MASTER SERVICES AGREEMENT
TASK ORDER
TAKS ORDER #7 AMP
RFP NO. GES2024L

Attached to and forming part of the MASTER AGREEMENT

BETWEEN:

CITY OF BAYARD, NEW MEXICO

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.
(hereinafter called "STANTEC")

EFFECTIVE: August 15. 2026

This TASK ORDER is issued under the **MASTER SERVICES AGREEMENT** (dated September 6, 2023) between STANTEC CONSULTING SERVICES INC. ("STANTEC") and CITY OF BAYARD, NEW MEXICO ("CLIENT") for Services to be provided by STANTEC on the Task Order #7 AMP - NMUF project ("Project"), as more fully described below. This Task Order is incorporated into and part of the Master Services Agreement.

The CLIENT's representative shall be: Martha Salas, Clerk.

SERVICES: STANTEC shall perform the following SERVICES:

The initial scope of professional services associated with this Task Order will consist of, at this time, the following:

Please see Stantec Fee Proposal - Exhibit I for detailed scope of work and services.

(hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: August 17, 2026

Estimated Completion Date: August 18, 2027

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:

Fixed Fee as identified below:

Task 1 – Project Management	$ 29,920.00
Task 2 – Asset Information System Development	$ 20,936.00
Task 3 – GIS Development and Deployment	$ 61,786.00
Task 4 – Asset Management Plan Development	$ 75,050.00
Project Subtotal	$187,692.00
NMGRT 6.3125% (Remainder of County)	$ 11,848.06
Projected Total Fee:	**$ 199,540.06**

NMUF Project Budget Available:	$223,210.00
Stantec Fee:	$199,540.06
Remaining Contingency Budget Available:	$ 23,669.94

Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third party charges will be charged as invoiced to STANTEC with a ten percent (10%) markup.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the SERVICES or services conditions change, STANTEC shall submit to the CLIENT in a timely manner, documentation of the revisions to this Task Order adjusting the Contract Services Time and Price as required.

Unless otherwise specified, charges for SERVICES are based on STANTEC'S hourly billing rate table ("Rate Table"), attached hereto. The Rate Table is subject to escalation from time to time.

ADDITIONAL CONDITIONS

The following additional conditions shall be read in conjunction with and constitute part of this Task Order:

No Additional Conditions

ADDITIONAL ATTACHMENTS:

The following additional attachments shall be read in conjunction with and constitute part of this Task Order:

1. Exhibit I – Scope and Fee Summary

INSURANCE REQUIREMENTS:

Before any services are provided under this agreement, STANTEC shall procure, and maintain in effect during the term of this agreement, insurance coverage in amounts and on terms not less than set forth below.

General Liability: Commercial general liability insurance for personal and bodily injury, including death, and property damage in the amount of $1,000,000 each occurrence and not less than $2,000,000 in the aggregate.

Automobile Liability: Automobile liability insurance for bodily injury, including death, and property damage in the amount of $1,000,000 each occurrence.

Professional Liability: Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by STANTEC in the amount of $1,000,000 per claim and in the aggregate.

Workers' Compensation: As prescribed by applicable law.

Certificates: Upon request, STANTEC shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage therein afforded shall not be cancelled except with thirty (30) days prior written notice to the CLIENT.

CITY OF BAYARD, NEW MEXICO

John L. Ojinaga, Mayor

Print Name and Title

Per: _____

STANTEC CONSULTING SERVICES INC.

Laith Alfaqih, Senior Principal

Print Name and Title

Per: Laith Alfaqih Digitally signed by Alfaqih, Laith Date: 2026.07.27 15:11:08 -04'00'

Exhibit I
Asset Management Plan
Scope of Work & Fee Summary

Entity: City of Bayard

Project Name: Asset Management Plan

Funding Amount: $223,210

Project Objective
The project objective is to develop an Asset Management Plan (AMP) that will support the City's sound decision making to increase the efficiency and reliability of the City's potable water distribution system.

Project Summary
The City is undertaking a project to develop an Asset Management Plan (AMP) aimed at improving decision making to increase the efficiency and reliability of its potable water distribution system. The Project involves comprehensive tasks including, but not limited to, GIS development, asset information system creation, risk and criticality assessment, and long-term financial and capital planning to ensure sustainable infrastructure management.

Detailed Project Description

All tasks within the project scope follow the AM Kan Work framework.

1. Task 1 Project Management and Coordination

1.1. Project Charter

A formalized plan outlining the project's scope, objectives, timeline, roles and responsibilities, and communication protocols. This document will serve as the foundation for effective coordination and oversight throughout the project lifecycle.

1.2. Project Communication and Coordination

Regularly scheduled updates detailing project status, milestones achieved, schedule and budget updates, challenges encountered, and corrective actions taken to keep the project on track.

Task 1 Deliverables

- Project Charter
- Quarterly Progress Reports
- Monthly Meeting agendas and minutes

2. Task 2 Asset Information System Development

Develop an asset information system to document and manage asset data in a logically standardized manner. GIS will be used as the asset repository, but the asset information system will help define how the GIS captures information about assets, specifically the asset hierarchy and unique naming system.

2.1. Asset Definition

Develop an asset definition aligned with the A.M. Kan methodology, which establishes a clear and consistent understanding of what constitutes an asset within the City's potable water distribution system. Establish a shared definition and classification framework for both linear and vertical assets. The definition will be integrated into the City's modified GIS-based geodatabase to standardize how assets are identified, categorized, and recorded across the system.

2.2. Establish Asset Hierarchy

Create an asset hierarchy and ID numbering system by organizing all assets into logical levels based on ISO 14224. Once the hierarchy is set, each asset is assigned a unique ID that follows the same structure to keep identification simple, consistent, and easy to maintain. If necessary, develop an asset ID standard, and assign it to the assets.

2.3. Asset Condition

Document the condition of assets, drawing from available maintenance history, City staff knowledge, and field observations where applicable. Data will be compiled into the asset inventory in a standardized format. In cases where condition information is unavailable, determine which condition assessments can be completed (e.g., for vertical assets) internally and which assessments should be performed by external contractors for linear assets.

Task 2 Deliverables:

- Asset information system Technical Memo (document sections 2.1 to 2.3)

3. Task 3 GIS Development and Deployment

Strengthening the City's GIS system to serve as the accurate, complete, and authoritative digital representation of the potable water distribution network.

3.1. Geodatabase design

Using the existing GIS that the City has along with current industry best practices, create a centralized, Esri-based geodatabase that will form the foundation of the City's asset management system. This database will incorporate industry-standard Esri Water Model components, allowing the City to utilize Esri applications and tools effectively. The geodatabase will include structured tables, domains, and relationships that support asset attributes, condition assessments, maintenance history, and long-term performance tracking. A draft version will be presented to City staff during a workshop for review and refinement before finalization.

3.2. Data edits

Perform industry-standard GIS data edits to prepare the geodatabase for use as the authoritative asset record. These edits include adding missing appurtenances (valves, tees, crosses, bends), splitting mains at appropriate junctions, replacing mains with hydrant laterals where needed, and assigning a unique asset identification system to each mapped asset. The edits will primarily be based off fixed asset registers, client markups, Google Street View, and other desktop mapping exercises.

Validate edits, confirm installation years, resolve uncertainties, and refine asset locations. Prepare 11"×17" PDF maps for redlining, corrections, and maintain synchronization between spatial and attribute data throughout the process.

Acquire any missing information through collection of new field data, construction plans, as-built drawings, system maps, redline drawings, spreadsheets, or other documentation so that GIS reflects the best available asset data. Gaps in information will be supplemented by GPS field technicians utilizing sub foot accurate GPS locations.

3.3. ArcGIS Online Configuration

Procure, configure, and administer an Esri Architecture, Engineering, and Construction (AEC) ArcGIS Project Delivery Site and Organizational Subscription. This will include developing and providing access to a shared ArcGIS Online secure collaboration site that will enable access to City, contractor, sub consultants and public where appropriate. This site will be set up upon project kickoff and be maintained for an initial period of (2) two years. After (2) years of expiration, a determination will be made by the City to continue the subscription or roll the content into City's ArcGIS environment. If the City has an

existing ArcGIS Online account in place, this will negate the need for a new ArcGIS Organization account and will simply add additional user accounts if needed to view and maintain assets for the duration of the project and afterwards.

Set up the Esri AEC ArcGIS Project Delivery Site and Organization Account with user roles and privileges and developing three customized field collection applications for hydrant inspections, leak documentation, and valve exercising. Configure an office-focused ArcGIS Online Asset Viewer that allows visualization of assets and perform querying, filtering, measurements, exports, and basic reporting. Provide two Esri AEC ArcGIS Project Delivery Online training sessions held after GIS data edits are complete to equip City staff with the skills needed to confidently use both the field and office applications. Training will be recorded and made available for future staff to utilize.

Task 3 Deliverables

- Draft and final geodatabase design
- Geodatabase schema documentation
- Updated GIS datasets with applied edits
- Finalized asset ID assignments
- Configured ArcGIS Online Organization Account

4. Task 4: Asset Management Plan Development

Develop a comprehensive, A.M. KAN WORK-aligned Asset Management Plan (AMP) for the City's potable water system. Building upon the GIS-based asset inventory developed under Tasks 2 and Task 3, the AMP will provide a structured, risk-informed, and financially sustainable framework to support long-term infrastructure decision-making. The AMP will integrate levels of service, performance measurement, condition assessment, risk prioritization, lifecycle strategies, implementation and improvement, and financial planning into a single, defensible planning document suitable for Council adoption.

4.1. Levels of Service (LOS) Framework

Work with City staff to define clear Levels of Service (LOS) that set expectations for potable water system performance and guide AMP decisions on performance tracking, risk, and investments.

4.2. Key Performance Indicators (KPIs) and Performance measures

Based on the approved LOS framework, develop a set of Key Performance Indicators (KPIs) and performance measures to quantify service delivery. These will be structured into:

- **Customer-centric measures**, such as service reliability, pressure consistency, service interruptions, and water quality compliance.
- **Technical-centric measures**, such as main break frequency, response times, unaccounted-for water, and system redundancy.

Where data is available, the contractor will assess current system performance against established targets. If required data is unavailable, contractor will identify the data gaps and provide recommendations regarding what performance information should be collected to enable future monitoring. The KPI framework will support tying future capital and operational investments directly to the maintenance or improvement of defined service outcomes.

4.3. Condition & Performance Evaluation

Evaluate overall asset condition and system performance trends using available inspection data, maintenance records, break history, and operational information. Where detailed condition data is limited, apply industry-informed deterioration information and proxy indicators to establish baseline condition estimates. The evaluation will include analysis of break frequency trends, material performance, age distribution, and potential environmental stressors. This assessment will help identify systemic vulnerabilities within the network and inform both near-term corrective actions and long-term renewal planning.

4.4. Risk & Criticality Assessment

Develop and apply a structured risk methodology, using a likelihood-of-failure and consequence-of-failure framework. Likelihood will be informed by, for example, asset age, material, soil, break history, and available condition data. Consequence criteria will be developed collaboratively with the City and may include impacts on public health and safety, regulatory compliance, and customer impact, and financial exposure.

Facilitate a discussion to define risk thresholds and overall risk appetite, ensuring alignment between asset risk tolerance and investment planning. A risk matrix will be developed, and risk scores will be calculated for asset classes or individual assets, as appropriate based on available data.

4.5. Lifecycle Management Strategies

Develop lifecycle management strategies for major water asset classes, including distribution mains, valves, hydrants, tanks, and pump stations. For each asset class, define appropriate maintenance approaches, as well as rehabilitation and replacement triggers.

4.6. Long-Term Capital Plan

Building upon the validated asset inventory developed under Task 2, and informed by the condition assessment, risk prioritization, and lifecycle strategies developed in previous tasks, Prepare a long-term capital plan for the City's potable water system. This plan in relation to the Grant County Regional Water Project acts as a coordinated, external "driver" project that will influence (and potentially reduce, defer, or reshape) Bayard's local capital needs. The capital plan will typically cover, for example, a 20-year planning horizon and will identify rehabilitation and replacement needs based on risk prioritization and expected useful life.

4.7. Financial Strategy

Following the development of the long-term capital plan, prepare a financial strategy that evaluates the City's ability to sustainably fund projected infrastructure needs. This strategy will bridge the gap between identified capital requirements and the City's existing funding mechanisms, ensuring that long-term service objectives are financially achievable.

4.8. Implementation & Improvement Plan

To support an actionable AMP, develop a phased implementation of roadmap outlining short-term, mid-term, and long-term actions. These actions may include data improvement initiatives, inspection of program enhancements, policy updates, risk monitoring processes, and financial planning refinements.

4.9. AMP Documentation

Prepare a comprehensive AMP document that includes the information from section 4.1 to 4.8. Facilitate review discussions with City staff, incorporate feedback, and deliver a final AMP suitable for presentation to leadership. The final deliverable will provide City with a defensible, transparent, and sustainable framework for managing its potable water infrastructure.

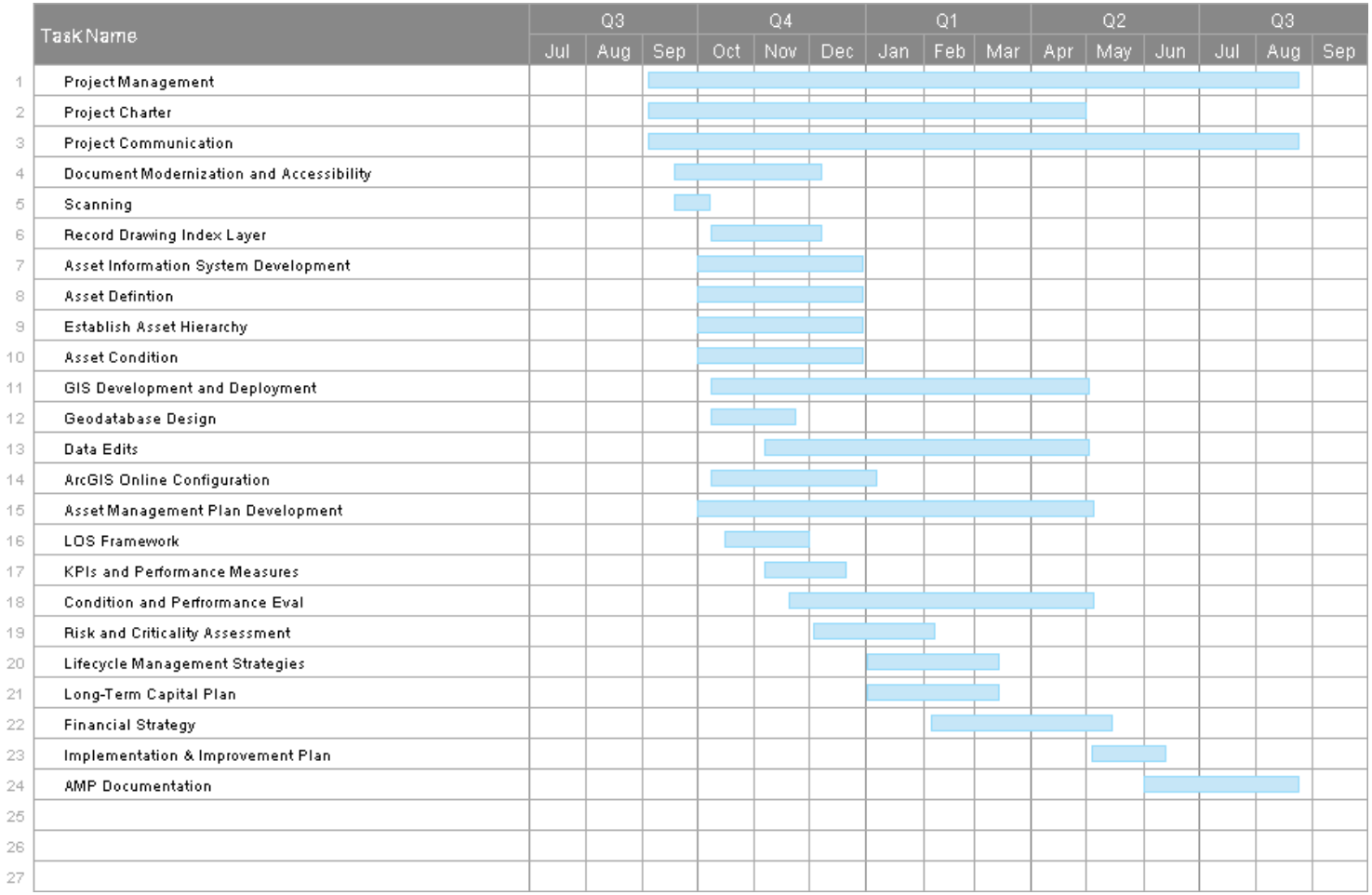
<u>Task 4 Deliverables</u>

- Implementation Roadmap
- Draft AMP
- Final AMP
- Executive presentation (if required)

Data Collection

In alignment with the New Mexico Water Data Act, the project will produce a geodatabase, several technical memorandums, an ArcGIS Online Account for viewing the authoritative database.

Detailed Estimated Timeline



Budget

Task/ Subtask No	Name/Category	Activity Description	Unit	Quantity	Unit Price	Total	Total Requested from the Unit Fund	Cost Share
1	Project Management							
	Direct Costs							
		Labor/Professional Services				$25,720	$25,720	
		Construction/Material/Equipment Costs				$0	$0	
		Subcontracts				$0	$0	
		Other Direct Costs				$4,200	$4,200	
					Direct Cost Total	$29,920	$29,920	$0
	Indirect Costs							
		Overhead costs				$0	$0	
		Other indirect costs				$0	$0	
					Indirect Cost Total	$0	$0	$0
					Task 1 Total	$29,920	$29,920	$0
2	Asset Information System Development							
	Direct Costs							
		Labor/Professional Services				$20,936	$20,936	
		Construction/Material/Equipment Costs				$0	$0	
		Subcontracts				$0	$0	
		Other Direct Costs				$0	$0	
					Direct Cost Total	$20,936	$20,936	$0
	Indirect Costs							
		Overhead costs				$0	$0	
		Other indirect costs				$0	$0	
					Indirect Cost Total	$0	$0	$0
					Task 2 Total	$20,936	$20,936	$0

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3 GIS Development and Deployment							
	Direct Costs						
		Labor/Professional Services			$59,187	$59,187	
		Construction/Material/Equipment Costs			$0	$0	
		Subcontracts			$0	$0	
		Other Direct Costs			$2,599	$2,599	
				Direct Cost Total	$61,786	$61,786	$0
	Indirect Costs						
		Overhead costs			$0	$0	
		Other indirect costs			$0	$0	
				Indirect Cost Total	$0	$0	$0
				Task 3 Total	$61,786	$61,786	$0
4 Asset Management Plan Deveplopment							
	Direct Costs						
		Labor/Professional Services			$70,850	$70,850	
		Construction/Material/Equipment Costs			$0	$0	
		Subcontracts			$0	$0	
		Other Direct Costs			$4,200	$4,200	
				Direct Cost Total	$75,050	$75,050	$0
	Indirect Costs						
		Overhead costs			$0	$0	
		Other indirect costs			$0	$0	
				Indirect Cost Total	$0	$0	$0
				Task 4 Total 0	$75,050	$75,050	

	Project SubTotal	$187,692	$187,692	$0
	Contingency (select from 5-15%) [any use to be approved by the NMISC Project Manager]	$22,373	$22,373	$0
	NMGRT (6.32%)	$13,145	$13,145	$0
	Project Total	$223,210	$223,210	$0