



## REQUEST FOR SOLE SOURCE DETERMINATION

NOTICE # 2025-864

CITY WEBSITE POSTING DATE: 02-12-2025

STATE WEBSITE POSTING DATE: 02-12-2025

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Purchasing Specialist, Chief Procurement Officer and City Manager (if required).

**DEPARTMENTS COMPLETE PAGES 1 & 2, DEPARTMENT HEAD SIGNATURE ON PAGE 2 CERTIFYING THE SOLE SOURCE JUSTIFICATION AND SUBMIT ENTIRE FORM ELECTRONICALLY TO THE PURCHASING OFFICE**

To: Purchasing Specialist

From Department Head:

Ruben Salcido

Dept./Division:

Public Works

Subject: Sole Source Request for the Purchase of:

Engineering, design, and construction management services.

Requested Vendor:

Short-Elliott-Hendrickson Inc.

Cost Estimate:

\$29,805.66

Sole Source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances, which are totally justified to satisfy compatibility or technical performance needs.

\*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

\*\*Procurements of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of this item.

This is a sole source\* because (mark all that apply):

- sole provider of a licensed or patented good or service
- sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- sole provider of goods or services for which the City has established a standard\*\*  
Standard established \_\_\_\_\_(year)
- sole provider of factory-authorized warranty service
- sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)
- the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc.)

Items or Service Required:

Engineering, design, and construction management services.

Prior Procurement (RFP/BID #/PO #):

ITB 2022-799  
PO's - 2022211  
2023219  
2024149  
2025450

Please describe the item or service and its function:

The City initially went out to bid for engineering and construction services for the NM 173 Waterline Relocation Project, resulting in a Professional Services Agreement with Short-Elliott Hendrickson Inc., which was signed in March 2021. As the professional services are now exceeding the four-year term limit, the City is requesting a sole source approval to allow this engineer to complete their scope of work.

What necessary features does this vendor provide which are not available from other vendors? Please be specific.

The City believes it is in the public's best interest to complete these services with Short-Elliott-Hendrickson Inc. (SEH) as the sole source provider to ensure quality engineering, design, and construction management / inspection. Although there are other engineering firms that could provide these services, it would give rise to the liability of the Design Plans and Specifications already completed by SEH. The City, as well as SEH, would be required to indemnify and hold harmless any obligation to the design by the Engineer of Record (i.e. SEH). This would not meet the intended purpose of the contract.

What steps were taken to verify that these features are not available elsewhere? Please mark box below:

Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)

Other vendors were contacted (please list names, phone numbers and explain why these were not suitable).

None of the above, describe below:

It is the determination of the City that the professional services that are being requested and that are required to complete the NM 173 Waterline Relocation Project are specific to the project and that this specificity is substantially related to the intended purpose of the contract.

STATEMENT OF NEED:

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justifications as prepared by our department, to the attached review of available products/services and to the completed Purchase Requisition.

  
Ruben Salcido, Department Head Signature

02/11/25  
Date

**REQUIRED SIGNATURES  
(AFTER 30 DAY POSTING PERIOD WITH NO PROTESTS)**

***If this sole source relates to a procurement of general services or tangible property:***

- 1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the City Purchasing Agent;
- 3) the signature of the City Chief Procurement Officer on this form is the final signature required for this sole source procurement, unless procurement exceeds \$15,000; and
- 4) the signature of the City Manager (below) is required; and
- 5) this sole source is granted as of the date of signature by the City Manager.

***If this sole source relates to a procurement of professional services:***

- 1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the City Manager (below) is required; and
- 3) this sole source is granted as of the date of signature by the City Manager.

APPROVED



\_\_\_\_\_  
Vanessa Tanner, Purchasing Specialist Signature

2-11-25

Date

APPROVED



\_\_\_\_\_  
Jennie Achée, Chief Procurement Officer Signature

2-11-25

Date

APPROVED (City Manager is the FINAL signature if required):



\_\_\_\_\_  
Jeff Blackburn, City of Aztec City Manager

2/11/25

Date