



Date: July 16, 2026

To: Governing Body

From: Tim Farrell, Interim Facilities Division Director *Timothy Farrell*

Via: Sam Burnett, Public Works Department Director *[Signature]*
Carol Swenson, Public Works Business Operations Manager *[Signature]*
JOHN BURNETT (Jul 19, 2026 14:30:08 MDT)
YVONNE SWENSON (Jul 17, 2026 14:13:19 MDT)

Subject: Horticultural Care & Educational Programming at Santa Fe Railyard Park

Vendor Name: Railyard Park Conservancy

Vendor Number: 5378

ACTION:

Request for Approval of a Professional Services Contract with Railyard Park Conservancy in the Total Amount of \$460,000 Including NMGRS for Horticultural Care & Educational Programming at Santa Fe Railyard Park with a Term of Four Years. (Tim Farrell, Interim Facilities Division Director, tgfarrell@santafenm.gov)

CONTRACT NUMBER:

The Munis Contract Number is 3270024.

BACKGROUND AND SUMMARY:

Established in 2008, Railyard Park Conservancy (RPC), previously known as the “Railyard Park Stewards,” is a non-profit organization whose mission is to provide community stewardship and advocacy for horticultural care, educational programming, and public art in the Railyard Park since 2010.

Resolution 2010-11 and 2010-82 state City Council’s support for the RPC programs and partial funding of work toward their mission. On April 25, 2012, the City Council approved an amended resolution supporting the RPC efforts and directed staff to enter into a contract with the RPC for services at Railyard Park. The RPC amended resolution included reimbursement from the City for three fiscal years (FY12/13 through FY14/15). In 2017, the City of Santa Fe selected the RPC, via RFP, to continue to implement and manage Santa Fe Railyard Park programs. In 2021, and again in 2026, the City Purchasing Office followed the sole source process and approved the execution of new four-year contracts with RPC to continue to fill this role.

During the last 18 years, the RPC has developed deep institutional knowledge of the park’s design, ecology, and daily operations. They have also added educational programs and volunteer groups which supplement the Parks Divisions staffs’ oversight and work. Of note was the 2025 award to Railyard Park for Best Park in Santa Fe by the Santa Fe New Mexican.

Volunteers & Education — The RPC's staff manages and guides the "Yardmasters", the City's only dedicated volunteer program for park maintenance, as well as other volunteers from youth groups, schools, businesses, and nonprofit organizations that contribute thousands of hours annually. Their work leverages the City Park Divisions' resources while fostering community ownership. The long running youth focused weekly events hosted by RPC — "Kids Sing along" and "Sand Play" — are well received and attended. RPC also oversees the Railyard Art Project, which is led by the Railyard Art Committee, a group of volunteers who facilitates the public art installations and performances in the Railyard Park and Plaza. They select art projects that are thoughtful and innovative to bring temporary art exhibitions to the Park which engage with social, cultural, and environmental themes.

Ecology — One example of RPC's assistance is the ongoing Graze Days grassland restoration project which uses targeted grazing by goats and sheep to improve soil and native plant health, while reducing mechanical and chemical weed control. Implemented with local ranchers, ecological experts, and volunteers, Graze Days demonstrates climate-appropriate land management in an urban park.

ATTACHMENTS:

Professional Services Contract
Proposal or Quote
Certificate of Insurance
Horizons Service List
CPO Determination
Sole Source Documents

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: RAILYARD/515
Munis Org Name/Number: Ryd Oper/5156001
Munis Object Name/Number: Oth Cnsltg/510340

Budget Officer/Designee: Andrew J. Hopkins Date: 07/20/2026
Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used is NMSA 1978, Section 13-1-126, Sole Source No.: 60-M0087-26-CP162.

This procurement was conducted in accordance with NMSA 1978, Section 13-1-126, which permits procurement of items available only from a single source. After due diligence, it was determined that Railyard Park Conservancy is the only source capable of providing the required services. A sole source justification was completed and approved. Accordingly, an award is recommended to Railyard Park Conservancy.

Chief Procurement Officer (CPO)/Designee: Jordan Lovato Montano Date: 07/20/2026
CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures, included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No

If yes, what is the issuing agency: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Capital Asset or Project? ☐ Yes | ☒ No

Project Ledger Number _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

CITY OF SANTA FE

PROFESSIONAL SERVICES CONTRACT

Horticultural Care & Educational Programming at Santa Fe Railyard Park

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and Railyard Park Conservancy, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the Chief Procurement Officer of the City has made the determination that this Contract is in accordance with the provisions of NMSA 1978, Sections 13-1-28 through 13-1-199 pursuant to NMSA 1978, Section 13-1-126, Sole Source; and

WHEREAS, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Contract; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall provide the following services for the City:

The Contractor shall provide horticultural care and educational programming at Santa Fe Railyard Park, located at 740 Cerrillos Road, in accordance with the proposal dated June 30, 2026, labeled “Exhibit A” and attached hereto and made a part hereof.

2. Standard of Performance; Licenses

A. The Contractor does hereby accept its designation as a professional service, rendering services related to horticultural care and educational programming at Santa Fe Railyard Park for the City, as set forth in this Contract. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.

B. The Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

3. Compensation

A. Payment. The City shall compensate the Contractor based on the itemized amounts and/or rates specified in Exhibit A.

Horticulture Care & Educational Programming FY27	\$ 115,000.00
Horticulture Care & Educational Programming FY28	+ \$ 115,000.00
Horticulture Care & Educational Programming FY29	+ \$ 115,000.00
Horticulture Care & Educational Programming FY30	+ \$ 115,000.00
The total compensation for the contract	= \$ 460,000.00

B. The compensation represents a maximum amount. The Contractor must notify the City when the Services provided under this Contract approach 90% of compensation total. Services rendered beyond the maximum compensation amount will not be reimbursed unless the Contract is amended in writing prior to the provision of such services.

C. Invoicing and Payment Terms Payment will be made upon the City's acceptance of deliverables and receipt of a detailed, certified invoice from the Contractor. Payments will be sent to the Contractor's designated address. The City shall issue payment in accordance with the timelines required by law. Invoices must be submitted no later than fifteen (15) days after the Contract's termination. Late invoices will not be processed or paid. Extended Payment Terms for Grant-Funded Contracts for grant-funded agreements, the City may issue payment within forty-five (45) days following submission of an undisputed payment request.

Invoicing shall be completed in accordance with the following:

1. Invoices, along with a detailed report of the work and events the Conservancy has managed in the previous month, shall be due no later than the 15th day of each month. This report will be used to assess the invoice submitted to the City.
2. Invoices shall contain a Work Log Tracker for volunteers, consultants, and Santa Fe Railyard Conservancy staff.
3. Invoices shall reflect and bill the City for the actual monthly total hours worked and contain a breakdown of all services rendered by type and their hourly rate. The City shall reimburse the Conservancy accordingly each month until the annual Compensation amount (as set forth in Section 3 of this Contract) is reached. In the event the Compensation amount is reached prior to the end of the fiscal year, Invoices will be provided as herein described but no reimbursement will be due by the City to the Conservancy.

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate four (4) years from the date of final signature unless terminated pursuant to Paragraph 5 (Termination) or Paragraph 6 (Appropriations).

5. **Termination**

A. Grounds. The City may terminate this Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City's uncured, material breach of this Contract.

B. Notice; City Opportunity to Cure.

1. The City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
2. Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Contract upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.
3. Notwithstanding the foregoing, this Contract may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 6, "Appropriations", of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Contract. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS CONTRACT.*

6. **Appropriations**

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. **Status of Contractor**

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

8. Assignment

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

9. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

12. Product of Service – Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor. If any modifications are made to the plans or other construction documents prepared by Contractor by someone other than Contractor or its officers, employees, servants, subcontractors or agents, the City agrees that Contractor shall have no liability or requirement to indemnify the City for any claims or damages caused by the post-delivery modifications. Contractor shall continue to be liable and required to indemnify the City for causes of action arising from Contractor's unmodified work product.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16.

C. Contractor's representations and warranties in Paragraphs A and B of this Article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Contract to the contrary, the City may immediately terminate the Contract.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

14. Amendment

A. This Contract shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Contract to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. Entire Agreement

This Contract, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Contract, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Contract, and the related Exhibits and Schedules, the statements in the body of this Contract shall control.

16. Merger

This Contract incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written contract.

All terms and conditions of the Sole Source No. 60-M0087-26-CP162 and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for Violation of Law

NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-2. By execution of this Contract, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Contract.

20. Workers' Compensation

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.

21. Professional Liability Insurance

Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Contract.

22. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$1,000,000 per occurrence for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds. For services involving City-owned assets, the Contractor shall maintain coverage for the full replacement cost of all such assets within their care, custody, or control.

B. **Broader Coverage and Limits.** The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

23. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

24. Indemnification

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. If any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought

against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

25. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et. seq., as amended. The City and its “public employees” as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act.

26. Invalid Term or Condition

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

27. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Contract shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

28. Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City: Chief Procurement Officer purchasing@santafenm.gov PO Box 909 Santa Fe, NM 87504-0909	To the Dept: Tim Farrell Interim Facilities Division Director City of Santa Fe Public Works Facilities Management Division 2651 Siringo Road, Building E PO Box 909 Santa Fe, NM 87504-0909 tgfarrell@santafenm.gov 505-490-1659	To the Contractor: Izzy Barr Executive Director Railyard Park Conservancy 805 Early Street, Suite 204B Santa Fe, NM 87505 izzy@railyardpark.org 505-310-2453
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29. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter a binding contract.

30. Non-Collusion

In signing this Contract, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City's Chief Procurement Officer.

31. Default/Breach

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages, and the City may also seek all other remedies under the terms of this Contract and under law or equity.

32. Equitable Remedies

The Contractor acknowledges that its failure to comply with any provision of this Contract will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Contract shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

33. Default and Force Majeure

The City reserves the right to cancel all, or any part of any orders placed under this Contract without cost to the City, if the Contractor fails to meet the provisions of this Contract and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Contract.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:

Railyard Park Conservancy

MICHAEL J. GARCIA, MAYOR

Izzy Barr

Izzy Barr (Jul 7, 2026 08:14:23 MDT)

IZZY BARR, EXECUTIVE DIRECTOR

DATE: _____

DATE: 07/07/2026

ATTEST:

GERALYN CARDENAS, CITY CLERK

Approved to form and legal sufficiency by:

K. L. Nault

Kevin L. Nault (Jul 7, 2026 10:22:53 MDT)

KEVIN NAULT, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Monica Maestas

MONICA MAESTAS, FINANCE DIRECTOR



EXHIBIT A

June 30, 2026

BOARD MEMBERS

Jennifer Jenkins
Chair

Max Myers
Treasurer

Anne Nelson
Secretary

Brian Egolf
Ex Officio

Lynn Grimes

Priscilla Shannon
Gutierrez

Christopher Hall

Molly Mehaffy

Andréa Salazar

STAFF

Izzy Barr
Executive Director

Peggyjoy Hodgen
Horticulture Director

CB Bryan
Marketing Director

Juliet Staveley
*Early Childhood
Educator*

Dear Mayor Garcia, City Councilor Members, and Sam Burnett:

The Railyard Park Conservancy (RPC) appreciates the City of Santa Fe's continued support of our partnership to maintain the Railyard Park. Through a Professional Services Agreement (PSA), the RPC has provided community stewardship and advocacy for the Park's horticultural care, educational programming and public art since 2010.

The RPC formally requests a PSA from the City of Santa Fe for Fiscal Year 2027 in the amount of \$115,000. We understand that the City's priority is funding the maintenance and care of the Railyard Park, as outlined below under "Horticultural Care", with the remainder of funds supporting Educational Programming. We also understand that continuation of our Public Art programming is contingent on our ability to raise outside funding.

PSA funds will support the following Scope of Services:

Horticultural Care of the Railyard Park – \$80,000

- Continued care, stewardship and advocacy for all of the Railyard Park's gardens via community support.
- Facilitation of adult and Youth-In-Service volunteer programs: 100+ volunteer sessions contributing 1800+ hours annually (combined 2400+ staff/volunteer hours) of horticulture maintenance, trash pickup, and weeding in Railyard Park; bi-weekly adult Yardmaster sessions; coordinating with local businesses, schools, camps and others to implement group volunteer sessions (i.e. New Mexico School for the Deaf, Whole Foods, IFAM, Rio Grande Elementary, Nusenda Credit Union, Rocky Mountain Youth Corps, Journey Montessori).
- Upkeep of the Native Bee House and continued habitat support for pollinators in the park; participation in Santa Fe's Pollinator Trail.
- Management of the park's compost pile and Community Garden: adding to and turning compost pile; coordinating with community members to plant and tend to garden plots.
- Care for the Waffle Garden and its associated Acequia Niña: planting, watering, weeding, and harvesting of vegetables in the public garden; weeding and removing debris from Acequia Niña.
- Care for the Acequia Madre: removing debris and elm suckers; continued coordination and collaboration with Acequia Madre Association to make repairs as necessary.
- Outside funding permitting: facilitation of Graze Days, a long-term collaboration with the Quivira Coalition and Horned Locust Goatscaping to restore the park's native grasslands utilizing prescribed grazing by goats and sheep.
- Facilitation of a volunteer Horticulture Advisory Committee.
- Coordination with City of Santa Fe and the Santa Fe Conservation Trust to comply with the Conservation Easement in all horticulture programming.



BOARD MEMBERS

Jennifer Jenkins
Chair

Max Myers
Treasurer

Anne Nelson
Secretary

Brian Egolf
Ex Officio

Lynn Grimes

Priscilla Shannon
Gutierrez

Christopher Hall

Molly Mehaffy

Andréa Salazar

STAFF

Izzy Barr
Executive Director

Peggyjoy Hodgen
Horticulture Director

CB Bryan
Marketing Director

Juliet Staveley
*Early Childhood
Educator*

Educational Programming in the Railyard Park - \$35,000

- Facilitation of Sand Play Saturday in the Children's Play Area: nature-based play for young children and their families. Includes coordinating with community collaborators to provide programming.
- Hosting of a free Pop-Up Playground event for kids of all ages in the fall.
- Facilitation of Kids Sing Along, a free, weekly children's program hosted by Queen Bee Music Association.
- Using Graze Days as an opportunity to educate the public on prescribed grazing through programs, field trips, and infographic A-Frame signs.
- Collaboration with community partners to host a free educational Earth Day event in the spring.
- Outside funding permitting: hosting free Living Laboratory field trips for K-5 students.
- Facilitation of a volunteer Children's Advisory Committee.
- Oversight of the Community Room: cleaning and providing basic supplies in collaboration with Santa Fe Railyard Community Corporation.

Public Art in the Railyard Park + Plaza - \$0

As per the City of Santa Fe, these services shall be provided as RPC-raised funding allows.

- Facilitation of temporary public art and performance exhibitions in the Railyard Park + Plaza.
- Facilitation of a volunteer Railyard Art Project Advisory Committee.
- Review and approval of public art proposals, and communication with artists after submission.
- Overseeing insurance and Conservation Easement compliance for all art installations.
- Coordination with other stakeholders in the park: City of Santa Fe, Santa Fe Railyard Community Corporation, and the Santa Fe Conservation Trust.

Sincerely,

Izzy Barr
Executive Director

CC: Jennifer Jenkins
Board Chair

RPC_RYD Park_Stewardship_\$460K_CoSF

Final Audit Report

2026-07-07

Created:	2026-07-06
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoGBiTinQebTJM5wHQv7xS-EHWSL94Px0
Documents:	RPC_RYD Park_Stewardship_\$460K_CoSF.pdf (12 pages)
Number of Documents:	1
Document page count:	12
Number of supporting files:	0
Supporting files page count:	0

"RPC_RYD Park_Stewardship_\$460K_CoSF" History

-  Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2026-07-06 - 8:30:51 PM GMT- IP address: 63.232.20.2
-  Document emailed to Izzy Barr (izzy@railyardpark.org) for signature
2026-07-06 - 8:31:48 PM GMT
-  Email viewed by Izzy Barr (izzy@railyardpark.org)
2026-07-06 - 8:35:01 PM GMT- IP address: 146.75.203.1
-  Document e-signed by Izzy Barr (izzy@railyardpark.org)
Signature Date: 2026-07-07 - 2:14:23 PM GMT - Time Source: server- IP address: 73.26.150.240 - Signature Appearance Selected: TYPE
-  Document emailed to Kevin Nault (klnault@santafenm.gov) for signature
2026-07-07 - 2:14:26 PM GMT
-  Email viewed by Kevin Nault (klnault@santafenm.gov)
2026-07-07 - 4:21:56 PM GMT- IP address: 174.238.224.8
-  Signer Kevin Nault (klnault@santafenm.gov) entered name at signing as Kevin L. Nault
2026-07-07 - 4:22:51 PM GMT- IP address: 174.238.224.8
-  Document e-signed by Kevin L. Nault (klnault@santafenm.gov)
Signature Date: 2026-07-07 - 4:22:53 PM GMT - Time Source: server- IP address: 174.238.224.8 - Signature Appearance Selected: MOBILE_DRAW

✔ Agreement completed.

2026-07-07 - 4:22:53 PM GMT



RAILSTE-01

TMASON2

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 HUB International Insurance Services (SOW) 6565 Americas Parkway Suite 720 Albuquerque, NM 87110	CONTACT NAME: PHONE (A/C, No, Ext): (505) 828-4000 FAX (A/C, No): (866) 487-3972 E-MAIL ADDRESS: talia.mason@hubinternational.com
	INSURER(S) AFFORDING COVERAGE INSURER A : Philadelphia Indemnity Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Railyard Park Consrvancy 805 Early Street, Ste. B204 Santa Fe, NM 87505-1708	NAIC # 18058

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PHPK2647034-015	1/18/2026	1/18/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers			PHSD1836037-015	1/18/2026	1/18/2027	
A	Employment Practices			PHSD1836037-015	1/18/2026	1/18/2027	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Santa Fe ATTN: Facilities 200 Lincoln Avenue Santa Fe, NM 87501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---



Services Offered to the City of Santa Fe (FY26)

Approved:

These services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities and are available through Horizons of New Mexico.

- ADA Accessibility Consulting Services
- Auctioneering Services
- Bulk Mailing and Sorting
- Call Center Services
- Computer Refurbishing
- Courier Services
- Decontamination, Sanitation and Sterilization Services
- Debris Removal
- Document Imaging
- Document Shredding
- Envelope Stuffing
- General Labor
- Hard Drive Destruction
- Janitorial and Housekeeping Services – Including Carpet Cleaning & Floor Care
- Landscape Irrigation
- Landscaping
- Mailing Services
- Management of an Assistive Technology Reuse and Recycling Program
- Medical Waste Disposal
- Meeting Minute Preparation Services
- Pest Control and Extermination Services
- Printing Services
- Rest Area Maintenance
- Screen Printing
- Snow Removal
- Temporary Staffing Services
- Yard, Grounds, and Lawn Maintenance

Permissive:

The services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities as permissible for sale under the State Use Act through Horizons of New Mexico. While the Council recognizes that certain Horizons of New Mexico members are capable of performing the services listed below, said services are considered permissive and excluded from the mandatory aspect of the State Use Program. Any procurement of the below services through Horizons of New Mexico is at the discretion of the purchasing agent and will be considered by the Council on a case-by-case basis.

- Graphic Design
- Graphic Design - Logo Design
- IT – Enterprise Application
- IT – IV & V
- IT Network and Database Management
- IT Support
- IT Security Services
- IT – Web Design
- IT – Web Programmer
- Marketing
- Social Media Marketing

For the complete State Use service list, please go to: <http://horizonsofnewmexico.org/services.html>

From: [DUTTON-LEYDA, TRAVIS K.](#)
To: [KAHAHANE, ELIZABETH L.](#)
Cc: [Purchasing DET](#)
Subject: RE: Determination Request – (Sole Source) Stewardship and Coordination of Santa Fe Railyard Park Programs
Date: Monday, June 29, 2026 4:12:26 PM
Attachments: [image001.png](#)
[image005.png](#)
[image006.png](#)

Greetings,

Based on the information you provided, the scope of work is classified as **Professional Services** for procurement purposes. This classification is made solely to answer the classification question and does not constitute a comprehensive review of the scope or of the procurement method's compliance with all applicable legal or regulatory requirements. This determination may change if the scope of work is modified from the original submission.

Procurements must comply with all applicable requirements, including but not limited to:

- The City of Santa Fe Procurement Manual
- [City ordinances](#)
- [Central Purchasing procedures](#)
- Applicable [State Statutes](#)
- Any requirements of the [New Mexico Department of Workforce Solutions](#), if applicable

Notes and additional approvals:

- Save this email as a PDF and upload it to the corresponding Munis record(s).
- Check with WorkQuest dba Horizons of New Mexico (vendor # 8673) (mloehman@horizonsofnewmexico.org) **if** this service appears on their approved list.
- If your request includes items that must be reviewed and preapproved by another City department or division, send the same scope of work to the appropriate email address before selecting a vendor and include their response in your packet/Munis.

For subject-matter review and signatures, use the following contacts:

- -Treasury (Point of Sale Systems) – questions: drsena@santafenm.gov; clromero@santafenm.gov. Request signature from: clromero@santafenm.gov
- -IT components (everything IT) – questions: ereview@santafenm.gov. Request signature from: edcandelaria@santafenm.gov;
Copy: zxdushdurova@santafenm.gov; lenobes@santafenm.gov; lfworstell@santafenm.gov
- -Vehicles – questions: fleet@santafenm.gov. Request signature from: dmjaramillo@santafenm.gov
- -Grants – questions: grants@santafenm.gov. Request signature from: evlujan@santafenm.gov
- Construction, Facilities, Furniture, Fixtures, Equipment, etc. – questions: fmdreview@santafenm.gov. Request signature from: jsburnett@santafenm.gov
- -Emergency Related Purchases – questions oem@santafenm.gov. Request signature from: klmorgan@santafenm.gov
- -Asset over \$5k – questions: accounts payable@santafenm.gov.
- Ensure that the appropriate templates and forms are used, they can be found on the intranet https://intranet.santafenm.gov/finance_1 and in OpenGov <https://procurement.opengov.com/governments/1784201/projects>.
- When processing this procurement, please ensure the procurement number issued by OpenGov and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is $\geq \$100,000.00$, per SFCC 1987, Section 11-13, the procurement method must be ITB (if you choose not to use a cooperative or an existing contract). If you feel you need to process an RFP, you must request approval of an *Authorization and Plan* before you process.
- $\leq \$60,000.00$ per year, one quote is acceptable.
- From \$60,000.01 to \$100,000.00 per year or per contract, if you aren't using a cooperative or existing contract, you must provide 3 quotes in your req. It is highly recommended that you use OpenGov, or Pavilion.
- **Identify your funding source and notify Purchasing.**
It's essential to determine the funding source early, as it impacts the required documentation and contract language. For example, if federal funds are being used, specific federal provisions must be included in both the procurement request and the resulting contract. Notifying Purchasing of the funding source upfront ensures compliance and avoids delays.
- Follow the link below to review existing price agreements, contracts, or cooperative agreements that might be applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
- [Pavilion: Free Cooperative Contract Search for Governments](#) (please work with Purchasing if you find an existing or cooperative contract that might work)
- Submit via [Submit Purchase Requests](#) or the appropriate email address:
- Determination requests to purchasing_det@santafenm.gov
- All other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov



[Book time to meet with me](#)

Vendor Registration Sites and Current Procurement Opportunities:

[ERP] <https://cityofsantafenm.tylerportico.com/va/vendor-access>

[OpenGov - eProcurement] <https://procurement.opengov.com/portal/santafenm>

[Additional opportunities] <https://www.withpavilion.com/>

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd



“Unless someone like you cares a whole awful lot, nothing is going to get better. It's not.”

— Dr. Seuss, [The Lorax](#)

From: KAHAHANE, ELIZABETH L. <elkahahane@santafenm.gov>

Sent: Monday, June 29, 2026 2:31 PM

To: Purchasing DET <purchasing_det@santafenm.gov>

Subject: RE: Determination Request – (Sole Source) Stewardship and Coordination of Santa Fe Railyard Park Programs

Aloha!

A gentle request for a determination...

MAHALO!

Best,

Elizabeth “Lisa” Kahahane, CPO

Contracts Administrator | Facilities Division | Public Works Dept.

Email: elkahahane@santafenm.gov

M: (505) 795-2439

O: (505) 955-5934

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From: KAHAHANE, ELIZABETH L.

Sent: Tuesday, June 23, 2026 1:40 PM

To: Purchasing DET <purchasing_det@santafenm.gov>

Subject: Determination Request – (Sole Source) Stewardship and Coordination of Santa Fe Railyard Park Programs

Aloha Purchasing!

Facilities Division is requesting a SOW determination for the following:

1. Coordinate, implement and provide specialized programs and oversee the project administration for all phases of the programs.
2. The Contractor shall provide the following programs:
 - (a) Adult and Youth Volunteer Gardening Programs;
 - (b) Community Educational Programs;
 - (c) Community Workshop Program;
 - (d) Community Garden Programs;
 - (e) Temporary Public Art Program
 - (f) Green Job Skills Training Program
 - (g) Stewardship of Acequia Madre Program
3. Manage and coordinate the work of all volunteers providing services and monitor their progress to meet deadlines.
4. Manage and Coordinate four volunteer advisory committees:
 - (a) Railyard Art Project Committee
 - (b) Horticulture Committee
 - (c) Children’s Committee
 - (d) Development Committee
5. Hire independent consultants to provide services as needed.
6. Coordinate programs with the City of Santa Fe, the Santa Fe Conservation Trust, Acequia Madre Association, and the Santa Fe Railyard Community Corporation.
7. Site specific horticultural services to maintain the Railyard Park.
8. Manage community rental of the Railyard Park Community Room for small events.
9. Provide basic supplies for the Community Room (trash bags, soap, paper towels, cleaning supplies).
10. Solicit in-kind donations, monetary donations, and grants to fund programs in the Railyard Park.
11. Prepare a yearly budget based on program costs.

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Insights

Back to All Requests

Stewardship and Coordination of Santa Fe Railyard Park Programs in Santa Fe, NM

2026-752-Request

Fully Approved

SOLE SOURCE REQUEST AND DETERMINATION

Name of Request Stewardship and Coordination of Santa Fe Railyard Park Programs in Santa Fe, NM		Created On 05/06/2026
Summary of Request The contractor shall provide horticultural services, educational programming, and public art for the Railyard Park in Santa Fe, New Mexico.		
No Background or Category Codes		
Requestor LK Lisa Kahahane	Approval Group Facilities	Creator LK Lisa Kahahane
Desired Delivery Date 05/10/2026	Fiscal Year FY27	

Please let me know if additional information is required.
Thank you!

Best,
Elizabeth “Lisa” Kahahane, CPO
Contracts Administrator | Facilities Division | Public Works Dept.
Email: elkahahane@santafenm.gov
M: (505) 795-2439
O: (505) 955-5934



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March 23, 2026

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Chair

Max Myers
Treasurer

Anne Nelson
Secretary

Brian Egolf
Ex Officio

Lynn Grimes

Priscilla Shannon
Gutierrez

Christopher Hall

Molly Mehaffy

Andréa Salazar

STAFF

Izzy Barr
Executive Director

Peggyjoy Hodgen
Horticulture Director

CB Bryan
Marketing Director

Juliet Staveley
*Early Childhood
Educator*

Dear Mayor Garcia, City Councilor Members, and Sam Burnett:

Thank you for the opportunity to provide documentation supporting the Railyard Park Conservancy's (RPC) unique qualifications to continue managing the horticultural care, educational programming, and public art in the Railyard Park.

The RPC was established 15 years ago as the nonprofit dedicated exclusively to the stewardship and vitality of the Railyard Park. From its founding, the RPC's mission has been to uphold the original vision of the park as an environmentally sustainable greenspace offering community engagement and cultural enrichment. Over this time, we have developed deep institutional knowledge of the park's design, ecology, and operations that is not easily replicated.

The horticultural scale and design of the Railyard Park are unique within the City's public greenspace system. It contains more than 150 plant species and 6,000 individual plants across ornamental gardens and naturalistic landscapes designed for the arid Southwest. Maintaining this diverse, drought-tolerant landscape requires specialized horticultural expertise, familiarity with the park's original design plans, and ongoing adaptive management in response to climate conditions. The RPC has built this expertise through years of hands-on stewardship and collaboration with City staff, horticultural specialists, and the park's original designers.

The RPC also leads innovative ecological stewardship initiatives that support the park's long-term health. For instance, our ongoing Graze Days grassland restoration project uses targeted grazing by goats and sheep to improve soil and native plant health, while reducing mechanical and chemical weed control. Implemented with local ranchers, ecological experts, and volunteers, Graze Days demonstrates climate-appropriate land management in an urban park.

Equally important is the RPC's ability to mobilize community participation in caring for this public resource. The RPC manages the city's only dedicated volunteer program for park maintenance, the Yardmasters, and has built a broad volunteer workforce supporting stewardship of Santa Fe's largest cultivated park. Volunteers from youth groups, schools, businesses, and nonprofit organizations contribute thousands of hours annually, helping leverage City resources while fostering community ownership.

In addition to horticultural stewardship, the RPC provides educational programming and public art that activates the park as a safe, dynamic civic space. Nature-based learning programs connect youth and families with the park's ecology, while the Railyard Art Project brings temporary exhibitions that engage with social, cultural, and environmental themes. Together, these programs ensure that the park serves not only as a greenspace, but as an active center for community life.



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Christopher Hall

Molly Mehaffy

Andréa Salazar

STAFF

Izzy Barr
Executive Director

Peggyjoy Hodgen
Horticulture Director

CB Bryan
Marketing Director

Juliet Staveley
*Early Childhood
Educator*

Another factor that distinguishes the RPC is its long-standing ability to coordinate effectively with a broad network of municipal, nonprofit, and community partners. Over the years, the RPC has maintained close working relationships with the City's Facilities Department and Parks Division, the Santa Fe Conservation Trust, the Santa Fe Railyard Community Corporation, the Acequia Madre Association, local schools and youth organizations, and many others. These partnerships allow the RPC to bring a wide range of expertise and community input to the care and programming of the park.

Because of its founding role, long-term stewardship, specialized horticultural expertise, established volunteer infrastructure, and extensive partnerships, the RPC is uniquely qualified to continue managing the Railyard Park's horticultural care, educational programming, and public art. No other organization possesses the same combination of institutional knowledge, stewardship systems, and community-based infrastructure dedicated specifically to this park.

We appreciate the City of Santa Fe's continued partnership and look forward to building on this successful collaboration.

Sincerely,

Izzy Barr
Executive Director

CC: Jennifer Jenkins
Board Chair



Outlook

Sole Source #60-M0087-26-CP162 - 30 Days

From GSD.SPDInfo@state.nm.us <GSD.SPDInfo@state.nm.us>**Date** Thu 6/18/2026 12:01 AM**To** MIERA, KRISTY A. <kamiera@santafenm.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Your Sole Source #**60-M0087-26-CP162** notice of intent to award has been posted for 30 days **without protest**.

The status has been changed from "Pending" to "No Protest."

Passing the 30-day posting period does **not** mean your contractor can begin work. It **only** means the procurement method has been approved.

GSD/SPD State Purchasing Division

GSD.SPDInfo@state.nm.us

\$ASSIGNEDNAME\$

\$ASSIGNEDEMAIL\$

From: [MIERA, KRISTY A.](#)
To: [KAHAHANE, ELIZABETH L.](#)
Cc: [BURNETT, SAM](#); [Purchasing](#)
Subject: Sole Source #60-M0087-26-CP162 Posting Complete
Date: Tuesday, June 23, 2026 1:54:07 PM
Attachments: [SS_60-M0087-26-CP162_Santa Fe Railyard Park Programs.pdf](#)
[Outlook-un01schl.png](#)

Hello,

Sole Source #60-M0087-26-CP142 notice of intent to award has been posted for 30 days without protest. The status has been updated from "Pending" to "No Protest."

Please note that the completion of this posting does not indicate the City's agreement to any additional terms and conditions provided by the vendor. Additionally, passing the 30-day posting period does not authorize the contractor to begin work; it only signifies that the procurement method has been approved. The vendor may only begin work once they have a Purchase Order (PO) in hand.

Thank you!

Best regards,



GB Packet_RPC_RYD Park_Stewardship_\$460k

Final Audit Report

2026-07-19

Created:	2026-07-16
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATla4oUu_My_7YpuxcPTNnGoXfpTvCCJ3
Documents:	GB Packet_RPC_RYD Park_Stewardship_\$460k.pdf (26 pages)
Number of Documents:	1
Document page count:	26
Number of supporting files:	0
Supporting files page count:	0

"GB Packet_RPC_RYD Park_Stewardship_\$460k" History

-  Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2026-07-16 - 3:19:17 PM GMT- IP address: 63.232.20.2
-  Document emailed to Timothy Farrell (tgfarrell@santafenm.gov) for signature
2026-07-16 - 3:22:18 PM GMT
-  Email viewed by Timothy Farrell (tgfarrell@santafenm.gov)
2026-07-16 - 3:31:05 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Timothy Farrell (tgfarrell@santafenm.gov)
Signature Date: 2026-07-16 - 3:31:18 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: IMAGE
-  Document emailed to YVONNE SWENSON (ycswenson@santafenm.gov) for signature
2026-07-16 - 3:31:26 PM GMT
-  Email viewed by YVONNE SWENSON (ycswenson@santafenm.gov)
2026-07-16 - 5:12:21 PM GMT- IP address: 63.232.20.2
-  Document e-signed by YVONNE SWENSON (ycswenson@santafenm.gov)
Signature Date: 2026-07-17 - 8:13:19 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: DRAW
-  Document emailed to JOHN BURNETT (jsburnett@santafenm.gov) for signature
2026-07-17 - 8:13:24 PM GMT

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2026-07-19 - 8:28:05 PM GMT- IP address: 23.234.101.58

 Document e-signed by JOHN BURNETT (jsburnett@santafenm.gov)

Signature Date: 2026-07-19 - 8:30:08 PM GMT - Time Source: server- IP address: 23.234.101.58 - Signature Appearance Selected: DRAW

 Agreement completed.

2026-07-19 - 8:30:08 PM GMT

GB_Packet_RPC_RYD_Park_Stewardship_\$460k

Final Audit Report

2026-07-20

Created:	2026-07-20
By:	JUAN VELA (jevela@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoh5icc42ZBms__hEfHTnIN7mmnVan-1q
Documents:	GB_Packet_RPC_RYD_Park_Stewardship_\$460k.pdf (28 pages)
Number of Documents:	1
Document page count:	28
Number of supporting files:	0
Supporting files page count:	0

"GB_Packet_RPC_RYD_Park_Stewardship_\$460k" History

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2026-07-20 - 3:34:19 PM GMT- IP address: 63.232.20.2

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2026-07-20 - 3:41:00 PM GMT

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Form filling Date: 2026-07-20 - 3:41:34 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: TYPE

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2026-07-20 - 3:41:44 PM GMT

 Document e-signed by Andrew Hopkins (ajhopkins@santafenm.gov)

Signature Date: 2026-07-20 - 8:47:16 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: IMAGE

 Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign

2026-07-20 - 8:47:35 PM GMT

 Email viewed by JoAnn Lovato (jdlovato@santafenm.gov)

2026-07-20 - 8:55:40 PM GMT- IP address: 73.228.7.52

 Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)

2026-07-20 - 8:57:16 PM GMT- IP address: 63.232.20.2

 Document e-signed by JoAnn Lovato (jdlovato@santafenm.gov)

Signature Date: 2026-07-20 - 8:57:44 PM GMT - Time Source: server- IP address: 73.228.7.52 - Signature Appearance Selected: IMAGE

 Document emailed to Monica Maestas (mfmaestas@santafenm.gov) for signature

2026-07-20 - 8:57:55 PM GMT

 Document e-signed by Monica Maestas (mfmaestas@santafenm.gov)

Signature Date: 2026-07-20 - 9:01:52 PM GMT - Time Source: server- IP address: 76.113.88.69 - Signature Appearance Selected: IMAGE

 Agreement completed.

2026-07-20 - 9:01:52 PM GMT