compare the relationship of the field data collected to the information used in the computer analysis. If large discrepancies exist between the field data collected and the results from model calibration output, the Consultant shall recommend what tests should be included in a subsequent testing program.

Subtask 2.3 – Workshop #1 – Model Calibration Results

The Consultant shall provide a Power Point presentation summarizing the results and conclusions of the testing program and model calibration to obtain comments by City's staff. The presentation shall include a discussion of the field testing results as well as exhibits, tables, graphs and charts as required to convey the information being presented.

Task 3 – Current System Evaluation

Subtask 3.1 – Current System Modeling

The model developed and calibrated will be analyzed for various demand conditions, including maximum day, peak hour, and maximum day plus fire flow. The system will be evaluated for excessive headloss, low or high pressures, or other potential problems in the distribution system. Required fire flows will be defined for different areas of the service area and the model will be used to identify potential problem areas. The following items will be evaluated utilizing the model simulation results. Current model is in WaterCad, Water Gems format.

3.1(a) - Water Supply Facilities

Evaluate data provided by the City regarding the water supply facilities within the City and provide recommendations as they relate to the water supply requirements.

3.1(b) Service Levels

Review the configuration of the distribution system and the boundaries of each service level (pressure zone). Investigate the potential for pressure zone boundary adjustments to mitigate high and/or low-pressure problems. Make recommendations for any appropriate modifications.

3.1 (c) Distribution System Components

Evaluate and determine the adequacy of the distribution system's existing pumping, storage, and pressure reducing station and distribution components. Report all deficiencies and recommend corrective measures (operating and/or capital) if needed. City will provide inspection reports on existing tanks.

3.1 (d) Pumping and Storage

Evaluate the relationship between existing pumping and storage facilities and report on the adequacy of this relationship. Recommend corrective measures (operating and/or capital) if needed.

3.1 (e) Fire Hydrant / Fire Flow Assessment

The Consultant shall make an assessment of fire hydrant numbers, locations, and placements to verify compliance with state and local requirements. The Consultant shall make recommendations for improvements to remediate any determined deficiencies. The Consultant shall prepare a report showing the calculated fire flows for all fire hydrants. The report shall show flow and residual pressures available for each fire hydrant. Make recommendations as needed to correct system deficiencies.

3.1 (f) Emergency Interconnections

Evaluate and provide recommendations on emergency interconnections to neighboring water supply entities as necessary.

3.1 (g) Water Quality Issues

Review the configuration of the water distribution system for possible dead ends which may cause deterioration in water quality. Use the features of hydraulic modeling software to evaluate the potential for areas of inadequate circulation. Provide recommendations for water quality sampling and/or monitoring.

Subtask 3.2 - Develop Current System Improvement Plan

Based on the results of the hydraulic analyses, determine the water supply, storage, treatment, and distribution system improvements required to meet current water demands.

Subtask 3.3 – Workshop #2 - Current System Evaluation Results

The Consultant shall provide a Power Point presentation of the Current System Evaluation to obtain comment by City's staff. The current system evaluation will include a summary of the water system modeling efforts of the current system; print outs of appropriate graphics for maximum day, peak hour, and maximum day plus fire flow for current conditions; and a summary of recommended improvements to the existing water system.

Task 4 – Build-Out System Evaluation

Subtask 4.1 – Build-Out System Modeling

The model from Task 3 will be expanded upon to include identified areas of future growth. Consultant will meet with the City's water utility, planning division, fire department and O&M staff to review existing land use classifications and zoning information. As part of this task, the City's water utility, planning division, fire department and O&M staff will provide information with respect to the areas of likely growth, and should approve the final demand projections for compatibility with its expectations. The Consultant shall develop a map of future areas of growth and indicate the relative magnitude of growth anticipated in each area.

The Consultant will make computer simulation runs for the future water distribution system for the years 2025, 2030, 2040 and build out. The computer simulations will include various demand conditions, including maximum day, peak hour, and maximum day plus fire flow. The purpose of this analysis is to identify deficiencies in the distribution system for meeting future demands.

The build-out system will be evaluated for excessive head losses, low or high pressures, and other potential problems in the distribution system. It shall include an overall assessment of the hydraulic capabilities of the system to meet the future demands for the planning period. Using the model output, the Consultant shall identify the necessary expansions to the existing water distribution system to meet future demands.

The Consultant shall make an assessment of existing storage capacity and production capacity to determine if it is adequate to support build-out conditions. The Consultant shall make recommendations for improvements to remediate any determined deficiencies for the build out condition. As part of this evaluation, the Consultant will review and comment on the maximum production of the well facilities.

Subtask 4.2 - Develop Build-Out System Improvement Plan

Based on the results of the computer simulation in Task 4.1, the Consultant will identify all system components that will require improvements in 5, 10, and 15 years. The Consultant shall evaluate previously proposed distribution system improvements and make recommendations to confirm, delete, modify, or expand on these improvements.

Subtask 4.3 – Workshop #3 - Build-Out System Evaluation Results

The Consultant shall provide a Power Point presentation of the Build-Out System Evaluation to obtain comments by City's water utility, planning division, fire department and O&M staff. The system evaluation will include a summary of the build-out system modeling efforts including print outs of appropriate graphics for maximum day, peak hour, and maximum day plus fire flow for future conditions; a summary of the storage, water supply, and fire hydrant assessments; and a summary of the recommended build-out system improvements. Report shall also state the maximum population which may be served based on planning assumption of Master Plan.

Task 5 – Cost Estimates and Improvements Phasing & Critical Needs

Subtask 5.1 – Cost Estimates

Improvements identified in evaluations will be itemized and cost estimates prepared for each improvement. The Consultant shall prepare estimated costs of construction for the improvements identified and prioritize the construction of improvements as a part of 5-, 10-, and 15-year capital improvement plans. Critical needs will be broken in large diameter 12" diameter and larger. Small diameter critical needs, water lines smaller than 12" diameter.

Subtask 5.2 – Improvement Phasing Plan

A logical phasing plan will be developed for improvements identified in previous tasks. The improvement program will provide for phased construction and should include a priority schedule for planning purposes.

Subtask 5.3 – Workshop #4 – Recommended Improvements & Critical Needs

The Consultant shall provide a Power Point presentation of the Recommended Improvements to obtain comments by City's water utility, planning division, fire department and O&M staff. The presentation on Recommended Improvements will include a summary of the methods used for achieving the desired levels of service and an estimate of the costs associated with the improvements.

Task 6 – Water System Master Plan Report

Subtask 6.1 – Prepare Draft Water System Master Plan Report

The Water System Master Plan Report will be based on the execution of all preceding tasks. Based on the information collected, reviewed, evaluated, and summarized in previous tasks, the Consultant shall create a "Draft" Water System Master Plan Report discussing the results of the study and the recommended system improvements.

Consultant will incorporate the City's water utility, planning division; fire department and O&M staff comments received from the draft evaluations, alternatives and project meetings, and will prepare the draft master plan report. The draft master plan will include a discussion of each Task, executive summary, table of contents, and any appendixes as appropriate.

The Master Plan will identify the locations and sizes of facilities needed to correct current system service deficiencies and to meet the anticipated future growth. The City's current Water System Master Plan Map will be updated to show the location and capacity of all recommended water system improvements including suggested alignments of major mains.

The Water System Master Plan will include opinions of probable construction cost for all major system improvements. The Consultant shall include in the Water System Master Plan a review of funding mechanisms that may be used to fund proposed improvements.

This plan shall also identify and recommend "critical needs" based on breaks, leaks, age of pipe, material of pipes. Consultant may recommend other field testing or field analysis to assist in the evaluation and preparation of the "critical needs". Critical needs for broken up into small and large diameter needs.

The Consultant shall provide large scale color-coded maps of the existing water system and proposed improvements for 5-, 10-, and 15-year planning period for the City.

Subtask 6.2 - Final Water System Master Plan Report

A project meeting will be conducted with City staff to review the draft master plan report. After this review the Consultant will finalize the Water System Master Plan Report. The report shall include a recommended list of projects with budgets and phasing for input into a 15-year CIP Program. Report should include and prioritize based on "critical needs" and general operation and growth. Report shall also state the maximum population which may be served based on planning assumption of Master Plan.

The Consultant shall make a presentation of the Final Water System Master Plan Report to the City Council and shall deliver 30 copies of the final report to the City. Final plan shall also be in PDF in a high quality file and a reduced version PDF for emailing, and/or including as an attachment for grant applications.

Subtask 6.3 - Provide Software

Upon conclusion of the Master Plan, the Consultant will provide the City with a copy of the updated water distribution model developed during the study in electronic format

Anticipated Time Line & Completion:

October 23, 2024 Requests Sent Out

November 13, 2024 @ 4pm deadline for questions

November 14, 2024 Addendum

November 22, 2024 – Proposals Received

December 5, 2024 – Finance Committee to review recommendation

December 12, 2024 – City Council to Award

December 13, 2024 – Contract may be entered into

By December 31, 2024 – Purchase Order to Be Issued

June 30, 2025 – Final Completed Water Master Plan Received by City

Virtual Meetings Can be Incorporated to assist time management.

C. SUBMITTAL & PRICING
All submittals must be received by 3pm, Friday, November 22, 2024. Submit to Louis Najar at l.najar@roswell-nm.gov PDF Submittal Is Requested
Submittal shall include:
Cover Letter
Qualification/Previous Experience of Water System Master Plan
Body of Proposal
Costs shall be itemized per a task schedule of sort.
Final Cost to be totaled and Gross Receipts Tax included

D. CONTACTS
For specific questions, please contact Louis Najar, P.E., 575-910-6477 or Lorenzo Sanchez, 575-626-9509.

Xc: Utilities Department & Purchasing Office

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

ACTION REQUESTED:
Discussion of Water Rates.

BACKGROUND:
Initiated by: Ed Hildebrand

Councilor Hildebrand requested a discussion of water rates

FINANCIAL CONSIDERATION:
Not applicable at this time

LEGAL REVIEW:
Not Applicable for this agenda item.

BOARD AND COMMITTEE ACTION:
Open discussion of water rates

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 11.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Fleet Maintenance

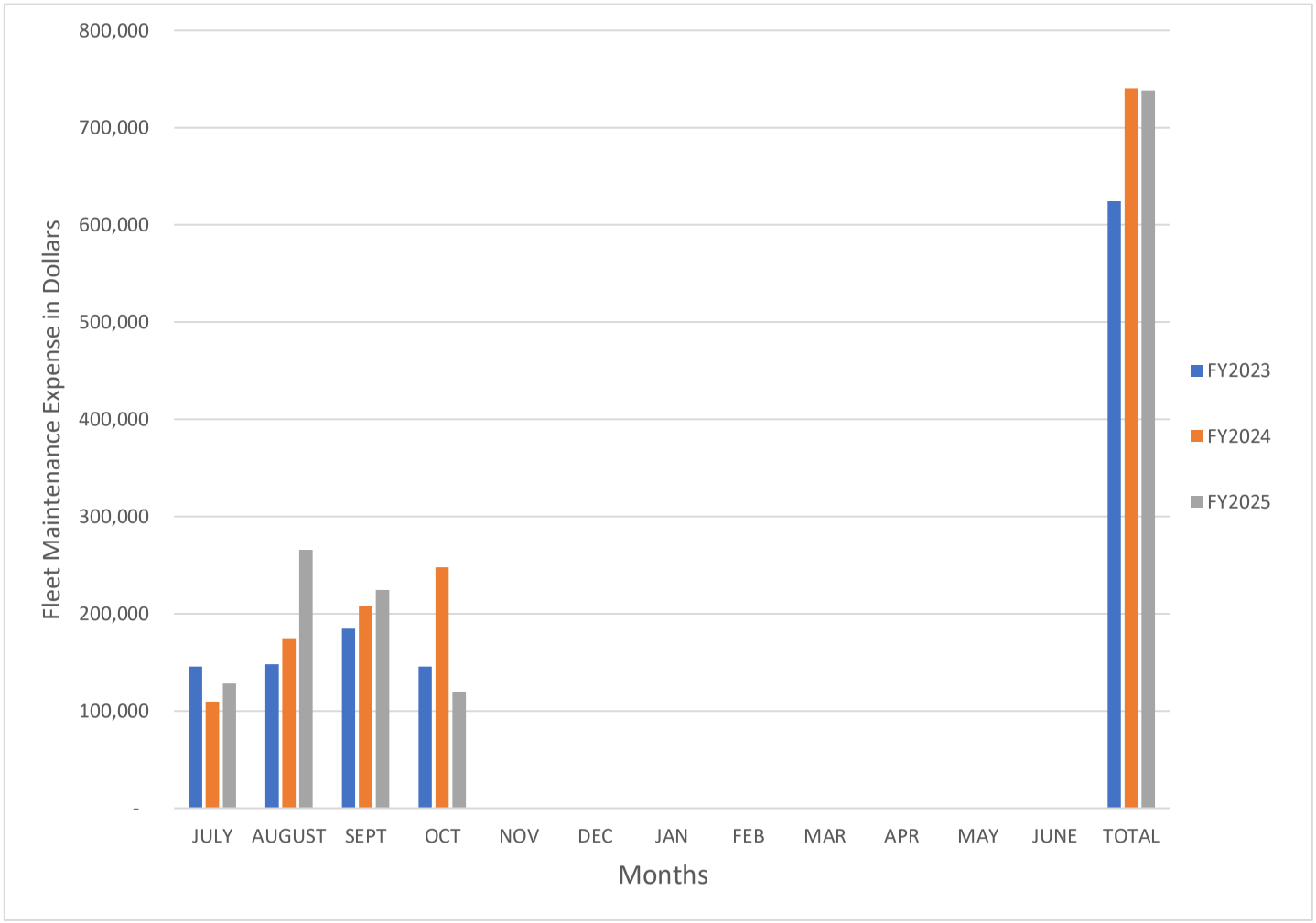
Attachments

Fleet Maint Oct 2024
Fleet Maint Graph

CITY OF ROSWELL
MONTHLY FLEET MAINTENANCE COSTS BY DEPARTMENT
FOR FY2025

PERCENT OF BUDGET			8%	17%	25%	33%		
DEPARTMENT	FY2025 ORIGINAL BUDGET	FY2025 REVISED BUDGET	JUL 2024	AUG 2024	SEP 2024	OCT 2024	FY2025 TOTAL ACTUAL	SPENT PERCENT OF BUDGET
AIR CENTER	81,446	81,446	60	10,493	7,700	1,127	19,379	24%
ANIMAL CONTROL	13,926	13,926	299	7,799	448	273	8,820	63%
CEMETERY	15,494	15,494	3,073	241	1,415	223	4,953	32%
CENTRAL CONTROL	12,537	12,537	732	1,683	1,194	2,807	6,416	51%
CODE ENFORCEMENT	5,590	29,590	-	2,665	653	1,942	5,260	18%
COMMUNITY ENHANCEMENT	-	-	-	-	-		-	0%
CONSOLIDATED DISPATCH	1,446	1,446	-	-			-	0%
CONVENTION CENTER	100	100	-	-	-		-	0%
EMERGENCY MANAGEMENT	1,000	1,000	-	-	-		-	0%
ENGINEERING	9,086	9,086	-	9	2,437	1,611	4,058	45%
FACILITIES MAINTENANCE	12,734	12,734	291	1,861	3,409	1,253	6,814	54%
FINANCE	165	-	-	-	-		-	
FIRE	5,775	135,775	2,779	46,888	59,686	859	110,212	81%
FLEET MAINTENANCE	3,307	2,607	-	35	-	383	418	16%
GOLF	40,537	42,537	4,975	6,417	2,492	2,032	15,917	37%
IT	1,706	6,906	-	-	-		-	0%
LANDFILL	120,845	81,947	-	-	5,441	7,661	13,102	16%
MUNICIPAL COURT	-	4,232	-	432	102	-	534	13%
PARKS	54,091	50,841	193	2,771	2,005	329	5,297	10%
PLANNING & ZONING	101	101	-	-	-		-	0%
POLICE	228,407	228,407	27,544	9,536	26,914	17,331	81,325	36%
RECREATION	2,000	2,000	-	-	-	362	362	18%
RECYCLING	-	-	-	-	-		-	0%
SANITATION-VEHICLE MAINT	550,330	544,030	44,776	71,960	45,422	43,505	205,662	57%
SANITATION-PAYROLL	INCL	INCL	26,332	47,397	32,267		105,996	INCL
SEWER MAINTENANCE	56,879	56,879	1,015	2,146	7,212	135	10,508	18%
SPECIAL ELECTRONICS	4,564	8,834	84	169	-	5,675	5,928	67%
STREETS	197,396	197,396	4,772	33,092	9,285	18,343	65,492	33%
TRANSIT	115,072	109,672	6,764	8,639	9,753	11,618	36,773	34%
WWTP	29,978	29,978	524	5,183	1,932	108	7,746	26%
WATER MAINT & TRANS	65,177	65,177	4,011	6,311	4,533	1,761	16,617	25%
WWTP LAB	545	1,045	-	63	55	22	140	13%
ZOO	10,000	10,000	53	85	-	530	668	7%
	1,640,234	1,755,721	128,276	265,875	224,355	119,890	738,396	

CITY OF ROSWELL
COMPARATIVE ANALYSIS OF FLEET MAINTENANCE EXPENSES BETWEEN FISCAL YEARS
FY2023 TO FY2025



ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 12.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Transit

Attachments

Transit Oct 2024

ROSWELL Transit

We believe

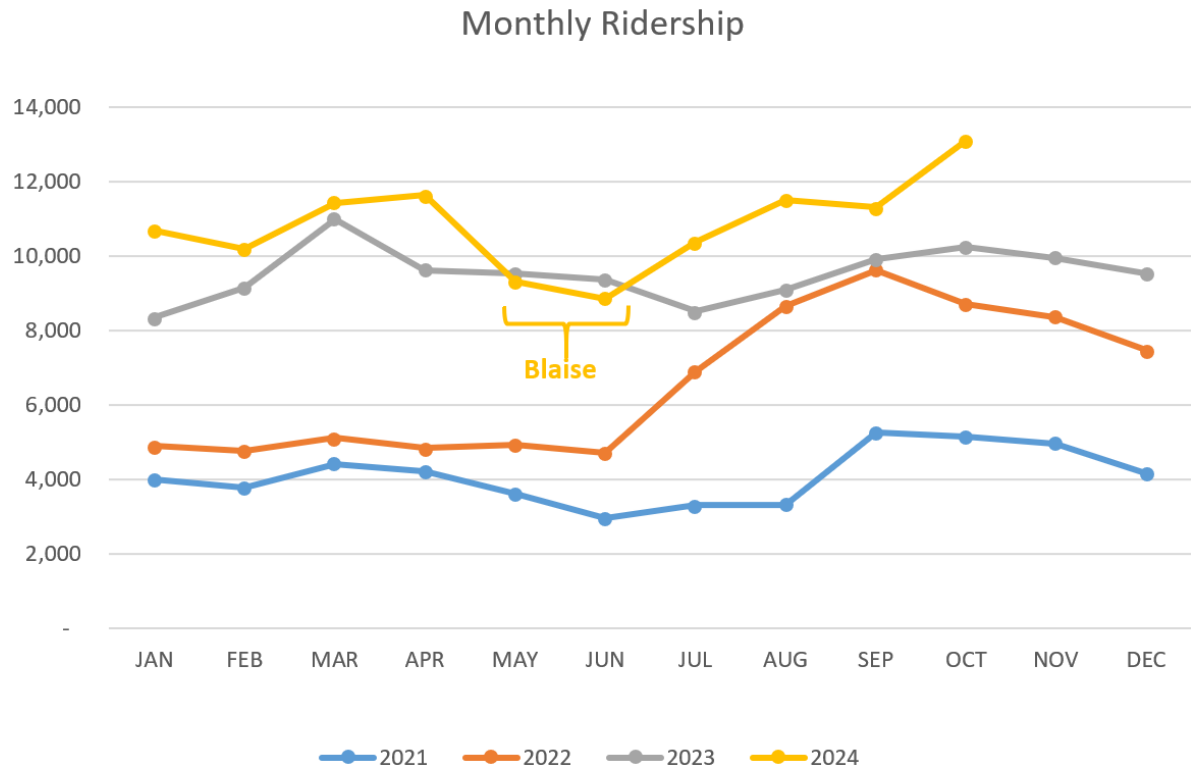
in safe, affordable, and convenient Public Transportation.

Connecting People to Places

BUS RIDERSHIP—Oct 2024: 13,103

YTD 2023 Ridership ---- 94,750

YTD 2024 Ridership ---- 108,443 **+14.5%**



- This past month we have been serving not just our regular customers, we have been serving those who have been displaced by the flood. We set up virtual bus stops for our community in order to connect them with the services needed. Example: Fairgrounds and Main Street for the Red Cross and housing for residents and other places.
- On Sunday, October 20th, we went into emergency response mode. We only went out on-demand to connect people to a safe shelter, receive medical attention etc. We were challenged by washed out roads, moving water and finding access roads to our people in need.
- We assisted in the evacuation of Sunset Villa and multiple others in the City of Roswell.
- Our Drug and Alcohol inspection was held at the beginning of the month and went very well.

Respectfully submitted by Scott Furciniti and Chris Moore. Approved by Becky Hicks, Transit Director

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 13.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Zoo

Attachments

Zoo Report

ROSWELL

ZOO – October, 2024

Highlights/Animal Care/Maintenance:

- Weekly mowing, weed eating and upkeep done on all animal enclosures, the park and non-animal areas.
- Routine animal care for all animals, including feeding, cleaning, medical care, and enrichment.
- All zookeeper positions have been filled. We are still interviewing for grounds lead position.
- Training has continued for new hires.
- Our great-horned owl, Frodo, was moved back on exhibit after being off for several weeks due to medical treatment.
- We lost one of our guinea pigs, Milky way, to heart failure, after long term veterinary care. He was donated to us several years ago with an unknown age, so it was likely age-related.
- A main water-leak in fox exhibit was repaired.
- Winterizing of animal enclosures was completed. Making sure all water lines are insulated and animals have appropriate bedding and/or heat sources.

Flood:

- Clean up: Debris, broken fences, etc.
- New perimeter fence being installed
- Tragically, we lost our two miniature donkeys, Sweetie and Eeyore, to the flood.
- The miniature horses, whose enclosure was destroyed by the flood, have been moved and now share an exhibit with the llamas.
- Modifications are being made to a vacant exhibit to allow for our longhorn to be moved (their enclosure was severely damaged by the flood.)
- Vet did a walkaround to check on all animals. Everyone is doing well and not suffering any ill effects from the flood.

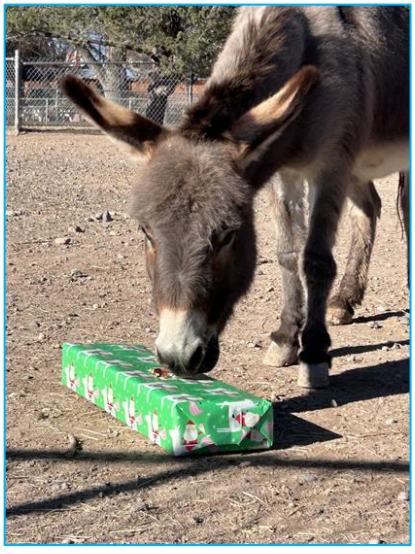




Malibu, 28, (left) and Nevada, 21, (right) were able to get to safety after the flood destroyed their enclosure. They are both doing well.







What remains of the miniature horse and donkey enclosure (left). It was completely devastated by the flood. We lost our two miniature donkeys, Sweetie (middle) and Eeyore (right).



Submitted by: Amy Munoz, Zoo Curator
Approved by: Jim Burress, Special Services Director

Frodo, our great horned owl, was moved back on exhibit.



View of the river from the parking lot off of Atkinson after the water had gone down.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 14.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Recreation

Attachments

Recreation Report

ROSWELL
New Mexico

October 2024
Recreation Monthly Report

Recreation





FISCAL YEAR FIGURES		
	2024 October	YTD
Revenue	$13,889	$38,343
Attendance	5437	34,159

TOP REVENUE CONTRIBUTORS	
Recreation Programs	$5,365
Recreation Memberships	$3,978

ATTENDANCE CONTRIBUTORS	
Adult Center Classes	122
Adult Center Drop-In/Admissions	24
Adult Center Member Scans	474
Adult Center Member Rentals	535
Rec & Aquatic Center Classes	1872
Rec & Aquatic Center Drop-In/Admissions	736
Rec & Aquatic Center Member Scans	1674

Highlights

Roswell Recreation Center

- Memberships sold: 49
- Youth Basketball registration wrapped up this month with 290 participants for a total of 30 teams.
- Homeschool PE is going strong.

Roswell Aquatic Center

- Lifeguards continue with their monthly in-service and the required 300 swim yards every week.
- LTS classes are doing great.
- There was one incident to report this month.

Roswell Adult Center

- Memberships sold: 12
- The Adult Center has been completely devasted by the flood, leaving it a total loss. What was once a hub of community activity now stands as a shell, its walls and equipment destroyed by the surge of water. The damage is overwhelming, with classrooms, fitness areas, the billiards room, and recreational spaces all lost, leaving behind only debris and wreckage.
- The following fitness classes will now be at the Recreation and Aquatic Center:
  - Video Walking
  - Stretching
  - Senior Workout
  - Yoga
  - Active Adult
  - Aerobics

PO Box 1838
Roswell, NM 88202-1838
TEL: 575.624.6720
FAX: 575.624.6889
roswell-nm.gov

Vehicle Mileage

- Unit 1004/09116 – VIN# 09116 - Mileage 13,416
- Unit 1101/00494 – VIN#00494 - Mileage 55,202
- Unit 15875 – VIN#15875 – Mileage 53,100

Upcoming:

- Youth Basketball registration, ages 9-12
- Reindeer Run 12/14



Youth Basketball Practice



Flood Damage – Adult Center



Flood Damage Adult Center



ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 15.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Golf

Attachments

Golf Report

ROSWELL

GOLF – October, 2024

Highlights:

- **What a crazy October for the City of Roswell, but especially here at the Golf Course. Through everything this City has been through, we still managed to host a golf tournament every weekend in October as well as a junior event!**
- **The Goddard Rocket Boosters started off the month, Saturday October 5th and the Sun Country Juniors tee'd off Sunday, October 6th.**
- **Pecos Valley Production was next on the calendar raising money for several cancer foundations here in Roswell. The Gateway Christian Golf Team was next, hosting their annual fundraiser. We had amazing support for every tournament and each one was a success.**
- **To end the month Emily Granados and the ARM Foundation sponsored a ladies ONLY tournament just 5 days after the flood. What an event this turned out to be. We had no idea so many women played golf in town, what a great thing to see. We expect the tournament to be double the size next year.**
- **The golf course held up pretty well through the flood. To the naked eye you can only see minimal damages. However, if you dive a little deeper, we are running into issues regularly, but we have been able to maintain rounds and keep the Golf Course operating smoothly. Huge testaments to David and his staff, as well as our Pro Shop staff. They have been amazing!**

Specific & Routine Maintenance:

- Cut cups 3 times a week.
- Moved tee markers as needed.
- Dumped trash as needed.
- Mowed greens 7 times a week; except after the flood.
- Finished seeding and covering bare areas on the greens.
- Stopped mowing fairways and roughs due to Bermuda grass going dormant.
- Stopped mowing Cielo Grande comp fields for the same reason.
- Cleaned up debris from flood – 15 fairway was covered with rocks, sand, tree branches and construction timber throughout flooded area.
- A temporary fence was put up next to 17 tee box.
- Water leaks were repaired: left of 2 green, left of 16 fairways, between 14 and 15 fairways, excavated water leak left of 9 fairway for later repair.
- Sediment was washed off of the following greens: 12, 13, 14,15

Revenues:

Category	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit
Alcohol / Beer	1628	$6,829.11	$6,488.72	$2,157.49	$4,671.71
Alcohol / Liquor	1225	$5,411.78	$5,141.56	$1,466.55	$3,945.37
Food and Beverage / Drinks	966	$1,921.08	$1,823.66	$574.90	$1,346.20
Food and Beverage / Snacks	571	$1,211.72	$1,149.44	$425.56	$786.14
Golf / Green Fees	1,844	$16,283.08	$15,470.27	$0.00	$16,283.08
Golf / Memberships	21	$3,945.05	$3,945.05	$0.00	$3,945.05
Golf / Services (GHIN & Club Storage)	0	$0.00	$0.00	$0.00	$0.00
Golf Carts	1,567	$21,402.93	$20,396.91	$0.00	$21,402.93
Merchandise / Accessories	83	$839.99	$797.98	$403.43	$436.52
Merchandise / Apparel	25	$1,445.71	$1,373.42	$1,074.50	$371.21
Merchandise / Clubs	4	$2,033.33	$1,931.66	$1,562.14	$471.18
Merchandise / Footwear	0	$0.00	$0.00	$0.00	$0.00
Merchandise / Gloves	43	$861.99	$818.98	$508.97	$353.04
Merchandise / Golf Bags	1	$238.10	$226.20	$245.00	-$6.90
Merchandise / Golf Balls	318	$2,565.16	$2,436.62	$1,542.56	$1,022.51
Merchandise / Headwear	12	$416.18	$395.36	$259.08	$157.08
Range Balls	391	$2,009.25	$1,909.50	$0.00	$2,009.25
Rental Club Fees	17	$158.00	$150.08	$0.00	$158.00
Tournament Credit Book	21	$3,556.41	$3,556.41	$0.00	$3,556.41
Tournament Fees	0	0	0	$0.00	0
Total October Profit		$63,627.41	$60,442.36	$10,220.18	$60,908.78
TOTAL GROSS REVENUE					$74,313.92







Vehicle Information:

2011 Ford Ranger
VIN: 1FTKR4EEXDPA67919
PLATE: G83632
MILEAGE: 110,816

Submitted by: Tim VandenBout, Golf Course Manager
Approved by: Jim Burress, Special Services Director

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 16.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Parks

Attachments

Parks Report

ROSWELL

PARKS – October, 2024

Acres Maintained: 685+

Staffing: 27 FTE

Routine Maintenance:

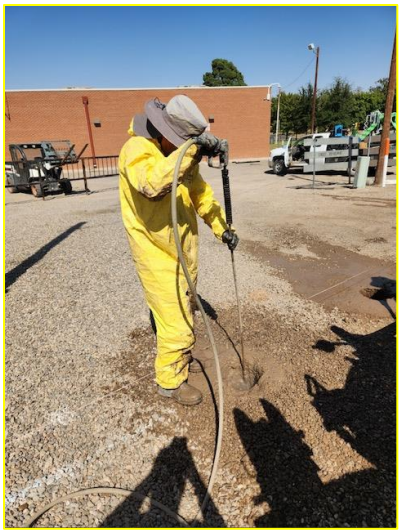
- Mowing weekly as needed
- Checking all irrigation in parks and sports complexes
- Spraying weeds weekly
- Repairing baseball backstops in all parks for baseball season
- Trash pick-up
- Installing new tables, trash cans and BBQ grills throughout parks



Specific Maintenance:

- Painted the football fields at Stiles
- Used the sticker picker at the volleyball courts and North Park
- Put up a 1200 ft x 8ft fence at the Zoo
- Painted over graffiti at the skate park
- Started flood clean up at Enchanted Lands Park
- Replaced the mums at Pioneer Plaza
- Power washed sidewalks at the Civic Center
- Welded and installed a rod iron fence at the Adult Center











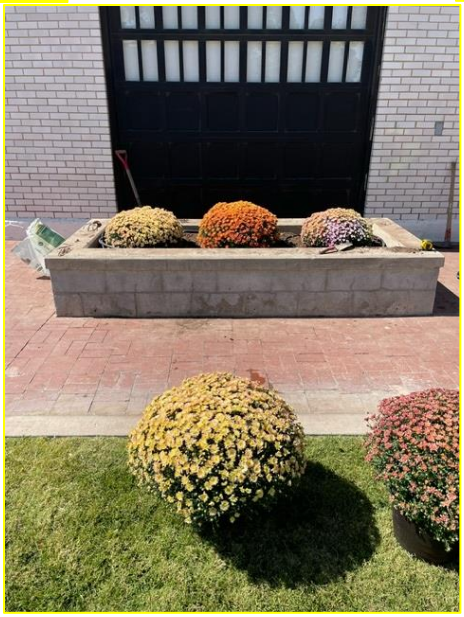












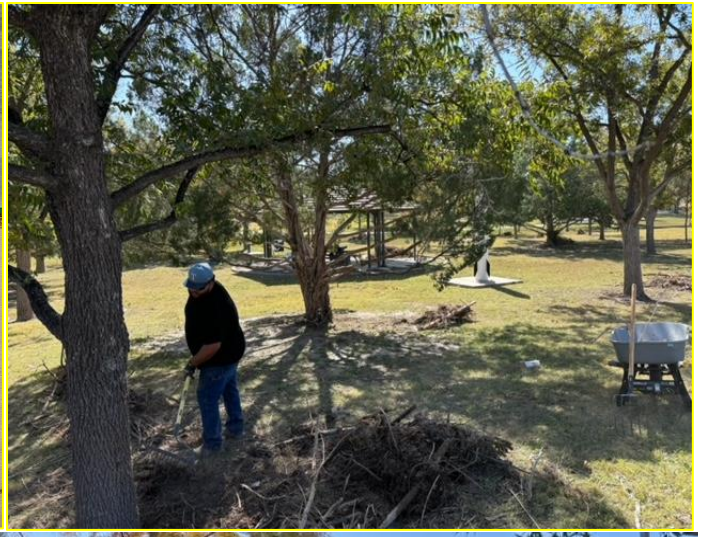
















Vehicle Information:

UNIT#	LAST 5 OF VIN	MILEAGE
1115	59361	9742
1043	30177	30651
1110	11787	79398
1335	31335	99280
1171	05837	106333
1106	32089	105528
1134	02128	71394
1136	51161	84222
1112	31411	134409
1109	55800	166636
1118	03155	92312
1107	05501	188853
1120	16661	91237
1122	06799	67061
1007	49647	48666
1194	27335	140178
1177	63424	34587
1113	13373	13373
1100	48327	67240
(N/A)	31159	
550	38512	126049
503	87408	75266

Submitted by: Rudy Chavez, Parks Superintendent
Approved by: Jim Burress, Special Services Director

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 17.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Cemetary

Attachments

October Report

south park cemetery south park cemetery south park c
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ROSWELL

CEMETERY – October, 2024

Acres Maintained: 210

Staffing: 10 FTE

Number of Services for the Month: 30

- 14 Casket Burials
- 12 Cremation Burials
- 1 Veterans Cemetery Casket Burials
- 3 Veterans Cemetery Cremation Burials

Total Revenue for the Month: $16,550.00

Routine Maintenance:

- Dug, set-up, covered, and tamped for all 30 services
- Five plaques and 2 upright headstones installed at General Douglas McBride Veterans.
- Mowing and trimming per schedule continues.
- 12 stone leveled in South Park before storm.
- Continuing leveling of settled graves throughout the cemetery after the storm (400-500 graves).

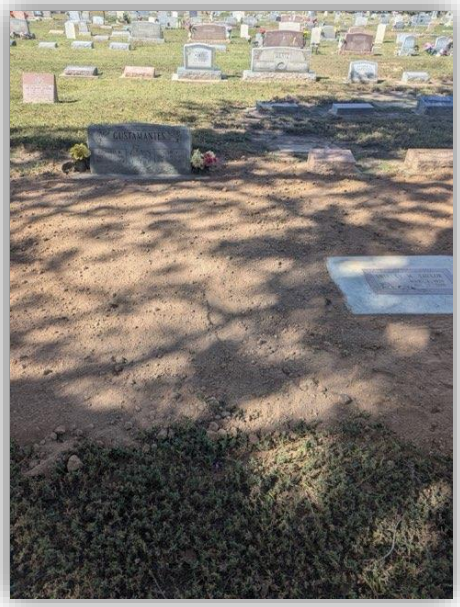
Specific Maintenance:

- Conducted total of 30 services for the month of October.
- One senior worker went through backhoe class.

Vehicle Information:

UNIT#	MILEAGE
580	120,331
581	76,703
582	18,864
583	23,030
586	80,039
587	57,305
588	73,597
606	85,235

Submitted by: Ruben Esquivel, Cemetery Superintendent
Approved by: Jim Burress, Special Services Director









ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 18.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Facility Maintenance

Attachments

ATT 1 - Facilities Project Dashboard Report

City of Roswell Projects Status

updated 11-12-2024

Facilities Maintenance Department Projects

Year

2024 landfill pressure washer shed

SCOPE: run utilities, hook up pressure washer, spray foam insulation on the inside

ESTIMATED COST:	$ 9,000		
FUNDING SOURCE:			**CITY SHARE:**
			DFA/GRANT #:
		$ -	**OTHER:**

BUDGET:		
	Total Budget:	**$ -**
	Total Payments:	
	Encumbered	$ -
	Total Change Orders:	$ -
	Current Balance:	**$ -**

PROJECT CODE NO.:	
PURCHASE ORDER NO.	unknown
GL #:	
PROJECT SCHEDULE:	
EST. COMPLETION:	March

PROJECT STATUS:

Phase	% Complete
Conceptual, Design	100%
Schematic Phase	N/A
Design Development Phase	N/A
Construction Documents Phase	0%
RFP, ITB, CES, Proposal	100%
Construction	0%
Substantial Completion	0%
Project Closeout	0%
Vendor	
Estimated Completion	fall 2024

Notes:
This is a large heated pressure washer unit goin in

Year

2024 landfill tough shed

SCOPE: add electrical outlets to each wall, plug for heater,vent, lighting,and spry foam insulation

ESTIMATED COST:	$ 8,500		
FUNDING SOURCE:		$ -	**CITY SHARE:**
			DFA/GRANT #:
		$ -	**OTHER:**

BUDGET:		
	Total Budget:	
	Total Payments:	
	Encumbered	$ -
	Total Change Orders:	$ -
	Current Balance:	**$ -**

PROJECT CODE NO.:			
PURCHASE ORDER NO.		**GL #:**	0
PROJECT SCHEDULE:			
EST. COMPLETION:			

PROJECT STATUS:

Phase	% Complete
Conceptual, Design	0%
Schematic Phase	0%
Design Development Phase	0%
RFP, ITB, CES, Proposal	0%
Construction	0%
Substantial Completion	0%
Project Closeout	0%
Vendor	Facilities and Contractor
Estimated Completion	Fall 2024

Notes:

Year

2024

SCOPE: City Hall flooring project

ESTIMATED COST:	$ 4,500		
FUNDING SOURCE:	Unknown		**CITY SHARE:**
		$ -	**DFA/GRANT #:**
	Insurance Claim		**OTHER:**
BUDGET:	Total Budget:	**$ -**	
	Total Payments:	$ -	
	Encumbered	$ -	
	Total Change Orders:	$ -	
	Current Balance:	**$ -**	

PROJECT CODE NO.:

PURCHASE ORDER NO. **GL #:**

PROJECT SCHEDULE:

EST. COMPLETION:

PROJECT STATUS:

Phase	% Complete
Conceptual, Design	100%
Schematic Phase	100%
Design Development Phase	100%
RFP, ITB, CES, Proposal	100%
Construction	95%
Substantial Completion	0%
Project Closeout	0%
Vendor	Vendor
Estimated Completeion	Sep-24

Notes:

Year

2024 **City Hall/Convention Center**

SCOPE:

ESTIMATED COST:		$ -	
FUNDING SOURCE:			**CITY SHARE:**
			DFA/GRANT #:
		$ -	**OTHER:**
BUDGET:	Total Budget:		
	Total Payments:	$ -	
	Encumbered	$ -	
	Total Change Orders:	$ -	
	Current Balance:	**$ -**	

PROJECT CODE NO.:

PURCHASE ORDER NO. 0 **GL #:** 0

PROJECT SCHEDULE:

EST. COMPLETION:

PROJECT STATUS:

Phase	% Complete
Conceptual, Design	0%
Schematic Phase	0%
Design Development Phase	0%
RFP, ITB, CES, Proposal	100%
Construction	95%
Substantial Completion	95%
Project Closeout	0%
Vendor	Facilities
Estimated Completion	

Notes:

Year
2023

SCOPE:
ESTIMATED COST:
FUNDING SOURCE:

CITY SHARE:		
DFA/GRANT #:	$	-
OTHER:	$	-

BUDGET:

Total Budget:		
Total Payments:	$	-
Encumbered		
Total Change Orders:	$	-
Current Balance:	**$**	**-**

PROJECT CODE NO.:
PURCHASE ORDER NO. 22300704 **GL #:**
PROJECT SCHEDULE:
EST. COMPLETION:
PROJECT STATUS:

Phase	% Complete
Conceptual, Design	0%
Schematic Phase	0%
Design Development Phase	0%
RFP, ITB, CES, Proposal	0%
Construction	0%
Substantial Completion	0%
Project Closeout	0%
Vendor	Facilities
Estimated Completion	0%

Notes:

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 19.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Streets

Attachments

ATT 1 - Street Department Monthly Report

Monthly Report for October 2024

Streets

Projects Focus

Hot-In-Place resurface process is shown here.





This month the first part of a three-part process to improve the City's Street was started with Dustrol INC working on street resurfacing. The second part will be IPR Ltd. applying a Micro surface covering to the streets providing a sealed top coat. Part three will be preparing and marking the lane dividers lines, turning lanes, crosswalk and stop bars.



Emergency Project

As most know we had a bad storm on Saturday 10/19/2024. Street Department crews were out that night providing sand and sandbags to resident that needed them for their homes & businesses. They also had to put out signs, barricades and barrels as needed. On Sunday 10/20/2024 street department crews came out to assist in more sand and also to start cleaning roads so our residents would be able to drive to and from their locations. With the help of all city departments, county, state and residents we were able to clear some debris off streets to make the city accessible. Here are some pictures of alleys and streets that will be needing repairs.

2711 S Lea Ave-Alley



501 & 505 S Mississippi Ave



2708 W 8th St & 3308 Estrallita pic



907 North Washington alley repair pic



Alley 801 South Wyoming picture









W. Bland St



We have also cancelled our Brasier project of $480K to use funds for repair of bridges, guardrails, material for streets, alleys, street signs and anything that may come up for repair.

Unloading sandbags that National Guard Army brought in from Santa Fe. Unloaded them at Cielo Grande off of 8th Street and Nevada.







Quantities of Materials for the month

The patch crews have used 77.5 tons of cold mix, 4.21 hot mix, and 76 bags of Poly patch material.

The alley crews have used 2 loads of gravel, 7 loads of millings, 5 loads of road base, and 104 loads of water.

The crusher crew 19 loads of Sweeping waste to landfill & 91 loads of tree limbs and debris. Loaded and unloaded 14 loads of sand and 130 tons of Crusher fines.

The sign shop personnel have replaced 23 traffic signs,16 signposts, and studs. 1 Gallon of Paint.

The sweeper crew had 180 loads of daily sweeping waste this month.

The herbicide crew has sprayed 1130 gallons of weed killer to control weeds on City property

Projects Upcoming

IPR Micro Surfacing after Heat $400,000 PO #22501089-Start Date Oct 17 &18 to (November) Postponed because of weather.

IPR Micro-Surfacing Only $500,000 PO #22501095- Approval Start Date pending (November) This project has been changed due to the damage from the flood storm on 10/19/2024. Updated street list pending.

Brasier NOVA Chip $480,000 PO $22501096 - Cancelled

Equipment Brief

Sweeper FY2024-Arrived 11/1/2024

1-Patch Truck (Fire Loss)-Arrived 11/11/2024

Patch Truck FY2024-Approved PO #22400544- Pending Arrival

2-Tractor Mowers/Decks- Approved PO #22501218 Mowers /PO #22501217 12ft Decks

1-Dump Truck- Approval for PO #22501094

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 20.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Engineering

Attachments

ATT 1 - Engineering Support Monthly Report
ATT 2 - Engineering Project Dashboard Report
ATT 3 - Annual Maintenance Monthly Report

October 2024 Engineering Highlights Report

Community Development Support

Development Reviews

Sewer/Utility Cuts
1101 Princeton, 41 Lost Trail Road,1410 S Main, 1407 W 2nd, 1102 S Union, 1013 W Mathews, 3603 Diana,

Utility Reviews
2920 W. Juniper

Property Reviews

Driveway, Sidewalk, Fence or Curb Reviews Inspections

Zoning Site Reviews:
720 S Main

ADA Reviews –

Traffic/Speed Reviews & Complaints
Site Triangle Review – SE Corner 8th/Missouri

Traffic/Speed Counters: 8th St., E. 23rd, S Sunset
Speeding complaint – Reed from Main to Garden

Infrastructure Acceptance

Drainage Reviews
#4 Vista Parkway Circle

Street Light Complaints/Concerns
Pedestrian crossing light at Cahoon Park/Union Ave/Spring River is out indefinitely. The cabinet box/controls were completely flooded and damaged. Awaiting parts.

ROSWELL
Engineering

City of Roswell Engineering Department Projects Status

11/14/2024

Street Projects & Other

N. Atkinson Project - Cherry thru College — **Awarded to Constructors $3,335,936.08 Project Complete!**

SCOPE: ADA / Sidewalk & reconstruction of pavement

BUDGET: NMDOT $2,554,550; City $781,386.08
Design — Performed by Engineering Department
Design Survey — Performed by Engineering Department
Construction

FUNDING SOURCE: FY 24 Road Fund for City Portion;

EST. COMPLETION: 8/26/2024 — Start Date - 1/8/2024

PROJECT STATUS: 100%

Project started 1/8/2024. Project Complete!

FY 25 - Hot Recycling & Micro-surfacing Pavement Maintenance — **$1.5 million approved for budget FY 25**

SCOPE: Hot Recycle & Micro-surfacing of various streets — **In Progress - Schedule Change Due to Flooding**

BUDGET: $ 1,500,000

FUNDING SOURCE: 100% City funds

EST. COMPLETION: Spring 2025

PROJECT STATUS: 42%

Streets to be selected by using Pavement Condition Survey and field review by Streets & City Engineer. PO requests submitted to August Infrastructure Committee. Hot recycle complete, micro surface in progress

FY 25 - Nova Chip Pavement Maintenance — **$800,000 approved for budget FY 25**

SCOPE: Only Micro-surfacing of various streets — **Project Canceled to Fund Flood Repairs**

BUDGET: $ 800,000

FUNDING SOURCE: General Fund

EST. COMPLETION: Spring 2025

PROJECT STATUS: 0%

Streets selected by using Pavement Condition Survey and field review by Streets & City Engineer. PO request submitted to August Infrastructure Committee. Requested budget adjustment to $480,000 total budget to provide additional funding to FY 25 Mill/Fill project. Project canceled to fund flood roadway repairs

Spring River/Cielo Grande Trail Connections — **Design complete**

SCOPE: Construct a trail connection between the two trails. — **Project awarded to Constructors, Inc.**

BUDGET: $325,000

FUNDING SOURCE: NMDOT $192,240, City $132,760

EST. COMPLETION: 5/31/2024 — Engineering to prepare plans in-house.

PROJECT STATUS: Design 100%

City submitted an application to NMDOT for Recreation Trails Program (RTP) funding in 2021. On April 28, 2022, the NMDOT selected this project as one of the statewide selected projects. This will be part of FY 24 budget. City Engineering will advertise, bid and perform construction management of project. City performed 30% plan review with NMDOT on July 12, 2023. NMDOT has required City to do Cultural and Biological review of the proposed trail even though on existing right of way and trail also on the Old Municipal Airport property and to use one of the existing runways. Environmental clearance recieved 12/27/2023. Project out to bid, bids due back 10/8/2024. Reccomend award to Construcrors, Inc.

Hobbs St Mill/Fill — **NMDOT Highway Commission should announce selections**

SCOPE: Mill/Fill and ADA Improvements Hobbs St from SE Main to Sunset. — **At it's August 24 2023 meeting**

BUDGET: $2,410,000 — **Awarded to Constructors Inc.**

FUNDING SOURCE: NMDOT 95%; City 5% — **Project Complete!**

EST. COMPLETION: 11/22/2024

PROJECT STATUS: 100%

City has submitted three project applications: Hobbs Mill/Fill, Sidewalk - Sunset to SE Main $2,410,000; 2nd St. Pavement Maintenance - Sunset to East City Limits $1,520,000; S. Atkinson Pavement Maintenance - Brasher to McGaffey $845,000. Hobbs project is currently out to bid. Reccomend award to Constructors Inc. for $2,346,349.54. Project start date 7/15/2024. Project Complete!

Safe Streets For All Action Plan - Federal Safety Grant Planning Money — **RFP was advertised 8.20.2023 received Proposals 10.10.2023**

SCOPE: A city wide Safety Action Plan to reduce roadway death and injuries. From an approved plan, City can apply for construction funds

BUDGET: Federal Grant $520,000 — **Awarded to Freese & Nichols, Inc.**
City Match $130,000
Other $0
Total $650,000

FUNDING SOURCE: Federal Grant & City Match

EST. COMPLETION: 12/31/2024

PROJECT STATUS: 85%

A city wide Safety Action Plan to reduce roadway death and injuries. From an approved plan, City can apply for construction funds. Federal funding requires an RFP be solicited utilizing Federal procurment standards. Received proposals 10/10/23, awarded to FNI for $500,000 plus GRT. Steering Committee established. Pulic input survey is open. Draft Interim Report approved by FHWA. Working on final report preparation and public facing data as well as reviews of School Zones.

Hobson Road Flood Prevention Project — **Design awarded to Freese & Nichols, Inc.**

SCOPE: Design & construct flood prevention measures on Hobson Rd. from W. RAC Perimeter Rd. to SE Main

BUDGET:		
	WTB Grant (87%)	$8,353,977
	WTB Loan (13%)	$1,248,295
	Other	$0
	Total	$9,602,273

FUNDING SOURCE: Federal Grant & City Match

EST. COMPLETION: 5/31/2026

PROJECT STATUS: Design 22%

A Water Trust Board application was submitted and a letter of award received. City to submit "Readiness" package to be reviewed by DFA and then an agreement can be issued. Loan documents in progress of being executed. Loan finalized 3/22/24. RFP issued for design portion of project, reccomeneded award to FNI. Design kickoff meeting held 7/26/2024. Design work in progress.

Brasher Drainage Project — **SMA award recommendation approved by Council 11.09.23**

SCOPE: Design & construct flood prevention measures and 4-lane roadway on Brasher from S. Main east to SE Main (US 285)

BUDGET:		
	Legislative Grant	$800,000
	City	$0
	Other	$0
	Total	$800,000

Kick off Meeting Held 12/6/2023

FUNDING SOURCE: Legis. Grant

EST. COMPLETION: 12.31.24 Design Only

PROJECT STATUS: Design 32%

RFQ issued to engineering vendors, Souder Miller selected. Design in progress. Stakeholder meeting held 2/14/2024. SUE and storm drain inspection complete.

FY 25 - Mill/Fill Pavement Maintenance Residential Streets — **$1.5 million approved for budget FY 25**

Advertised 7/7/2024 open bids 8/13/2024.

SCOPE: Mill/Fill Various Residential Streets

BUDGET: $ 1,500,000

Construction in Progress

FUNDING SOURCE: 100% City funds

EST. COMPLETION: Fall 2024

PROJECT STATUS: 56%

Streets selected by using Pavement Condition Survey and field review by Streets & City Engineer. Reccomended award to Constructors, Inc. Requested budget adjustment to $1,661,607.66 total budget for FY 25 Mill/Fill. Project started 10/10.

Elm St. Bridge (Rio Hondo south of 2nd St.) — **NMDOT Agreement approved by September Council.**

Reccomended Award to Abraham's Construction

SCOPE: Remove & replace existing bridge with CBC bridge

BUDGET:		
	Survey/Hydrology	City Engr. Dept.
	Plans/Permits	City Engr. Dept.
	Right of Way	$0
	Construction	$2,519,000

FUNDING SOURCE: NMDOT $2,440,000/City $79,000

EST. COMPLETION: 6/30/2025

PROJECT STATUS: Design 100%

This existing bridge number 9199 is identified by NMDOT to be the next bridge in need of replacement. NMDOT is willing to fund construction costs if City Engineering willing to do project development, plans and construction management. NMDOT approval obtained to bid project. Recommended award to Abraham's Construction

Projects coordinated with Utility Departments

WWTP Screw Press & Dissolved Oxygen Improvements — **Dissolved oxygen unit was put into operation on January 4, 2023.**

SCOPE: Install screw presses at WWTP — **Bids received Feb. 8, 2022, low bid $8,626,664.00**

BUDGET: Estimated $ 8,003,106 — $5.5 million Loan is for design and construction

FUNDING SOURCE: WWTP and Clean Water State Revolving Fund load CWSRF 097

EST. COMPLETION: Construction July 2024

$8,626,664 Insp. $488,225

PROJECT STATUS: Construction 98% — Dewater $412,400 DO $102,481.25

RFP process complete and project awarded to HDR for design and future construction professional services. Design kick off meeting between NMENV, HDR and City was held on 12.16.2020. Council awarded project 3.10.22 and ok to seek additional principal $3,915,000, subsidy of $285,000 for total loan package of $9,700,000 at 0.05% interest. Preconstruction conference held 4.12.22.Dissolved oxygen upgrades operational on January 4, 2023. Primary pumps replacements were started up 10.21.23. Pre-fab building was erected the week of 9/19. Contractor working on screw press start up troubleshooting.

Rehab Country Club Reservoirs — **Water Trust Board Grant/Loan**

SCOPE: Design & construct flood prevention measures on Hobson Rd. from W. RAC Perimeter Rd. to SE Main

BUDGET: WTB Grant (45%) $3,600,000 — **Awarded to TMI Coatings**

WTB Loan (55%) $4,400,000

Other $0

Total $8,000,000

FUNDING SOURCE: Federal Grant & City Match

EST. COMPLETION: 6/30/2025

PROJECT STATUS: Design 100%

A Water Trust Board application was submitted and a letter of award received. City to submit "Readiness" package to be reviewed by DFA and then an agreement can be issued. Design complete, project awarded to TMI Coatings Inc. Pre-Construction meeting scheduled for 12/4/2024.

Replace RAC Lift Station — **RFQ in progress**

SCOPE: Design replacement lift station for RAC lift station located on Hobson Rd. — **Recommended Award to Freese & Nichols, Inc.**

BUDGET: $251,000

FUNDING SOURCE: City Funds

EST. COMPLETION: 6/30/2025

PROJECT STATUS: Design 0%

Design project for replacement of the Roswell Air Center lift station located on Hobson Rd. RFQ will be prepared and quotes solicited from engineering on-call vendors. Estimated construction cost $2,5000,000. Recommended award to FNI.

RAC Water Line Phase 2 — **Awarded to White Cloud Pipeline**

SCOPE: Water service extension to SE area of RAC. — **Project started 10/14**

BUDGET: $1,471,041 — **Project on hold due to flooding repairs**

FUNDING SOURCE: State appropriation

EST. COMPLETION: 6/30/2025

PROJECT STATUS: 0%

Project awarded to White Cloud Pipeline, construction pending material delivery. Pre-construction meeting scheduled for 9/18/2024.

RAC Sewer Extension — **Design Awarded to HDR Engineering**

SCOPE: Sewer service extension to SE area of RAC.

BUDGET: $160,784

FUNDING SOURCE: State appropriation

EST. COMPLETION: Design 12/31/2024

PROJECT STATUS: Design 42%

Project design awarded to HDR, design work in progress

Projects coordinated with Other Departments

Phase II Cielo Grande All Inclusive Park - Grant 22-G2779

SCOPE: Design and construct All Inclusive Park and amenities — **Construction complete!**
BUDGET: Grant Amount — Grant = $779,193
FUNDING SOURCE: DFA Grant
EST. COMPLETION: Construction in Summer/Fall 2024
PROJECT STATUS: 100%

This is the 2022 Legislative Grant to help fund Phase 1 and also to construct Phase II. Engineering was instructed to add furnishings and other amenities to the project design. This will increase estimated bid cost to $1,228,892 (full amenities, shade shelters, benches, picnic tables, lighting). Bid received 11/14/23, recommend re-bid. Bids recieved for Phase 2-A, awarded to Abrahams Construction. Reccomended award Phase 2-B to Alton's Landscaping. Construction complete.

Noon Op Park Lighting - Grant 24-I2881

SCOPE: Design and construct lighting improvements Noon Op Park — **Quotes requested**
BUDGET: Grant Amount — Grant = $640,000 — **Recommended Award to J&G Electric**
FUNDING SOURCE: DFA Grant
EST. COMPLETION: Construction in Spring/Summer 2025
PROJECT STATUS: 0%

Quotes requested from possible lighting vendors utilizing price agreements

Stiles Park Improvements - Grant 24-I2884

SCOPE: Design and construct restroom and scoreboard improvements Stiles Field — **Quotes requested**
BUDGET: Grant Amount — Grant = $500,000
FUNDING SOURCE: DFA Grant
EST. COMPLETION: Construction in Spring/Summer 2025
PROJECT STATUS: 0%

Quotes requested from possible scoreboard vendors utilizing price agreements. PO in progress for scoreboard replacement. Facilities department compiled list of materials for bathroom rehab.

ROSWELL
Engineering

October 2024

ANNUAL MAINTENANCE MONTHLY REPORT

ITB-24-005

Location	Work Performed	Sidewalk (yd^2)	Sidewalk (L.F.)	Curb & Gutter (Linear feet)	ADA Detector Plate (per job)	ADA Ramps (per job)	Drive Pad/Fillet (per job)	PCCP (yd^2)	Water Valve Adj. (each)	Manhole Adj. (each)	Manhole Replacement (each)	Structural Concrete (yd^3)	PMBP (tons)	Work order cost
NO FINAL WORK ORDERS PAID THIS MONTH														
		0	0	0	0	0	0	0	0	0	0	0	0	$ -

Sidewalk	SWK
Curb & Gutter	C&G
Valley Gutter	VG
ADA Detector Plate	ADA-P
ADA Ramps	ADA-R
FILLET	FIL
Drive Pad	DP
10" Reinforced Concrete	PCCP
Plant Mix Bitumunious Pavement	PMBP
Structural Concrete	SC
Water Valve Adjustment	WV-ADJ
Manhole Adjustment	MH-ADJ

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 21.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Special Electronics

Attachments

ATT 1 - Special Electronics Monthly Report

SPECIAL ELECTRONICS DEPARTMENT

MONTHLY REPORT FOR OCTOBER 2024

LOCATES

LOCATES CLEARED: 320

LOCATES MARKED: 9

EMERGENCY LOCATES: 30

CONFRENCE ATTENDED: 0

CALL OUTS

2ND & RICHARDSON

2ND & PENN

2ND & LEA

SUMMIT & MAIN

PINE LODGE & MAIN

5TH & MAIN

POE & 285

HOBBS & 285

MCGAFFEY & SUNSET

ALAMEDA & SUNSET

RPD VIDEO

BRASHER & S. MAIN

HOBBS & 285

2ND & SYCAMORE

MAINTAINANCE

REPLACED CABINET (FLOOD DAMAGE) ALAMEDA & SUNSET

PICKED UP BROKEN PED LIGHTS (FLOOD DAMAGE) MAIN ST. & CONVENTION CENTER

REPAIR PHOTO CELLS (FLOOD DAMAGE) CONVENTION CENTER

PULLED WIRE FOR STREET LIGHTS N. MAIN

PULLED NEW CAT-5 TO REPLACE DAMAGED AT 2ND & PEN

PULLED NEW CAT-5 TO REPLACE DAMAGED AT MCGAFFEY & UNION

REPAIRED DAMAGED OUTLETS FOR WATER DEPT.

REPLACED YELLOW BALL PECOS ELEMENTRY

REPLACED YELLOW BALL PARKVIEW

REPLACED GREEN BALL SUMMIT & MAIN

REPLACED BAT. ALL THREE ALIEN LIGHTS

CLEANED GRAFFITI ON ALIEN SIGN EAST 2ND

REPLACED DAMAGED RELAYS AT 5TH & MAIN

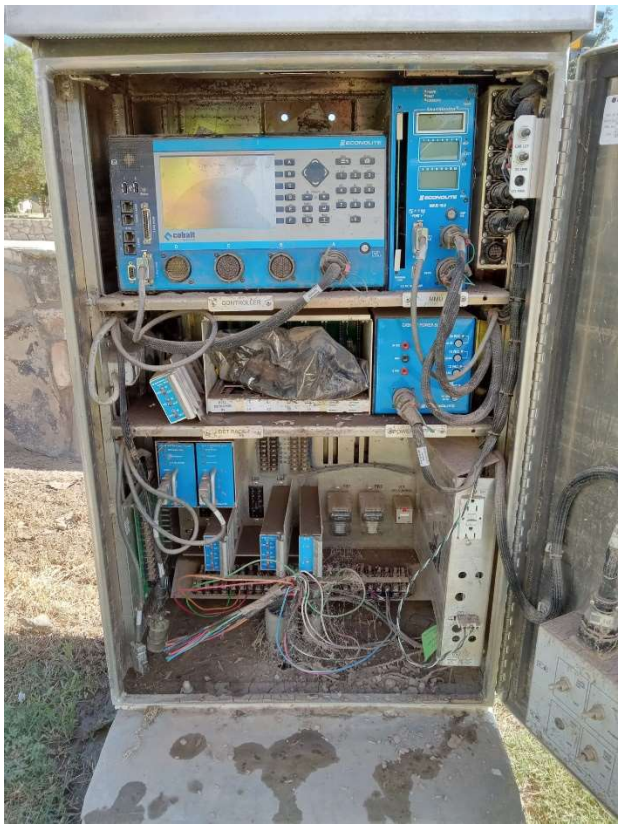
ATTEMPTED TO PULL WIRE AT MESCALERO & MAIN

REPLACED RED BALL 19TH & MAIN

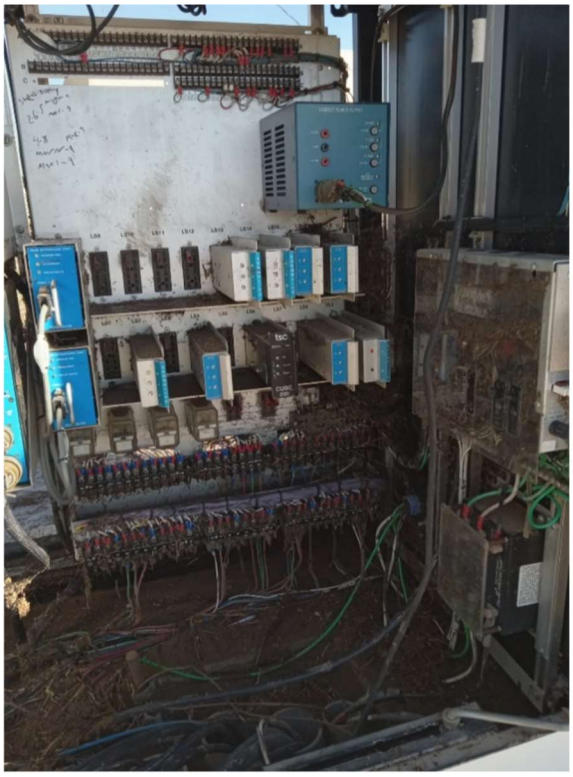
REPLACED YELLOW BALL WASINGTON AVE.



Pedestrian light
base is all that remains of pedestrian light pole at Convention Center after the flooding 10.19.24



Inside a Traffic light cabinet flooded at 5th/Main intersection.



ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 22.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Central Control - **NOT SUBMITTED**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 23.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Water Maintenance & Transmission - **NOT SUBMITTED**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 24.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Waste Water Treatment Plant & Sewer - **NOT SUBMITTED**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 25.

Infrastructure Committee
Meeting Date: 11/18/2024
COMMITTEE: Infrastructure
CONTACT: Louis Najar **CHAIR:** Juan Oropesa

DEPARTMENT NAME:
Department Report - Solid Waste NOT SUBMITTED