

VILLAGE OF RUIDOSO

AGENDA INDEX SPECIAL MEETING

NOVEMBER 25, 2025 AT 9:30
AM

313 Cree Meadows Dr. Ruidoso
NM,88345

NOTICE OF SPECIAL MEETING

Notice is hereby given that Lynn D. Crawford, Mayor of the Village of Ruidoso, has called a Special Meeting of the Governing Body of the Village of Ruidoso for Tuesday, November 25, 2025, at 9:30 a.m. The Special Meeting will be held at 313 Cree Meadows Dr. Ruidoso, NM 88345. The purpose of the Special Meeting is as follows:

CALL TO ORDER

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE/SALUTE TO THE STATE FLAG

Salute to the State Flag: "I Salute the Flag of the State of New Mexico, the Zia Symbol of Perfect Friendship Among United Cultures."

ROLL CALL

AGENDA ITEMS

1. Discussion and Possible Action on Adoption of Resolution 2025-41, a Resolution Amending the Village of Ruidoso Personnel Policy Chapter 2 Section 15: Nepotism and Personal Relationships in Employment.
2. Discussion and Possible Action on Task Order No. 4 with Stantec Consulting for Engineering and Design Services for FEMA DR-4795-PW # 19- Pedestrian Bridges; PW # 62- Two Rivers Parks and PW # 166-Alto Lake Recreation Area and White Mountain Sports Complex, in the Amount of \$475,867.92 including NMGRT.

CLOSED SESSION

- Discussion of limited personnel matters. § 10-15-1.H.2, NMSA 1978.
- Discussion subject to the attorney-client privilege pertaining to threatened or pending litigation in which the Village of Ruidoso is or may become a participant. §10-15-1.H.7, NMSA 1978.
- Discussion of the purchase, acquisition, and/or disposal of real property and/or water rights by the Village of Ruidoso. § 10-15-1.H.8, NMSA 1978.

Any action taken as a result of the closed session will be brought back into open session.

ADJOURN

I certify that notice has been given in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and 2025-01. 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 the Village Clerk 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 Village Clerk if a summary or other type of accessible format is needed.

Jini S. Turri, MMC, Village Clerk

AGENDA MEMORANDUM

Village of Ruidoso

AGENDA ITEMS - 1.

To:

Presenter(s): Cheryl Gerthe, Human Resources Manager

Meeting Date: November 25, 2025

Re: Discussion and Possible Action on Adoption of Resolution 2025-41, a Resolution Amending the Village of Ruidoso Personnel Policy Chapter 2 Section 15: Nepotism and Personal Relationships in Employment.

Item Summary:

Discussion and Possible Action on Adoption of Resolution 2025-41, a Resolution Amending the Village of Ruidoso Personnel Policy Chapter 2 Section 15: Nepotism and Personal Relationships in Employment.

Financial Impact:

None.

Item Discussion:

Discussion and Possible Action on Adoption of Resolution 2025-41, a Resolution Amending the Village of Ruidoso Personnel Policy Chapter 2 Section 15: Nepotism and Personal Relationships in Employment.

Recommendations:

Adoption of Resolution 2025-41, a Resolution Amending the Village of Ruidoso Personnel Policy Chapter 2 Section 15: Nepotism and Personal Relationships in Employment.

ATTACHMENTS:

[Resolution 2025-41 Nepotism and Personal Relationships in Employment.docx](#)

VILLAGE OF RUIDOSO

RESOLUTION 2025-41

A RESOLUTION AMENDING ORDINANCE 2014-06 VILLAGE OF RUIDOSO PERSONNEL POLICY CHAPTER 2 SECTION 15: NEPOTISM AND PERSONAL RELATIONSHIPS IN EMPLOYMENT.

WHEREAS, the Village of Ruidoso Council adopted the Village of Ruidoso Personnel Policies by Ordinance 2014-06 in July 2014; and

WHEREAS, the Village Council believes that it is advisable to review the personnel policies from time to time and make changes as necessary; and

WHEREAS, the Village Council may amend the Village of Ruidoso's Personnel Policies by resolution; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the Village of Ruidoso, hereby adopts the AMENDED Personnel Policies, Ordinance 2014-06, Chapter 2 Section 15: Nepotism and Personal Relationships in Employment.

1. The current adopted policy language is listed in black, the ~~strike-out~~ language is to be removed, and the revisions to the policy are indicated in **red**.

~~**2-15 Persons Ineligible for Hire by the Village of Ruidoso**~~

2-15 Nepotism and Personal Relationships in Employment

It is the policy of the Village of Ruidoso to give the municipality as many options for hiring and placement of qualified and capable employees as possible while avoiding the appearance of nepotism. **The Village wants to ensure that all employees and applicants for employment be evaluated on the basis of individual merit, professional qualifications, and performance, and be treated fairly during their employment. To ensure that personal relationships between employees do not interfere with or disrupt the Village's operations or jeopardize the working relationships of employees, the Village has established a policy that governs employment relationships between members of the same immediate family, members of the same household, or individuals in personal relationships.**

For purposes of this policy, the following terms are defined:

Immediate Family means parents and step-parents, siblings and step-siblings, children and step-children, spouses, domestic partners, grandparents, grandchildren, and in-laws.

Personal Relationship means romantic, dating, or intimate relationship (current or within past 12 months).

Household means individuals residing at the same address for 30+ consecutive days.

Related Party means members of the same immediate family, same household or those involved in a personal relationship (including former relationships where applicable).

Policy

The employment of members of the same immediate family, of those who share a household, or of those with other types of personal relationships may create conflicts of interest or the perception of conflicts of interest. The Village will use sound judgment in the placement and management of such employees in accordance with the following guidelines:

- A. Members of the same immediate family, same household, or those involved in a personal relationship, (hereinafter referred to as “related party” or “related parties”) are prohibited from having a direct reporting or supervisor-to-subordinate relationship. No individual should have decision-making authority or significant influence over the hiring, performance evaluation, work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment of a related party. Further, employees are prohibited from taking any action within their job responsibilities that would or would be perceived as benefiting a related party.
- B. Individuals who become a related party to a Village employee within the same Department while already employed at the Village shall report this information to the Human Resources Manager or designee within 5 business days. If there is a direct reporting relationship or a supervisor-to-subordinate relationship between the parties, the person in greater authority shall immediately disclose the relationship to the Human Resources Manager or designee. Further, the person with greater authority shall immediately disclose to the Human Resources Manager the existence of any former-related party relationship (e.g., former spouse) with an employee in a position of less authority.
- C. An applicant or employee who is otherwise qualified and could potentially be selected for an available position but is a related party or former related party to an existing Village employee in the same department, shall not be prohibited from seeking a position with the Village or from transfer, promotion, or demotion.
- D. In the event of promotion, lateral transfer, or reorganization which would result in being in the line of supervision of a relative, one of the affected employees shall be granted a 30-day period to find another position within the organization that they are qualified for. If there are no suitable positions available, the employee would have to resign from their employment. This restriction shall also apply in the event of marriage of two employees. Cohabitation will be considered the same as marriage.
- E. A Village employee shall not influence decisions related to the recruitment, hiring, or terms and conditions of employment of a person who is a member of the employee’s immediate family, with whom they share a household, or with whom they have a personal relationship.
- F. Failure to report a personal relationship with a Village employee as outlined in this section may result in disciplinary action up to and including termination of employment.

2-15-1 The following Persons are Ineligible for Employment with the Village of Ruidoso:

- A. Any person who serves as a voting member of the Village Council and for a two-year period thereafter.
- B. Persons shall not be hired, promoted, or transferred to a position which is under the supervision of an immediate relative.
- ~~C. The Village reserves the right to deny hire, promotion, or transfer of any employee or candidate in which a relationship exists that would create an actual or perceived conflict of interest or favoritism. This policy applies to all current employees and candidates for employment.~~

C. If an applicant is applying for a seasonal or temporary position the Village Manager can review and approve on a case-by-case basis.

- ~~D. For purposes of this Policy, the following definitions shall apply: "Immediate family" or "immediate relative" means an individual's spouse or significant other, parent, step-parent, parent-in-law, grand-parent, grandchild, child, step-child, brother, sister, stepbrother, step-sister, aunt, uncle, niece, nephew, first-cousin, or legal dependent and also includes an individual who falls within one of these categories by a previous marriage, adoption, or registered domestic partnership and common law relationships.~~
- ~~E. If an applicant is applying for a seasonal or temporary position the Village Manager can review and approve on a case-by-case basis.~~

PASSED, APPROVED, AND ADOPTED ON THIS 25th DAY OF NOVEMBER 2025.

By: _____
Lynn D. Crawford, Mayor

(SEAL)

Attest: _____
Jini Turri, Village Clerk

AGENDA MEMORANDUM

Village of Ruidoso

AGENDA ITEMS - 2.

To:

Presenter(s): Levi Beaty, Public Works Director

Meeting Date: November 25, 2025

Re: Discussion and Possible Action on Task Order No. 4 with Stantec Consulting for Engineering and Design Services for FEMA DR-4795-PW # 19- Pedestrian Bridges; PW # 62- Two Rivers Parks and PW # 166-Alto Lake Recreation Area and White Mountain Sports Complex, in the Amount of \$475,867.92 including NMGRT.

Item Summary:

Discussion and Possible Action on Task Order No. 4 for this Project Involve Engineering and Design Services for FEMA DR-4795 -PW # 19- Pedestrian Bridges; PW # 62- Two Rivers Parks and PW # 166-Alto Lake Recreation Area and White Mountain Sports Complex, in the Amount of \$475,867.92 including NMGRT.

Financial Impact:

The project is associated with a project tied to the Southfork Fire Disaster (DR-4795-NM) and will be paid out of the FEMA Capital Project Fund's Capital Outlay - Projects line item (300-284-53006).

Item Discussion:

Task Order No. 4 for this Project involves Engineering and Design Services for FEMA DR-4795 -PW # 19- Pedestrian Bridges; PW # 62- Two Rivers Parks and PW # 166-Alto Lake Recreation Area and White Mountain Sports Complex, in the Amount of \$475,867.92 including NMGRT.

Recommendations:

To Approve Task Order No. 4 with Stantec Consulting for Engineering and Design Services for FEMA DR-4795-PW # 19- Pedestrian Bridges; PW # 62- Two Rivers Parks and PW # 166-Alto Lake Recreation Area and White Mountain Sports Complex, in the Amount of \$475,867.92 including NMGRT.

ATTACHMENTS:

[Task Order No. 4 - Stantec.pdf](#)



Stantec Consulting Services Inc.
6100 Seagull Street NE, Suite 102 B, Albuquerque, NM 87109-2500

November 10, 2025

File: Stantec Project No.

Attention: Mr. Ronald L. Sena, Village Manager

Village of Ruidoso, NM

313 Cree Meadows Drive

Ruidoso, NM 88345

RonaldSena@Ruidoso-nm.gov

Reference: Task Order No. (4) Ruidoso, NM

Dear Mr. Sena:

On behalf of Stantec Consulting Services Inc., we are pleased to provide a fee proposal for Task Order No. (4) Ruidoso, NM

Scope of Service

Please see attached Appendix A for detailed scope of services.

Schedule

- Site visits and survey – within 5 weeks of Notice to Proceed
- Pedestrian Bridge Assessment – within 6 weeks of Notice to Proceed
- Geotechnical Report – within 8 weeks of Notice to Proceed
- Preliminary Bridge Design – within 12 weeks of Geotechnical Report & Survey
- 50% design review submittal – within 8 weeks of survey completion
- 90% design review submittal – within 4 weeks after 50% review meeting
- Final Construction Documents – within 4 weeks of 90% review meeting

Task Order No. (4) – Proposed Fee Summary (Fixed Fee)

The Proposed Fixed Fee is \$442,153.70 (Excluding applicable NMGR%). We propose to lead this task order out of our Albuquerque, NM Office (Current NMGR at 7.6250%).

November 10, 2025
 Mr. Ronald L. Sena, Village Manager
 Page 2 of 3

Reference: Task Order No. (4) Ruidoso, NM

 FEE ESTIMATE
Ruidoso TO #4 Parks
FEMA DR-4795-NM PW 62 & 19

	Total
SUBTOTAL	\$ 442,153.70
NMGRT (ABQ @ 7.6250%)	\$ 33,714.22
TOTAL	\$ 475,867.92

Task Name	Total
PW19 Pedestrian Bridge	\$ 80,215.10
PW 62 - Two Rivers Park	\$ 89,943.00
PW 166 - Alto Lake Recreation Area & White Mountain Sports Complex	\$ 93,119.00
General Conditions	\$ 142,247.60
Environmental Permitting Support	\$ 30,359.00
Expenses	\$ 6,270.00

Please do not hesitate to contact Colleen Ruiz (principal in charge) or Sarah Volcko if you have any questions or need additional information. Our contact information is below. We look forward to working with you.

Sincerely,

Stantec Consulting Services Inc.


 Volcko, Sarah

Sarah Volcko
 Senior Project Manager
 Phone (575) 639-0804
 sarah.volcko@stantec.com


 Ruiz, Colleen

Colleen Ruiz, PE
 Business Leader
 Phone (505) 524-4402
 colleen.ruiz@stantec.com

Attachments: Stantec Appendix A, Stantec Fee Estimate, RFP No. 2024-003P Billing Rates, Subconsultants Proposals (if applicable)

November 10, 2025
Mr. Ronald L. Sena, Village Manager
Page 3 of 3

Reference: Task Order No. (4) Ruidoso, NM

Terms and Conditions

The Terms and Conditions for this project and task order are applicable to the Terms and Conditions listed on the RFP No. 2024-003P – On-Call Professional & General Engineering Services Agreement including Extension No. 1, between the Village of Ruidoso, NM, and Stantec Consulting Services Inc., effective January 10, 2024 through January 09, 2026.

Authorized by:
Village of Ruidoso, NM Signing Authority
Acceptable:

Signature

Date

Project efforts will start with Notice to Proceed and receipt of Task Order.

APPENDIX A
SCOPE OF WORK & FEE
Village of Ruidoso, NM
Task Order No. (4)
For
Ruidoso Parks FEMA DR-4795-NM PW 19, 62, & 166

APPENDIX A

This Appendix A is for RFP No. 2024-003P On-Call Task Order No. (4), for services to be performed on Stantec Project No.(1720XXXX), **Ruidoso Parks FEMA DR-4795-NM PW 19, 62 & 166**, Ruidoso, New Mexico), between the Village of Ruidoso, NM, hereinafter referred to as the "Client", and Stantec Consulting Services Inc., hereinafter referred to as the "Stantec".

Project Summary

The engineering firm shall provide:

- Site visits and field verification of damaged facilities
- Topographic survey (as required for grading, drainage, and culvert/boat ramp alignments).
- Development of detailed design drawings, specifications, and cost estimates (engineer's opinion of probable cost)
- Preparation of bid-ready construction documents in compliance with FEMA PA guidelines, Village standards, and applicable codes
- Coordination with the Village during design
- Incorporation of environmental and permitting requirements, including FEMA EHP conditions
- Preparation of addenda and responses to contractor RFIs during bidding

1. PW19 Pedestrian Bridge

1.1 Bridge Inspection

This task encompasses the visual assessment of the condition of the visible and accessible elements including current condition of the superstructure and decking. Structural elements will be visually assessed for material deterioration, weathering, aging, load-induced or overloading distress, and excessive deflection. Inventory photos including elevation views, channel upstream, channel downstream, and elevations from land side will be captured and documented. Deficiency photos deemed appropriate by the Team Leader will be documented.

Our team will consist of (at minimum) one certified National Bridge Inspection (NBI) Team Leader and one NBI Team Assistant. Final deliverables will be reviewed by a Professional Engineer registered in the state of New Mexico. A formal report will be provided that outlines all inspection findings with supplemental photographs and recommended maintenance items.

The existing bridge assessment will also include a review of the original as-built drawings to identify the bridge's design criteria and compliance with current codes. If as-built drawings are not provided by the Village, we will perform a load rating analysis to determine its current load-carrying capacity using field measurements and material properties assumed based on estimated year of construction. Load rating software will be AASHTOWare BrR v7.6.1.

Schedule: field inspection and assessment to be completed within 6 weeks following the NTP.

Deliverables: Inspection report and load rating package

1.2 Geotechnical Investigation

Stantec's subconsultant will conduct a geotechnical study to support the design of the bridge substructure. This work will involve a series of field exploration activities, including the collection of soil samples through two borings, as well as laboratory testing to assess the physical and engineering properties of the soil. Based on these findings, a geotechnical engineering report will be prepared that will include description of soil conditions, recommendations for subgrade preparation and engineered fill, and foundation recommendations and design parameters for shallow and/or deep foundations.

The geotechnical study is expected to include one boring adjacent to the existing south abutment and one adjacent to the north abutment. Please see attached scope of services from our subconsultant in Appendix A.

Schedule: field investigation and preliminary geotechnical data to be completed within 8 weeks following the NTP.

Deliverables: geotechnical report & foundation design

1.3 Bridge Foundation Design/Preliminary Design

The design process will be governed by two primary factors. If the existing bridge is determined to be suitable for reuse based on the bridge assessment, the design effort will focus on developing a new substructure to support the existing superstructure. Conversely, if the existing bridge is deemed unsuitable for reuse, the Village will provide written approval for the design of both a new superstructure and substructure. This task will include the preparation of progress construction drawings, specifications, and a construction cost estimate for the bridge replacement to a 50% design effort. Our quality assurance and quality control (QA/QC) processes include conducting an internal review of all deliverables prior to submission to the Village. This review will assess the accuracy, completeness, and compliance of the materials with project requirements. A written record of all QA/QC checks, reviews, and approvals will be documented and maintained in the project file.

Once the deliverables are reviewed and finalized internally, Stantec will submit them to the Village for formal review and feedback. In conjunction with the submission, Stantec will facilitate a one-hours virtual design review meeting with the Village's staff, led by Stantec's project lead. This meeting will provide an opportunity to discuss and address any comments or concerns regarding the progress drawings, specifications, and cost estimate to facilitate alignment before proceeding to the Final Design phase. Progress drawings will be prepared in AutoCAD version 2023 and follow Stantec's CAD standards.

The assumptions for the number of sheets are listed below:

1. Title Sheet
2. General Notes & Summary of Quantities
3. Bridge Layout & Typical Section
4. Foundation Layout & Geology
5. Abutment Details
6. Miscellaneous Details

Technical specifications for the bridge will follow the 2019 NMDOT Standard Specifications for Highway and Bridge Construction. If needed, we will provide supplemental project special provisions for work items not covered by the standard specifications.

Stantec will prepare quantities and an engineer's opinion of probable construction cost (EOPCC) for the bridge superstructure, and bridge foundation. Unit costs for bid items will be developed from historical bid information and engineering judgement for the project specific conditions.



Schedule: The preliminary design deliverables will be provided within 12 weeks following the completion of the geotechnical report and topographic survey.

Deliverables: One (1) electronic copy (PDF) of the 50% progress construction drawings (11"x17" in size), 50% specifications, and 50% construction cost estimate.

1.3 Final Bridge Design of Replacement (only if replacement required)

Final Design

This task will include the preparation of progress construction drawings, specifications, and a construction cost estimate for the bridge replacement to a 90% design effort. Our quality assurance and quality control (QA/QC) processes include conducting an internal review of all deliverables prior to submission to the Village. This review will assess the accuracy, completeness, and compliance of the materials with project requirements. A written record of all QA/QC checks, reviews, and approvals will be documented and maintained in the project file.

Once the deliverables are reviewed and finalized internally, Stantec will submit them to the Village for formal review and feedback. In conjunction with the submission, Stantec will facilitate a one-hour virtual design review meeting with the Village's staff, led by Stantec's project lead. This meeting will provide an opportunity to discuss and address any comments or concerns regarding the 90% drawings, specifications, and cost estimate to facilitate alignment before proceeding to the packaging and stamping of final documents for bidding.

Schedule: The final design deliverables will be provided within 6 weeks following receipt of the preliminary design review comments.

Deliverables: One (1) electronic copy (PDF) of the 90% progress drawings (11"x17" in size), 90% specifications, and 90% construction cost estimate.

This task will include the preparation of bid-ready stamped construction drawings, specifications, and a final construction cost estimate for the bridge replacement. Our quality assurance and quality control (QA/QC) processes include conducting an internal review of all deliverables prior to submission to the Village. This review will assess the accuracy, completeness, and compliance of the materials with project requirements. A written record of all QA/QC checks, reviews, and approvals will be documented and maintained in the project file.

A set of structural design calculations will be prepared for the bridge abutments, wingwalls, and anchorage between the bridge superstructure & substructure. The stamped structural design calculation package will be provided with the stamped plans & specifications package.

Bidding Support

This task includes the participation of the project design lead in an in-person two-hour pre-bid meeting to provide clarification on the project scope and answer questions from potential contractors. Additionally, the design lead will address inquiries submitted by contractors during the bidding process, responding in writing via an addendum.

Schedule: Stamped drawings, specifications, and construction cost estimate will be provided within 2 weeks following receipt of the final design review comments.

Deliverables: One (1) electronic copy (PDF) of the stamped construction drawings (11"x17" in size), stamped specifications, final construction cost estimate, and stamped structural calculations.

2. PW 62 - Two Rivers Park:

2.1 Culvert Replacement

- Design for removal/replacement of 36' long x 12' diameter corrugated metal culvert, including asphalt cutting, bypassing/dewatering, backfill compaction, and replacement paving.
- Design of associated cost effective 406 Hazard Mitigation measures: riprap armoring and concrete wing/headwalls at culvert ends.

2.2 Guardrail

Design for replacement of 70 LF of metal guardrail and 28 wooden posts

2.3 Restroom Door and Heaters

- Design for replacement of 4 metal baseboard heaters and 1 metal door
- Incorporate possible cost effective 406 Hazard Mitigation by relocating heaters higher to reduce future flood damage.

2.4 Playground Improvements

- Design for silt removal with disposal location
- Playground amenities replacement and playscape (slide, tunnels, swing set sand)
- Log retention wall. Design of replacement for retention wall perimeter logs/railroad ties
- Fill (erosion)
- Concrete Sidewalk replacement (8' section) in under cut area near pedestrian bridge
- Bollards (11) replacement
- Trashcan replacement (bear proof)

Deliverables: Construction Documents at 50%, 90% and Final Design

3. PW166 – Alto Lake Recreation Area and White Mountain Sports Complex

3.S1 Bear Proof Trash Cans

Design for replacement of damaged trash receptacles

3.S2 Walking Trail Design

Design of trails restored to prior existing conditions

3.S3 Fencing

- Design for replacement of fencing
- Detail drawings for removal and replacement of fencing

3.S4 Boat Ramp Surfacing

Design for replacement of damaged boat ramp surfacing

3.S5 Trail Surfacing (11' wide)

Design of surfacing, grubbing and fill material placement

3.S6 Trail Surfacing (8' wide)

Design of surfacing, grubbing and fill material placement

3.S7 Unpaved Trail Erosion Repair

Engineering for erosion repair with fill material placement

3.S8 Alto Pond Valve Replacement

- Surface sediment removal with disposal plan and location
- Reservoir gate valve electric actuator
- Gate valve, gate valve control gate enclosure, junction box and wireless bridge
- Surge protector, surge suppressor, power supply, transformer, transmitter and duplex receptacle
- Floodgate control and safety switch

3.S1 Volleyball Courts (WMSP)

- Design for removal of sediment and disposal plan with location
- Replacement of sand surface, filter fabric, base fill, and treated lumber perimeter

Deliverables: Construction documents and specifications

4. General Conditions

4.1 In-Person Meetings

Key staff will attend in-person kickoff meeting, 50%, and final design review meetings with Ruidoso staff.

4.2 Code Compliance

Quality control reviewers will ensure that construction documents and specifications meet Village of Ruidoso codes as well as New Mexico Building Code, ADA accessibility requirements, and other local, federal, and state requirements including FEMA PAPPG, Version 4 (June 2020).

4.3 Topographic Survey

- Two Rivers Park topographic survey as required for grading, drainage and culvert alignments
- Alto Lake topographic survey as required for grading, drainage and culvert alignments
- Volleyball Court topographic survey for grading and replacement of structures

Deliverables: AutoCAD survey and stamped control sheet of topographic survey

4.4 Specifications

Specifications for all materials and equipment to be used for project from NMDOT, Village or Ruidoso, or manufacturers.

4.5 Bid Forms

Preparation of front end bidding documents including bid tabulation, construction agreement stamped by a New Mexico Professional Engineer

4.6 Cost Estimates

Preparation of itemized engineer's opinion of probable construction cost (EPCC) for of each item listed in the RFQ based on local, recent costs.

4.7 Coordination & Project Management

Emails, Teams meetings, and phone calls with Village of Ruidoso staff and internal team members to ensure that project is delivered on time and as requested.

4.8 Bid Phase Support

Prepare addenda and responses to contractor RFI's during bidding (if requested)

5. Environmental Permitting Support

Stantec will coordinate with FEMA and the Corps to confirm requirements under **Public Notice FEMA 4795-DR-NM** to the required permit. Stantec assumes the project would be “Statutorily Exempt from NEPA” (STATEX¹) but still must comply with applicable laws. The following environmental studies will be completed by Stantec to ensure the project is in compliance with all federal and state regulations:

Task 5.1 Cultural Resources Class I Report – Stantec proposes to complete a Class I desktop review to support this project. The objective of the Class I Desktop Review is to identify previously recorded cultural resources, previously conducted cultural surveys, and sites and/or properties listed on the National Register of Historic Places (NRHP) that are within and in the vicinity of the APE. Stantec will provide one qualified archaeologist who will conduct a Class I Desktop Review of cultural resources located within the APE and within the Project study area, which equals the Project area in addition to a 1-mile record search buffer. The desktop investigation will include review of the Historic Preservation Division (HPD) New Mexico Cultural Resources Information System (NMCRIS) database, the NRHP database, historic topographic maps, historic aerial imagery, and local cemeteries, if applicable. The Class I desktop review will come with recommendations for further work, if required based on the results of the review.

Deliverables: Class I Desktop Review

Task 5.2 Biological Resources Assessment – Stantec will assess the project area for threatened and endangered species habitat while in the field conducting the wetland delineation. This survey will only be a habitat assessment and will not include presence absence surveys for specific listed species. This survey will also assess the project area for New Mexico state-listed species and avian nests, including eagle and raptor species that are protected under the Migratory Bird Treaty Act.

Deliverables: Biological resources technical memorandum summarizing the results of the desktop and field studies.

Task 5.3 Wetland Delineation – Stantec will complete a wetland and waterbody delineation that complies with all federal and state focused regulations. This field survey will delineate all wetlands and waterbodies that would potentially be impacted by the project. The delineation will follow all U.S. Army Corps of Engineers guidelines for conducting these surveys and record all data with instruments that record data to sub-meter accuracy.

Deliverables: Wetland and waterbody shapefiles for use in determining design impacts to these resources and Wetland delineation report

Task 5.4 Phase I Environmental Site Assessment – The Phase I ESA will be performed in general accordance with ASTM International (ASTM) Designation: E 2247-23 (“Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process”), to identify recognized environmental conditions (RECs). ASTM Phase I ESA is intended to permit a User (Ruidoso) to satisfy one of the requirements to qualify for the innocent landowner, contiguous property owner, or bona fide prospective purchaser limitations on CERCLA liability (also known as “landowner liability protections”); that is, the practices that constitute “all appropriate inquiry into the previous ownership and uses of the property consistent with good commercial or customary practice” as defined in 42 USC § 9601 (35) (B). The scope of work will consist of a site visit (including interview with current property owner, if available), records search/review, and reporting.

Deliverables: Phase I Environmental Site Assessment

4. Expenses

Expenses include prints, travel costs for site visits and in-person review meetings.

Assumptions

- Design and bidding services to be completed in 2026
- The inspection of the existing bridge will encompass all accessible and visible superstructure elements, assessed through visual observation.
- One span prefabricated truss bridge (steel or FRP) with max. 60' span x 6' clear width
- Design per AASHTO LRFD with live load of 90psf pedestrian loading
- Existing bridge will be assessed for condition and structural adequacy. If the existing bridge is determined to be suitable for reuse, it will be moved to its original location and built upon a new designed substructure.
- If existing bridge is deemed not adequate, a new bridge will be designed upon written approval from the Village.
- New bridge low chord elevation will match existing bridge low chord elevation
- Trail tie-ins at the bridge approaches will be at-grade
- Village of Ruidoso and FEMA will be the sole reviewer and approver of the bridge deliverables
- We will respond to one round of consolidated review comments for each deliverable phase (preliminary and final).
- Drawings will be prepared in AutoCAD version 2023 and follow Stantec's CAD standards
- Access will be given to the site by the owner
- Ground level access for the bridge inspection will be limited to areas of less than 1.5 feet deep of water
- Village will relocate and realign the bridge to a new position to facilitate the underdeck inspection
- A floodplain permit will not be required since no new buildings are planned within the floodplain.

Exclusions

- Structure type selection analysis & report
- Bridge superstructure structural drawings (by prefabricator)
- Bridge superstructure structural calculations and load rating (by prefabricator)
- Trail design beyond bridge tie-in limits (30' max. from each abutment)
- Trail cross-sections
- Design of temporary bridges and trail detours during construction
- Hydraulic, hydrology, and scour analysis
- Channel protection
- Landscaping and aesthetic design
- 3rd party coordination and reviews
- Floodplain Permit
- Right-of-way acquisition and investigation
- Utility investigation and/or coordination
- Public information services and public outreach
- Construction permitting
- Construction phase services
- As-built drawings
- Conditions or events that occur at or to the structure after the completion of field inspection including but not limited to movement of the structure
- Conditions not visible by inspectors

- Condition assessment will not include non-destructive testing
- Full SI&A and SNBI codes (only summary items will be provided)
- Element quantities and condition states will not be provided
- National Environmental Policy Act review for FEMA is assumed exempt under the Robert T Stafford Disaster Relief and Emergency Assistance Act (Stafford Act²), as amended (42. U.S.C. 5159. Because the project is assumed a STATEX and exempt from NEPA, an Environmental Assessment or Categorical Exclusion will not be required. If it is determined that the NEPA is required a separate scope and cost proposal will be submitted for these tasks
- USACE Section 404 Permit(s) is not included in this scope of services and may be added later if determined to be required based on project design and the results of the wetland delineation.
- Presence/absence surveys for federal listed threatened and endangered species are not included in this scope of work. If it is determined that these surveys are required a separate scope and cost proposal will be submitted for these tasks.
- Section 7 or 10 of the Endangered Species Act, including preparation of a biological assessment, is not included in this scope of services. If it is determined that these surveys are required a separate scope and cost proposal will be submitted for these tasks.
- A Class III review and survey for the National Historic Preservation Act is not included in this scope of services. If it is determined that these surveys are required a separate scope and cost proposal will be submitted for these tasks.
- Construction administration and observation is not included but may be added upon request.
- Additional scope not included in RFP
- River Hydrology for 12' diameter culvert replacement. To be replaced in kind.
- Drainage Analysis under pedestrian bridge. To be replaced in kind.
- Environmental efforts are scoped with the information available at this time but may require additional efforts based upon reviews and agency coordination.

1994, 1995, 1996)