

CITY OF LOVINGTON
REGULAR MEETING OF THE CITY COMMISSION

Monday, November 25, 2024 5:30 PM
TO BE HELD AT 214 SOUTH LOVE STREET

AGENDA

Notice of this meeting has been given to the public in compliance with Section 10-15-4 NMSA 1978

OPEN MEETING

Call To Order

Roll Call

Invocation-Mayor Roberts

Pledge of Allegiance and Zia-Mayor Roberts

Approval of Agenda

Consideration of Minutes-November 11, 2024

COMMISSIONERS AND STAFF REPORT

PUBLIC COMMENT

NON-ACTION ITEMS

- Discussion of Trailer House at Lovington Animal Shelter-Laura Brock
- Discussion of 2015 Resolution Consenting to the Expansion of Eastern Regional Housing Authority's Jurisdiction to Include Property Within Territorial Boundaries of the City of Lovington via Deed Transfer by the City Manager-David Miranda
- Discuss Appointment/Reappointment to Library Board-Shannon Lester

ACTION ITEMS

- Resolution 2024-110 Variance for setback on placement of a Manufactured home @ 806 W Madison Ave
- Resolution 2024-111-Authorize Acceptance of Funds From Lea County for Lovington Animal Shelter Improvements-Laura Brock
- Resolution 2024-112-Approve RFP for Design of ADA Sidewalks and Ramps on S. Second Street
- Finance Report and Accounts Payable

ADJOURNMENT

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 City Clerk at 575-396-2884 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 575-396-2884 if a summary or other type of accessible format is needed 72 HOURS PRIOR TO THE MEETING.

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 11/25/2024



Item Type: Information

SUBJECT: Discussion of Trailer House at Lovington Animal Shelter-Laura Brock
DEPARTMENT: City Managers Office
SUBMITTED BY: Laura Brock
DATE SUBMITTED: 11/16/2024

COMPREHENSIVE PLAN IMPLEMENTATION:

STAFF SUMMARY:

Laura Brock will discuss on the plans for the single-wide trailer house at the Lovington Animal Shelter

FISCAL IMPACT:

RECOMMENDATION:

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 11/25/2024



Item Type: Resolution

SUBJECT: Discussion of 2015 Resolution Consenting to the Expansion of Eastern Regional Housing Authority's Jurisdiction to Include Property Within Territorial Boundaries of the City of Lovington via Deed Transfer by the City Manager-David Miranda

DEPARTMENT: City Managers Office

SUBMITTED BY: Shannon Lester

DATE SUBMITTED: 11/16/2024

COMPREHENSIVE PLAN IMPLEMENTATION:

STAFF SUMMARY:

City Manager Miranda will discuss the deed transfer from City of Lovington to Eastern Regional Housing Authority that was never completed as approved by the City Commission.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 11/25/2024



Item Type: Information

SUBJECT: Discuss Appointment/Reappointment to Library Board-Shannon Lester
DEPARTMENT: City Clerk
SUBMITTED BY: Shannon Lester
DATE SUBMITTED: 11/16/2024

COMPREHENSIVE PLAN IMPLEMENTATION:

STAFF SUMMARY:

Stephanie Cammack is up for reappointment to the Lovington Library Board and has expressed her interest in continuing on the Board. The term expires on January 31, 2025. The new term will be for five years, expiring January 31, 2030.
We will advertise to see if there is any interest to serve from the Community.

FISCAL IMPACT:

RECOMMENDATION:

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 11/25/2024



Item Type: Resolution

SUBJECT: Resolution 2024-110 Variance for setback on placement of a Manufactured home @ 806 W Madison Ave
DEPARTMENT: Planning and Zoning
SUBMITTED BY: Crystal R Ball, CFM, CZO
DATE SUBMITTED: 11/13/2024

COMPREHENSIVE PLAN IMPLEMENTATION:

STAFF SUMMARY:

A variance request for a side yard setback of 7' for a new manufactured home placement has been made to the Planning and Zoning department. Request is to set a mobile home on a lot where the lot size requirements are met as well as the zoning.

The issue is the manufactured home does not meet the proper set backs depending on how its placed. There are 2 options and neither create a disturbance or danger, however ultimately its not meeting code.

Option 1 is the best placement for future property uses such as storage buildings, carport, or porches.

FISCAL IMPACT:

RECOMMENDATION:

Planning and Zoning recommended the approval of option 1 which gives the best possible future development on the property.

ATTACHMENTS:

Description

application

supporting letter

Resolution 2024-110

Type

Cover Memo

Cover Memo

Cover Memo

PLANNING AND ZONING APPLICATION

- Type(s):
- | | | |
|---|---|--|
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> PARK – RV or MH | <input type="checkbox"/> ANNEXATION |
| <input type="checkbox"/> BUILDING (Residential) | <input type="checkbox"/> PORCH | <input type="checkbox"/> ALTERNATE SUMMARY RE-PLAT |
| <input type="checkbox"/> BUILDING (Commercial) | <input type="checkbox"/> ROOF / RE-ROOF | <input type="checkbox"/> RE-PLAT (Major) |
| <input type="checkbox"/> CAR PORT | <input type="checkbox"/> SIGNAGE | <input type="checkbox"/> SUBDIVISION(Preliminary) |
| <input type="checkbox"/> CURB CUT | <input type="checkbox"/> STORAGE UNIT | <input type="checkbox"/> SUBDIVISION (Final) |
| <input type="checkbox"/> FENCE | <input type="checkbox"/> SEWER CONNECTION | <input type="checkbox"/> CONDITIONAL/SPECIAL USE |
| <input type="checkbox"/> MANUFACTURED HOME | <input type="checkbox"/> TOWER | <input type="checkbox"/> VACATION |
| <input type="checkbox"/> MODULAR HOME | <input type="checkbox"/> WATER CONNECTION | <input checked="" type="checkbox"/> VARIANCE |
| <input type="checkbox"/> NEW HOME (Site built) | <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> ZONE CHANGE |

Applicant Name:

Mailing Address:

Phone Number:

Property Address (Site Location):

Property Owner(s):

Brief Description of Request:

Requesting to place a single wide M/H (14x16) on a lot that will not allow her to meet setbacks

Subdivision:

Zone:

☐ A

☒ B

☐ C

☐ D

Block:

Lot:

Owner Number:

Parcel Number:

Book:

Page:

Present Use of Property:

Residential Lot

Applicant Signature:

Date:

To ensure placement on the agenda, submit all materials three weeks in advance of your scheduled meeting.

APPLICATION RECEIVED BY PLANNING AND ZONING

Planning, Zoning, Code Staff Name:

Signature:

Date:



Project Property Address: 806 W Madison

City Planning & Zoning Coordinator: Crystal R. Ball, CFM

Email- cball@lovington.org

Phone: (575) 396-9301

City Variance Request

The following check list provides additional requirements for your specific application. Please attach all of the requested documentation, sign, and date.

Variance Request Requirements

- 1) Submit a completed Planning and Zoning Application. All fields must be completed and legible in order to process the application. This document provides the basic information required for all permitting applications. ☒
- 2) Provide proof of ownership or interest in the property. A deed with a legal description or property lease will meet this requirement. If the applicant is not the owner, an Affidavit by Property Owner(s) is required. ☒
- 3) A site plan, submitted on paper or in an electronic format, showing ☒
 - North arrow
 - Location of site with respect to streets and adjacent properties
 - Property lines and dimensions
 - Location and dimensions of buildings
 - Building setback distances from property lines
 - Any proposed features of the site which are applicable to the requested variance
- 4) A written statement documenting the reason for the variance, including evidence that the request complies with the criteria identified on page 2 ("Criteria for Variance Approval") ☒
- 5) Submit the completed Variance Support Petition. ☒
- 6) Pay the City Variance processing fee. \$ 150⁰⁰ Date paid 09-05-24 ☒

What is a Variance?

A variance is a limited exception to the usual requirements of local zoning. If approval for a variance is obtained, the property owner may make minor deviations to the property that are not in conformance with zoning ordinances. Examples of variances that may be granted can include:

- Use
- Physical requirements such as dimensions or setbacks
- Yard and space requirements
- Requirements applied to all districts
- City--wide design standards

17777

JOINT TENANT
WARRANTY DEED

Jaime Gonzalez and Olga Gonzalez

, for consideration paid grant ___ to

Ricardo Aceves and Veronica Aguirre

AS JOINT TENANTS WITH RIGHT OF SURVIVORSHIP,

whose address is 109 E ELM, Lovington NM 88260

the following described real estate in lea County, New Mexico:

Lot 20 in block C, of the HOWARD-GREENE ADDITION
to the Town, and now city, of Lovington, lea County,
New Mexico

with warranty covenants.

WITNESS _____ hand _____ and seal _____ this 7 day of April, 20 14.



OFFICIAL SEAL
MARY E. LAMB
NOTARY PUBLIC - STATE OF NEW MEXICO

My commission expires: 10/16/2016

Jaime Gonzalez
Olga Gonzalez

Signature(s) of person(s) selling property

STATE OF NEW MEXICO)

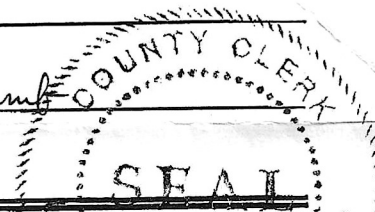
County of lea)
SS:

This instrument was acknowledged before me this 7th day of April, 20 14.

by Jaime Gonzalez and Olga Gonzalez
(Name(s) of Person(s) signing document)

My Commission Expires October 16, 20 16.

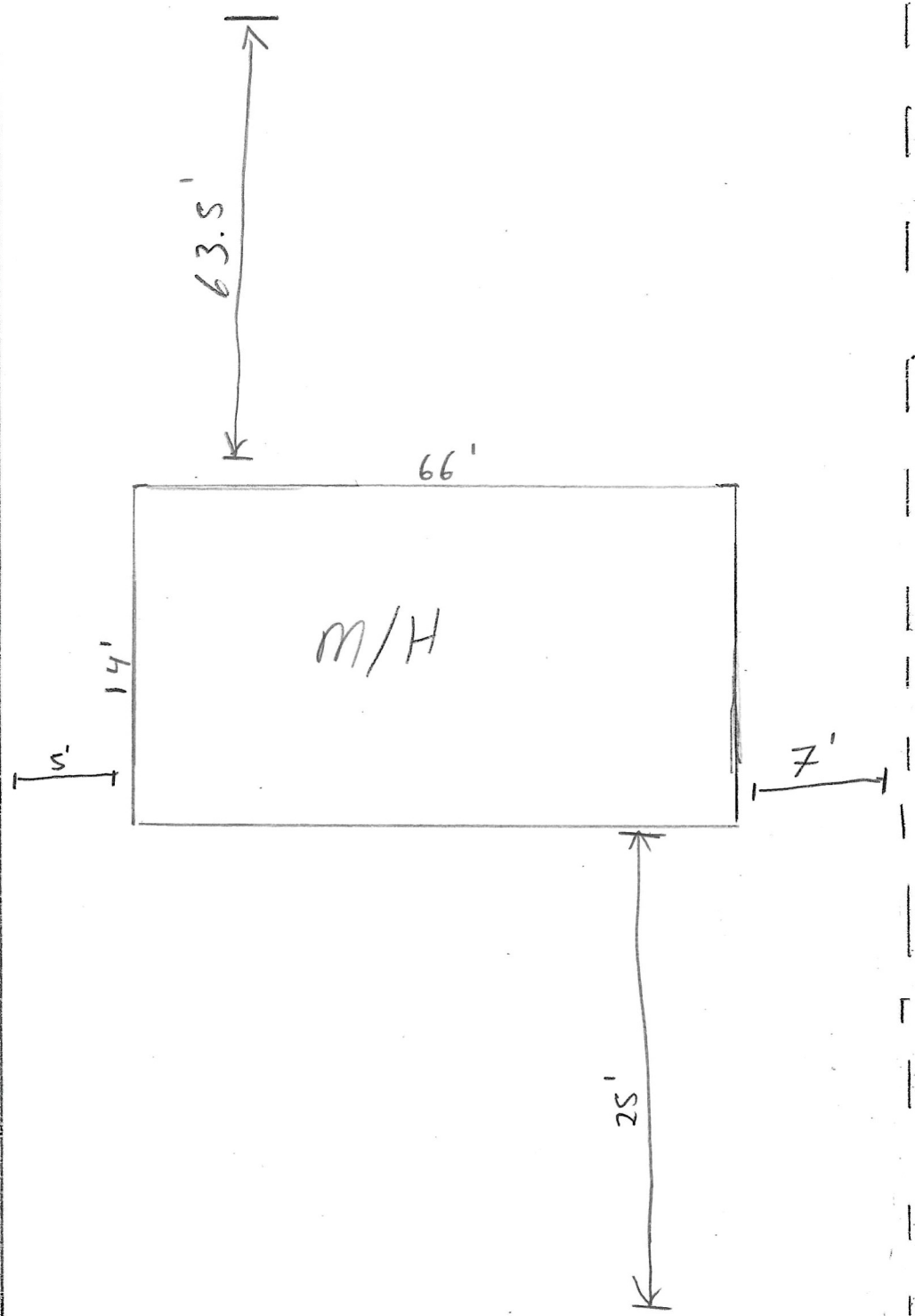
Mary E. Lamb
Notary Public



First / Preferred Option



LOT 19



LOT 20

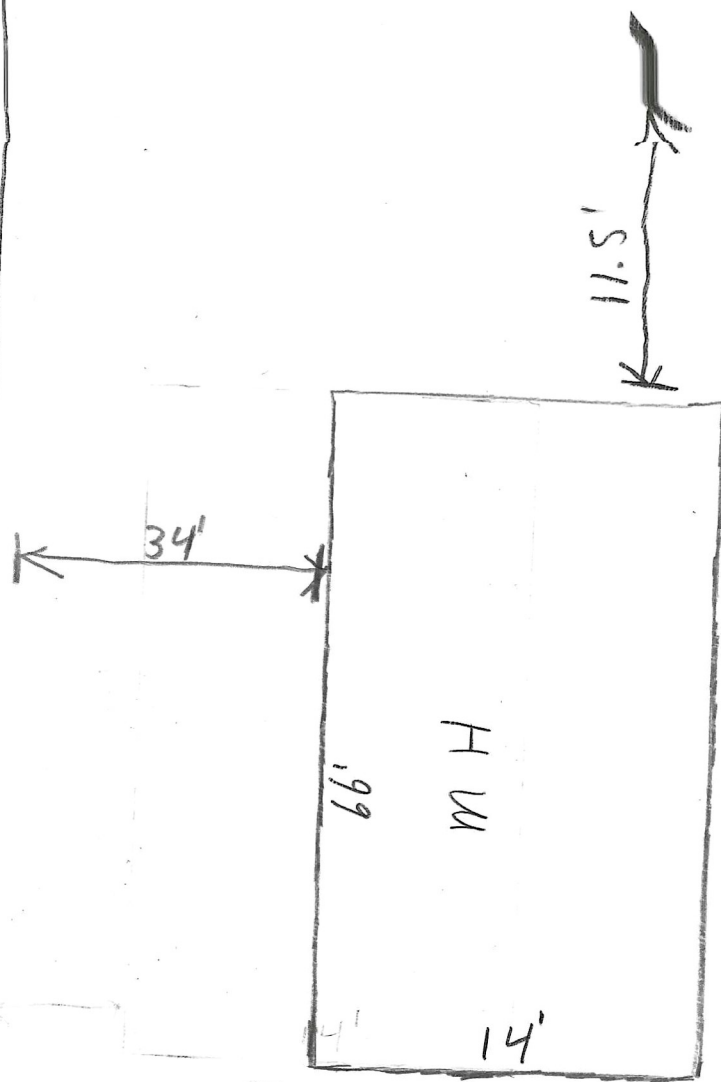
8th Street

Madison Avenue

Property Line ---

Second Option

LOT 19



8th Street

Yo, Verónica Aguirre, estoy solicitando permiso para poder instalar una trilla para poder mudarme con mis hijos. Estoy pasando por una separación y ocupo lugar para vivir y criar mis hijos y este terreno es lo mas ideal para poder habitar y hacer eso. Al momento la trilla cumple con el requisito del tamaño de lote, nomas que cae corto de los requisitos del código de la ciudad. Mis intenciones son solo proveer un hogar para mi familia. Lo que pido no causara situaciones que puedan poner a mis vecinos en peligro y pretendo seguir todas reglas necesarias para hacer este proceso correctamente. Pido por favor que consideren mi situación y las 2 formas para sentar la trilla que les mencione. Muchas gracias por su tiempo y la oportunidad de presentar mi caso.

I, Veronica Aguirre, am requesting permission to install a mobile home where my kids and I can move into. I am going through a separation, and I need a place to live and raise my children and this property is ideal for me to do just that. Currently the mobile home meets the lot size requirements, but it falls short on meeting the city's code. My intentions are only to provide a home for my family. What I am requesting will not cause any situation that would put my neighbors in danger, and I intend to follow all necessary steps to do this process the proper way. I ask you to please consider my situation and the 2 options of setting the mobile that I provided. Thank you for your time and for the opportunity to present my case.

**RESOLUTION OF THE CITY OF LOVINGTON
LEA COUNTY, NEW MEXICO**

RESOLUTION NO. 2024-110

**RESOLUTION APPROVING A VARIANCE FOR SETBACK ON PLACEMENT OF A
MANUFACTURED HOME @ 806 W MADISON AVENUE**

WHEREAS, owners of 806 W Madison Ave, have requested a variance to allow a 7' side yard setback on the east side of the property; and

WHEREAS, legally described as lot 20 block C, of the Howard Green Addition, located on the NW corner of 8th Street and W Madison Ave, with a regulation of a 15' side yard setback; and

WHEREAS, the options of placement were reviewed by Planning and Zoning staff and owner, with this option being the best and safest option for the placement of the owner's new manufactured home; and

WHEREAS, the Lovington Planning and Zoning Commission recommended approval on November 11, 2024 at the regularly scheduled meeting; and

NOW, THEREFORE, BE IT RESOLVED that the Lovington City Commission approves the request for a 7' side yard setback for the manufactured home to be placed at 806 W Madison Ave.

PASSED, APPROVED, AND ADOPTED by the governing body at this meeting the 25th day of November, 2024.

City of Lovington New Mexico

Howard Roberts, Mayor

ATTEST:

Shannon Lester, City Clerk

STATE OF NEW MEXICO)
)
COUNTY OF LEA)

This instrument was acknowledged before me on the ____ day of _____, 2024 by Howard Roberts, Mayor and Shannon Lester, City Clerk of the City of Lovington.

Notary Public

My Commission expires _____

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CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 11/25/2024



Item Type: Resolution

SUBJECT: Resolution 2024-111-Authorize Acceptance of Funds From Lea County for Lovington Animal Shelter Improvements-Laura Brock
DEPARTMENT: City Managers Office
SUBMITTED BY: Laura Brock
DATE SUBMITTED: 11/16/2024

COMPREHENSIVE PLAN IMPLEMENTATION:

STAFF SUMMARY:

The City received \$500,000 from Lea County for the Lovington Animal Shelter Improvement Project.

FISCAL IMPACT:

\$500,000

RECOMMENDATION:

Approve

ATTACHMENTS:

Description

Res - 2024-111-Accept Funds from County

Type

Cover Memo

**RESOLUTION OF THE CITY OF LOVINGTON
LEA COUNTY, NEW MEXICO**

RESOLUTION 2024-111

**A RESOLUTION AUTHORIZING ACCEPTANCE OF FUNDS FROM LEA COUNTY FOR THE CITY
OF LOVINGTON ANIMAL SHELTER IMPROVEMENT PROJECT**

WHEREAS, the City of Lovington and Lea County enjoy a harmonious relationship and wish to work towards common goals in the delivery of services to our citizens; and

WHEREAS, Lea County wishes to grant the City of Lovington \$250,000 from Brad Weber, District 2, Vice Chair Discretionary Funds and \$250,000 from Dean Jackson, District 1, Commissioner Discretionary Funds for Operation, Staffing, Equipping, and Improving the City of Lovington's Animal Shelter; and

WHEREAS, the City of Lovington has a viable need for these monies and will spend them in the appropriate manner for the good and benefit of its citizens; and

WHEREAS, these monies have already been disbursed to, and received by, the City of Lovington.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LOVINGTON, that the Mayor be and hereby is authorized and directed to accept these funds from Lea County.

DONE THIS 25th DAY OF November, 2024 at

City of Lovington
New Mexico

Howard D. Roberts, Mayor

ATTEST:

Shannon Lester, City Clerk

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 11/25/2024



Item Type: Resolution

SUBJECT: Resolution 2024-112-Approve RFP for Design of ADA Sidewalks and Ramps on S. Second Street
DEPARTMENT: City Managers Office
SUBMITTED BY: Melissa Boydston
DATE SUBMITTED: 11/18/2024

COMPREHENSIVE PLAN IMPLEMENTATION:

TR 10.0 Support transportation funding alternatives at local and state levels, TR 5.0 Encourage alternative modes of transportation

STAFF SUMMARY:

One bid was received for the design of construction of ADA sidewalks and ramps on S. Second Street between Central and Ave. D
This is the project for the CDBG grant.

FISCAL IMPACT:

unknown

RECOMMENDATION:

Approve
Approval of the submittal of Pettigrew and Associates or put the RFP back out to bid.

ATTACHMENTS:

| Description | Type |
|--|------------|
| Submittal | Cover Memo |
| Res 2024-112 - ADA Sidewalks and Ramps | Cover Memo |

Presented by



PETTIGREW
& ASSOCIATES PA

ENGINEERING | SURVEYING | CONSTRUCTION SERVICES

DEFINING QUALITY SINCE 1965

ADA SIDEWALKS & RAMPS

RFP 2025-01



NOVEMBER 14, 2024 10 AM
214 S. LOVE ST
LOVINGTON, NM 88260



what's inside...



| | |
|--|-----------|
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| Past Record of Performance | 19 |
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Letter of Transmittal

**Selection Committee
City of Lovington
214 S. Love Street
Lovington, NM 88260
RFP 2025-01**

Dear Members of the Selection Committee:

Pettigrew & Associates, P.A. welcomes the opportunity to present our qualified and competent team of civil, construction, and geotechnical engineers, surveyors, planners, and certified technical support staff to Lovington for this RFP.

Pettigrew & Associates, a woman-owned small business established in 1965, is a full-service civil and geotechnical engineering, surveying, GIS, and construction services firm in Hobbs, New Mexico. Pettigrew & Associates is a 54-employee company and a Certified Woman-Owned Small Business (WOSB #232933). We are registered with the New Mexico Secretary of State No. 914382 and the New Mexico Taxation and Revenue Department certificate number (LO843943600).

Pettigrew & Associates has worked diligently to understand the current ADA requirements as they pertain to design and construction. We have applied these standards in both ongoing design projects and in the field during construction. Our team has become very familiar with the specific curb ramp requirements for various situations, as well as their installation as part of new construction and renovation projects. In addition to curb ramps, we have successfully completed projects that involve ADA compliance, including utility infrastructure, sidewalks, crosswalks, trails, parking lot upgrades, and roadways.

We can confidently assist the City of Lovington with your ADA project needs. We look forward to continuing our work with the City of Lovington and thank you again for the opportunity to submit this response.

Respectfully submitted,



Debra P. Hicks, PE/LSI
President & CEO, Principal Engineer
Pettigrew & Associates, P.A.

Pettigrew & Associates, P.A.
NM CRS # 01-847538-00-8
Corporate Headquarters
100 E. Navajo Drive Suite 100
Hobbs, NM 88240

Debra P. Hicks, PE/LSI
is the Principal Engineer of Pettigrew & Associates and
will be in responsible charge of the contract and any
negotiations.
dhicks@pettigrew.us

Project Manager
David Roybal, PE - Engineering Manager, Overall Project
Manager, droybal@pettigrew.us

Recent Local Sidewalk/ADA Projects

- City of Lovington Jackson Ave. Phase II Design
- City of Lovington Love & Washington Street Improvements
- NMDOT US 82/NM 83 Lovington, NM
- Lincoln County ADA Implementation Plan
- Lincoln County Courthouse Parking Lot/Ada Upgrades
- City of Lovington ADA Transition Plan Update
- City of Lovington 17th Street ADA Improvements
- City of Lovington Washington Street Pedestrian Improvements Design
- City of Lovington Multiuse Trail Design
- Village of Loving 4th Street Sidewalk Rehabilitation
- Sitting Bull Falls Sidewalk Renovation

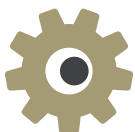
Specialized Design & Technical Competence



CORPORATE HEADQUARTERS

“Pettigrew & Associates were extremely understanding to meet our educational organizational requirements. (They) have always been extremely knowledgeable and experienced in providing technical services. I would not consider another project without Pettigrew & Associates, they are the best. ”

~ Dr. Charley Carroll, NMJC
Director of Physical Plant



ADHERENCE TO SCHEDULE AND BUDGET

Through clear, detailed documentation and communication, you achieve project success.

General Information

Pettigrew & Associates is proud of our 30+ year history with the City of Lovington and has completed over 70 projects since 2007. Pettigrew & Associates first opened their Lea County offices in Hobbs in 1982. In 2012, Pettigrew & Associates moved into our new office located at 100 E. Navajo Drive in Hobbs, where the headquarters remain today. We can confidently provide excellent service to this contract utilizing our team of multiple Professional Engineers, Surveyors, Senior Crew Supervisors, experienced Engineering and Survey Technicians and technical support staff.

Debra P. Hicks, PE/LSI, President & CEO, will be in responsible charge of the contract. Mrs. Hicks has worked closely with local government agencies in New Mexico for over 40 years. Her strong and well-established working relationships and her dedication as a community and state servant demonstrate she is committed to the City of Lovington and to the successful and expedited completion of all Lovington engineering projects.

Mrs. Hicks leads a team that knows the business from the ground up and can provide Lovington with a distinct advantage. Pettigrew & Associates is the only firm located in southeastern New Mexico with the unique technical knowledge of both horizontal and vertical construction. Pettigrew & Associates delivers experienced leadership, innovative solutions, and effective communication for Lovington's engineering, surveying and project management/construction management needs.



Proposal Information

The Americans with Disabilities Act (ADA) has made significant progress in promoting inclusive environments across the nation and continues to be updated more than three decades after the law was passed, with mandates still in place to make public areas accessible to wheelchairs, walkers, and motorized scooters through the use of ramps. This means your facilities need to have an ADA-compliant ramp for 2021 if it serves the public, and adhere to the type of ramp required.

ADA compliance is a legal requirement at both the federal and state levels, placing Pettigrew & Associates at the forefront of creating site designs that prioritize equal access for individuals with disabilities. A key aspect of ADA site compliance is the thoughtful consideration of physical accessibility elements. Features such as ramps, pathways, slopes, and parking are not merely optional; they are essential components that enable seamless navigation within buildings and are necessary to obtain permits.

Pettigrew & Associates will play a crucial role in addressing these complex challenges for the City of Lovington. Our expertise extends beyond the technical aspects of construction; it involves navigating the intricacies of legal requirements, financial factors, and evolving technologies. Whether retrofitting existing structures or ensuring that new developments meet ADA standards, Pettigrew & Associates will be instrumental in creating inclusive environments and keeping Lovington in compliance with all current standards.



Project Experience



ADA Transition Plan Update | Lovington, NM 2023

Client Name - City of Lovington

Contact - Ms. Crystal R. Ball, CFM, CZO 575-396-9304
cball@lovington.org

Construction Cost - N/A

Pettigrew & Associates provided progressional services to update the City of Lovington ADA Transition Plan for 2023. Work included reviewing previous plan and all supporting documents, removing completed projects from the plan, coordinating with the City to include all known improvements and republishing the ADA plan.

ADA Implementation Plan | Lincoln County, NM 2019

Client Name - Lincoln County, NM

Contact - Nita Taylor, Former County Manager

Construction Cost - N/A

Pettigrew & Associates Worked closely with Lincoln County staff to collect information and develop an ADA Implementation Plan to be used as part of the SERTPO grant application for Alpine Village Road. Tasks included the following:

- Identification of physical barriers that limited accessibility
- Detailed description of methods used to make the facilities accessible
- Development of a schedule to achieve the upgrades outlined in the implementation plan
- Cost estimate for proposed improvements
- Developed the ADA Implementation Plan document with necessary maps and figures
- Coordinated with Lincoln County staff to establish goals and priorities

NMDOT CN 2103100 Reconstruction | Lovington, NM 2018-present

Client Name - NMDOT

Contact - Client Project Manager Mark Salazar, PE, PDE T. 575-888-7146 F. 575-840-3035 mark.salazar@dot.nm.gov

Construction Cost - Currently in Construction Phase - Estimated \$31 million

The reconstruction of NM 18/US 82 is a 4.2 mile project that spans through downtown Lovington along Main Street beginning on M.P. 69.6 and ending at US 82, M.P. 173. The project contained four (4) signalized intersections, eleven (11) unsignalized intersections. Pettigrew & Associates and Lee Engineering (Lee) were members of a team led by WHPacific (WHP) to provide this large scope of work to NMDOT. The project was divided into three main phases with Pettigrew & Associates providing 49% of the workload. This is a major project for downtown Lovington and garnered a large amount of community involvement at all public meetings, all attended by Pettigrew & Associates. All scope items and phases are listed below followed by the firm that provided the service. The project is now in Phase III - Construction which is also being managed by Pettigrew & Associates. Phase I Services included the following scope of work items:



Phase I A/B - Detailed Evaluation of the Alignment

- Information gathering, review and documentation of all previous work and studies (P&A, WHP)
- Aerial Photography, Survey and Mapping (P&A)
- Development of Agency Coordination and Public Involvement Program (WHP, P&A)
- Detailed inventory of existing conditions (P&A)
- Detailed transportation needs analysis including:
 - Analyze the existing transportation system and traffic operations Collect traffic data (Lee)
 - Evaluate intersections for signal warrants (Lee)
 - Analyze the physical condition of the existing facility (Lee)
 - Analyze land use and growth trends (Lee)
 - Analyze existing and future traffic conditions, constraints and demands (Lee)
- SUE Quality Level C (P&A)
- Preliminary Drainage Study and Report (P&A)
- Initial and detailed engineering analysis (WHP, P&A)
- Conceptual design, right-of-way, and construction cost estimates (WHP, P&A)
- Preliminary property ownership maps (P&A)
- Alignment Study Report (WHP, P&A)

- NPDES, SWPPP, and TESCP (WHP, P&A)

Phase II - Final Design

- Design Partnering (WHP, P&A)
- Coordination (WHP, P&A)
- Public Involvement and Relations (WHP, P&A)
- SUE Quality Level A – Locating and Mapping, and Utility Coordination (P&A)
- Utility Identification, Utility Conflict Analysis and Impact Plans (P&A)
- Right-of-Way Design (P&A)

Phase III - Construction Services (in progress)

- Construction Administration including (P&A)
- Final Walk Through Inspection (P&A)
- Respond to Contractor RFIs, submittals and design clarifications (P&A)
- Review of shop drawings (P&A)
- Attend Progress Meetings (P&A)



City of Lovington 17th Street ADA Ramps Construction Staking | Lovington, NM 2019

Client Name - Ramirez & Sons

Contact - Mr. Rusty Payton, 575-605-6946 rustysr@hotmail.com

Construction Cost - N/A

Pettigrew & Associates provided construction staking for 17th Street ADA Improvements. Work included the following:

- Establish control
- Staked approximately 940' of detached sidewalk along 17th Street
- Staked ADA ramps (5 total) at intersections of 17th Street and Jefferson, Polk and Jackson Avenues
- Staked valley pans at intersections of 17th Street and Polk and Jackson Avenues
- Staked two driveways/alley transitions

City of Lovington Jackson Avenue Phase II 9th to 17th Street | Lovington, NM 2022

Client Name - City of Lovington, NM

Contact - Ms. Crystal R. Ball, CFM, CZO 575-396-9304 cball@lovington.org

Construction Cost - N/A Design Complete, Construction Pending

Pettigrew & Associates provided professional services for the MAP Grant roadway improvements to Jackson Ave. from 9th to 17th Street in Lovington, NM. Survey services included a topographic survey of the proposed improvement area (8 acres) and a ROW survey, necessary research and ROW mapping to locate and determine the existing ROW for the project area. Civil services included site plan, site grading plan including hardscape and ADA design. This design included new ADA ramps, ADA pathways and ADA parking spaces. Work also included drainage design, utility design and coordination, bidding preparation, a pavement investigation and reporting. Design is complete.



Joe Harvey Blvd. Improvements | Hobbs, NM 2024 - present

Client Name - City of Hobbs

Contact - Mr. Todd Randall 575-397-9315

Construction Cost - N/A In Design Phase

Pettigrew & Associates is providing professional services for Joe Harvey Blvd. improvements. Survey services include a topographic and boundary survey. Specific items include reviewing control data, field investigation/establishing control locations for detailed survey; 45 new control monuments; a field traverse through new control monuments; review of City of Hobbs LiDAR for survey

use; incorporation into design surface; field topo with all above ground features beyond curb lip lines; utility coordination; determine apparent ROW for use in design; locate storm sewer outlets within existing median channel; ROW survey with site, title research and staking for geotechnical investigations.

Grimes Street Reconstruction | Hobbs, NM 2023 - present

Client Name - City of Hobbs

Contact - Mr. Todd Randall 575-397-9315

Construction Cost - N/A In Design Phase

Pettigrew & Associates is providing engineering design, surveying and geotechnical services for the reconstruction of Grimes Street in Hobbs, NM beginning at the intersection of W. Clinton Street and ending at the intersection of W. Silver Ave. The scope of survey work includes establishing control and traverse; topographic verification including review of Hobbs LiDAR for survey use and incorporating into design; field topo to include elevation verification along curb flowlines, field verification all items are shown on map, location of missing items; utility coordination; and staking boreholes for geotechnical investigations.

Specific Approaches to Scope of Work

Civil Engineering Services

Pettigrew & Associates can provide Lovington all aspects of civil engineering as outlined in the scope of work including design, planning, and construction oversight for proposed infrastructure components such as building foundations, site grading/drainage, site utilities, and roadway design. We offer a full suite of civil engineering services in house including predesign/ study phase services such as surveying, drainage/traffic studies, and geotechnical investigations. The following section outlines our service offerings included under that umbrella.

Road & Street Rehabilitation, Design & Traffic Engineering

Design of highways and streets requires a delicate balance between the physical demands of the project, the realities of the project owner's constraints, and the need for the design to integrate with the locale. Our expertise covers conceptual studies, preliminary engineering, and detailed design of rural and urban highways, principal and minor arterials, principal and minor collectors, residential streets, and access roads for various industrial projects. For example, we provided civil engineering, surveying and materials testing to Waste Isolation Pilot Plant (WIPP) Access Road in 2010, then provided similar services for the WIPP Fire Loop in 2021.

Pettigrew & Associates has been providing street and roadway design and rehabilitation for over half a century. We can provide Lovington multiple solutions for roadway design and/or repairs associated with ADA Sidewalks and Ramps. Our experienced engineers and designers provide innovative, cost-effective and viable solutions to meet the design challenges in this area.

Highway, road and street design services include:

- Traffic Studies
- Feasibility studies
- Conceptual and detailed street planning
- Preliminary and Final Design
- Traffic Control Plans
- Signalization and Lighting Plans
- Signing and Pavement Marking Plans
- Public consultation and route planning
- Roadway and intersection design



WIPP Access Road

We recently provided professional services on three NMDOT State Highway projects (US 285 near Loving, US 82 and NM 83 Sidewalk/ADA improvements and NM 18/US 82 through Lovington). Recent paved and caliche roadway design projects include:

- Gavilan Canyon Road | Lincoln County, NM
- Vail Loop Design Services | Lincoln County, NM
- 17th Street Reconstruction | City of Lovington
- 4th Street Sidewalk Rehabilitation | Village of Loving
- 9th Street Reconstruction | City of Lovington
- Ash Street Reconstruction | Village of Loving
- CDBG Sidewalk Improvements | City of Lovington
- CR 9: CR L-CR M (1mi) | Curry County, NM
- CR K: CR 9 – CR 8 (1mi) | Curry County, NM
- CR 21: CR A – NM 108 (1mi) | Curry County, NM
- CR 22: NM108 – CR D (2mi) | Curry County, NM
- Washington Street ADA Improvements | City of Lovington
- FEMA Repairs on hundreds of miles of Eddy and Curry County Roads
- Kansas Street Improvements | Lea County, NM
- Alabama Street Improvements | Lea County, NM
- Grimes Street Reconstruction | City of Hobbs
- Joe Harvey Redesign | City of Hobbs

In general for an as-needed engineering basis, our team's engineering services will be completed in nine phases as demonstrated below. We understand some steps may be unnecessary for certain Lovington projects and we are very flexible to meet project needs.



Traffic engineering is also an essential part of our comprehensive civil consulting engineering services. Pettigrew & Associates' traffic engineering experience includes a variety of projects such as education facilities, industrial facilities, commercial site development, roadways and municipal streets. Our traffic engineering services include the following:

- Site Threshold Analysis
- Site Traffic Analysis (Threshold 25 to 99 peak- hour total trips and more than 1000 vehicles per day on adjacent highway)
- Site Traffic Impact Analysis (Threshold 100 or more peak-hour total trips)
- Master Plan studies
- Driveway Permit Applications
- Temporary and Permanent Traffic Control Plans
- Data Collection Including Automated and Manual Counts

Geotechnical Engineering

Pettigrew & Associates has been providing geotechnical engineering services since 1966. As a geotechnical engineering firm, Pettigrew's responsibility is to determine the characteristics of the subsoils and provide recommendations for foundation design and construction for various types of structures. Our geotechnical experience encompasses a broad range of more than 500 projects in the nearby geographical region. The geotechnical investigations provide data for site characterization, design, and construction of a wide variety of projects such as highways, streets and roads, power lines, power plants, towers, hospitals, airfields, land farms, educational facilities, commercial/retail centers and much more.

Our approach begins with a strong commitment to partnering, communication, and coordination with Lovington and our team members. Our initial activity upon award of this contract includes a meeting between our contract administrator, project manager and Lovington representatives to discuss general project approach, preferred methods of communication, and expectations. A typical scenario of how this strategy would be implemented on a project is further explained follows.



Geotechnical Scoping Meeting/Call

Upon notification of a project or task order, Pettigrew & Associates will coordinate with Lovington to develop the geotechnical scope of work, identify design and construction criteria needed for the project, and develop an estimated fee based on the requested scope of services. After approval, our team will hold a kick-off meeting with the project team to present the scope and discuss scheduling and milestone dates for the project. We will then communicate those dates with Lovington and manage the project through Microsoft Project or another software if preferred by Lovington.

Geotechnical Field Exploration

Pettigrew & Associates will coordinate internally to schedule field exploration equipment and crews, identify public utilities, obtain the appropriate permitting and coordinate traffic control services. We will hold a pre-task planning meeting prior to mobilization and will perform daily tailgate meetings to discuss schedule, responsibilities and safety. Open lines of communication will be maintained with Lovington throughout the field exploration phase. We regularly provide preliminary results of our field exploration results to share with other members of the project team and are available for interim conference calls to keep other team members moving along concurrently with our subsequent geotechnical engineering activities.

Geotechnical Laboratory Testing

Once the field exploration has been completed, Pettigrew's team will prepare a laboratory testing program for the project. Once approved, the laboratory testing will be executed by Pettigrew's in-house laboratory staff. Samples requiring laboratory testing outside our in-house capabilities will be sent (in their entirety to ensure the integrity of the sample) to our trusted subconsultant laboratory.

Geotechnical Report

Once laboratory testing has been completed, Pettigrew & Associates will review the data, perform necessary engineering calculations and analyses, and prepare the geotechnical report in accordance with applicable Standards.

Site, Stormwater, Drainage Engineering

Developments have become increasingly sensitive to stormwater impacts and how to manage them in a comprehensive manner. Pettigrew & Associates has provided drainage and design services to sites ranging from 1 acre to 10,000 acres. We recognize each project is unique due to location, land availability, local design standards and access. We tailor each solution to our client's needs and budget with the ultimate goal of protecting water quality, the environment, personal property and the safety of the community. Our team creates efficient designs by utilizing new and proven technologies and can provide comprehensive drainage studies, hydraulic models and detailed construction plans for Lovington's project needs. Recent examples of other site and drainage design include:

- Urenco Master Plan Drainage Analysis | Eunice, NM
- Urenco 30K Building Drainage Improvements | Eunice, NM
- Kansas Street Reconstruction | Lea County, NM
- Lovington Main Street Improvements (NM 18/82) | Lovington, NM
- NMJC Master Plan (included multiple drainage improvements) | Hobbs, NM
- Lea County Judicial Complex | Lovington, NM
- Lea County Event Center Building and Site Improvements | Hobbs, NM
- Hobbs Industrial Air Park | Hobbs, NM
- Zia Park Racetrack and Casino (Penn Gaming) | Hobbs, NM

Our team has provided hydraulic modeling and design on projects throughout the state. Using HEC-Ras, HEC-HMS, and sound engineering judgment and technologies, team engineers create customized models that allow clients to identify in advance how new construction will impact site drainage patterns. These models are vital so that the most sound, cost effective solutions can be determined.

Subsurface Utility Engineering

Critical to the success of any project is the ability to understand the importance of utility coordination from planning, design and into construction. Recent projects have involved the relocation of multiple utilities including gas, electric, water, sewer, telephone, fiber optic and cable utility lines. The benefits of Pettigrew's local and statewide utility coordination experience aids in facilitation of successful project completion. Pettigrew & Associates tailors each subsurface utility engineering (SUE) project to the individual project scope by systematically identifying the quality of utility information needed. Unless otherwise directed, our team will perform SUE work in accordance with ASCE CI/ASCE 38-02 "Standard Guidance for the Collection and Depiction of Existing Subsurface Utility Data." We are experienced in providing Quality Levels A-D.

Utility Location Services

Pettigrew utilizes Ground Penetrating Radar (GPR) technology to detect the reflected signals from subsurface structures. We can coordinate utility location and mapping and routing for even the most intricate pipeline projects. Our technology allows the user to review slices of the subsurface at different depths, displaying cables, pipes and other utilities in unprecedented clarity. Reports can be generated and delivered directly from the survey site. We utilize and coordinate for utility location the following equipment - RD 8000 Wand, RD 1500 Ground Penetrating Radar and Hydrovac Excavation Coordination.

Bidding

Our team is familiar with multiple funding sources execution, procurement standards, permitting requirements for funding, as well as the strict timelines associated with performing grant-funded work. During the bidding process, we will attend the pre-bid meeting and assist the members in preparing clarifications, revisions to plans, specifications, and bidding documents as needed, and responding to prospective bidder's questions. Project Managers assigned to the project will attend the bid opening, review the bids and bid summary in accordance with New Mexico Procurement Code Statutes following the opening, and prepare a recommendation of award letter for the client. Our methods allow for a critical examination of bids and the opportunity for meetings/interviews with contractors. This allows our clients to effectively evaluate construction techniques, quality, schedule and compatibility with bidders.

Project Management

Pettigrew & Associates has been providing project management services to public entities since 1982. We can provide the full range of project management services, including procurement of contractors, monitoring and reporting of real-time costs, schedule, and scope, and risk evaluations. With our integrated, client-oriented approach, the Pettigrew team will provide support to complete project management and control as needed. Our team utilizes the latest PM software and applications to track and control costs, schedule, and scope, and to address project risks before they impact project health. The primary challenge of project management is to achieve all of the project goals within the given constraints. Within the Pettigrew team, projects are approached in a very collaborative and interactive manner with initial project kickoff meetings with the client to establish project goals. Pettigrew understands the importance of clear and frequent communication.

Construction Management Services

Pettigrew & Associates was one of the first firms selected to provide contractual Construction Management Services for NMDOT. The project was a bridge replacement in Capitan, New Mexico on NM 48. We understand the dynamic environment of construction projects. Our team excels at bringing the design package from the document phase to the construction completion. Our most recent construction management projects include booster stations and FEMA response projects. Currently, we are serving as the Construction management engineer for a \$27 million dollar improvement project to the City of Farmington's Water Treatment plant #1.

Construction Administration

Our Project Engineers oversee contractors' work to ensure proper construction techniques, materials, equipment and personnel are employed throughout the duration of the project and monitor the contractor's progress and compliance with the Contract Documents. Our firm provides a close review of a contractor's sequence of operations and progress schedule to ensure the successful and timely completion of the project. This is extremely critical to small government entities that simply cannot afford even a small overrun in budget.

Construction Inspections/Special Inspections

Construction Inspection Services are designed to ensure the project is built in accordance with the plans and specifications. The purpose of Special Inspection Services is to verify proper fabrication, installation and placement of specific structural components and other construction materials. Our technical staff has an in-depth knowledge of design, construction, construction materials testing and construction surveying as well as AASHTO, NMDOT, APWA and IBC specifications. Following are examples of recent inspection projects.

- Mescalero Schools New School Project Management | Mescalero, NM
- 17th Street Reconstruction | Lovington, NM
- 7th Street Reconstruction | Lovington, NM
- 9th Street Reconstruction | Lovington, NM
- AGE Complex | Lovington, NM
- Artesia Bridge Replacement | Southwestern Rail
- Bel Aire Shopping Center | Hobbs, NM
- Boys and Girls Club | Hobbs, NM
- Broadmoor Elementary School | Hobbs, NM
- Carlsbad Early College High School | Carlsbad, NM
- Carlsbad Municipal Schools #3 | Carlsbad, NM
- Caton Middle School | Eunice, NM
- COH Effluent Reuse Project | Hobbs, NM
- CORE | Hobbs, NM
- Cotton Draw Substation | XCEL Energy
- Cottonwood Fire Station | Eddy County, NM
- Covenant Health Hobbs Hospital | Hobbs, NM
- Hobbs Generating Station | XCEL Energy
- City of Farmington Water Treatment Plant #1 | Farmington, NM
- Hobbs Municipal Schools Freshman Academy | Hobbs, NM
- Jafar Substation | XCEL Energy
- Hobbs Schools CTECH Building | Hobbs, NM
- Kiowa Substation | XCEL Energy
- La Huerta Fire Station | Eddy County
- Lea County Judicial Complex | Lea County, NM
- Loco Hills Fire Station | Eddy County, NM
- Loop Road Phase 1 | Eddy County, NM
- Murray Elementary School | Hobbs, NM
- NMDOT Augmentation On-Call | Statewide
- North Grimes Roadway Project | Hobbs, NM
- Old Cavern Road Reconstruction | Eddy County, NM
- Oxy USA Multiple Construction Projects | SE NM
- Pilot Travel Center | Hobbs, NM
- WIPP Fire Loop Improvements | Eddy County, NM
- WIPP S. Loop Bypass Road | Eddy County, NM

Computer Aided Drafting

With a broad base of clients, our team has experience and competence with AutoCAD, ArcGIS, Trimble Business Center, ERDAS Imagine, and Bentley MicroStation formats. We have significant hardware and software capabilities to work in the same native environment requested by our clients, eliminating the need to translate or provide compatible files. We routinely develop CAD deliverables in National CAD Standards (NCS) for many clientele. We work with various agencies and make sure to adhere to all applicable CAD/Drafting standards (such as NMDOT and AZDOT). As updates are issued from our clients in regards to their drafting standards and policies, our team will update our templates, maintaining our team's drafting standards to the latest standards published by the client or industry to ensure a standardized team for CAD deliveries in NCS. Our CAD manager will coordinate with the team for not only updating and maintaining these NCS standards but also for maintaining standardized feature code libraries. Prior to each deliverable review of the latest NCS standards will be included in our Quality Management Plan.

GIS Data Collection

The Pettigrew & Associates Team brings experience and knowledge to survey projects that require a GIS deliverable. Survey field crews and GIS staff are in constant communication during the course of the project. Database schemas and project specific attribution are developed prior to starting field work, and define survey collection feature coding. GIS is used to plan, execute and manage field survey projects. This includes regular data quality reviews and reporting on the progress of the project. Field survey methods are also recorded to develop project metadata. Our team is experienced in the acquisition of ancillary geospatial information from public, private, or client legacy datasets. This data is often used for QC or integration into project geodatabases as appropriate. We consult with our clients to implement database schemas and data formatting specifications for each project. This optimizes the data collection effort from the beginning and ensures the final geodatabase is prepared and organized to meet the client's needs. Daily field survey collections are thoroughly reviewed before being integrated into a comprehensive geodatabase. Attribute population is also reviewed for consistency and geodatabase graphics are used to monitor project milestones. Project metadata clearly outlines the coordinate system, survey collection methods, accuracy assessments, and GIS processes used for each project.

Professional Surveying



GIS/MAPPING SERVICES

Our in-house GIS/Mapping division can provide the following services:

- Database Design, Development and Maintenance
- Asset and Maintenance Management Systems
- GPS Location and Asset Inventory and Attribution
- Utility Mapping Creation and Updating
- Infrastructure Mapping
- Web Access to Database (public or private)

All your data in one place.

UTILITY LOCATION

Pettigrew utilizes Ground Penetrating Radar (GPR) technology to detect the reflected signals from subsurface structures. We can coordinate utility location and mapping and routing for even the most intricate pipeline projects. Our technology allows the user to review slices of the subsurface at different depths, displaying cables, pipes and other utilities in unprecedented clarity. Reports can be generated and delivered directly from the survey site. We utilize and coordinate for utility location the following equipment - RD 8000 Wand, RD 1500 Ground Penetrating Radar and Hydrovac Excavation Coordination.



Unmanned Aerial Surveying Services

Surveying Services

Our surveying staff includes Professional Surveyors licensed in New Mexico and several other states, as well as CFedS Certified Surveyors. Our field survey crews apply both extensive experience and the latest in surveying technology to perform surveying services in a precise and timely manner. Our team's streamlined site feasibility process ensures our clients' concepts and desires become reality. Our team has the ability to perform surveys with the latest in GPS, Robotic Total Stations, Small Unmanned Aerial Vehicles, Scanners and Ground Penetrating Radar technology. Examples include:

- ALTA/Boundary Survey
- Route Surveys
- Easement/ROW Surveys
- Ground Penetrating Radar (GPR) Services
- Construction Surveys
- Utility Surveys
- Topographic Surveys
- Design Surveys
- Control for Aerial and LiDar Surveys
- Plant Site Monumentation
- Subsidence Surveys
- Annexation Survey
- Inspection, Elevation and Improvement Survey
- Railroad Surveys
- Stream and Corridor Cross Sections
- Gradient Boundary Determination
- As-Built Surveys
- Geodetic Surveys

Aerial Services

Our team provides digital aerial photography for photogrammetric mapping and cost effective topographic mapping. We provide these services on projects of all sizes throughout the private and public sector.

Increased Accuracy

Ground control points are combined with aerial data providing extremely accurate and reliable results.

Saved Time and Cost

Large sites, hazardous sites and long streets and roads can be surveyed faster and more accurately.

Improved Data

sUAS cameras take a series of high-definition photos at different angles, creating millions of data points.

Improved Graphics and Videos

Visuals matter. The videos and photos from our sUAS's are a great resource during public outreach related to all kinds of projects.

Construction Materials Testing Management Approach

Quality assurance/quality control (QA/QC) consulting is about reducing uncertainty, maximizing quality, and confirming the requirements of the plans and specifications. While construction materials testing and QA/QC fees represent a small fraction of construction cost, the value provided can reduce project costs by preserving schedule and identifying materials or construction defects early. Our construction materials professionals and technicians achieve these goals for our clients by working as a true partner of the owner's or contractor's team. Our engineers and technicians engage fully in the construction process, proactively identifying issues to build quality into the final project. Having a committed owner's representative for quality assists you by identifying and solving problems on site, ideally preventing them before they occur. The expertise of our team allows us to not only solve QA/QC-related problems, but gives you unparalleled access to appropriate internal materials, geotechnical, environmental, and facilities resources to address a wide variety of issues immediately if needed. This responsiveness extends to our reporting: we turn around deviation reports within 24 hours so our clients have the information they need to make decisions quickly, and construction remains on schedule. Our Project Manager will be responsible to review each inspector's and technician's daily reports and to keep non-conformance logs up to date on a daily basis and communicate all inspection and test results daily to the designated Project Team members. We maintain a log of non-conformance items through to project completion and document when and how they were addressed. Laboratory testing is conducted in accordance with our in-house Laboratory Quality Control Manual and in general accordance with industry recognized laboratory standards and practices. Our lab is inspected and audited by multiple agencies and internally several times throughout the year.

Accreditations

Pettigrew & Associates' laboratory is accredited by the American Association of State Highway and Transportation Officials (AASHTO), and the United States Army Corps of Engineers. Laboratory personnel maintain the most up-to-date industry certifications to assure the highest levels of technical competency.



Construction Materials Engineering & Testing

Construction Materials Engineering

- Geotechnical Evaluation of Existing Soil Conditions for Design of Pavement Sections, Foundations, and Structures
- Feasibility Studies and Evaluations
- Material Pit Sourcing
- Design and Analysis of Superpave® Asphaltic Mixtures/Marshall Asphaltic Mixtures
- Design and Analysis of Portland Cement Concrete, Grout, Mortar, Masonry
- Specialized Design and Analysis of Flexible and Rigid Mixtures for DOE/WIPP, NMDOT, TxDot Projects, as well as Local Clients

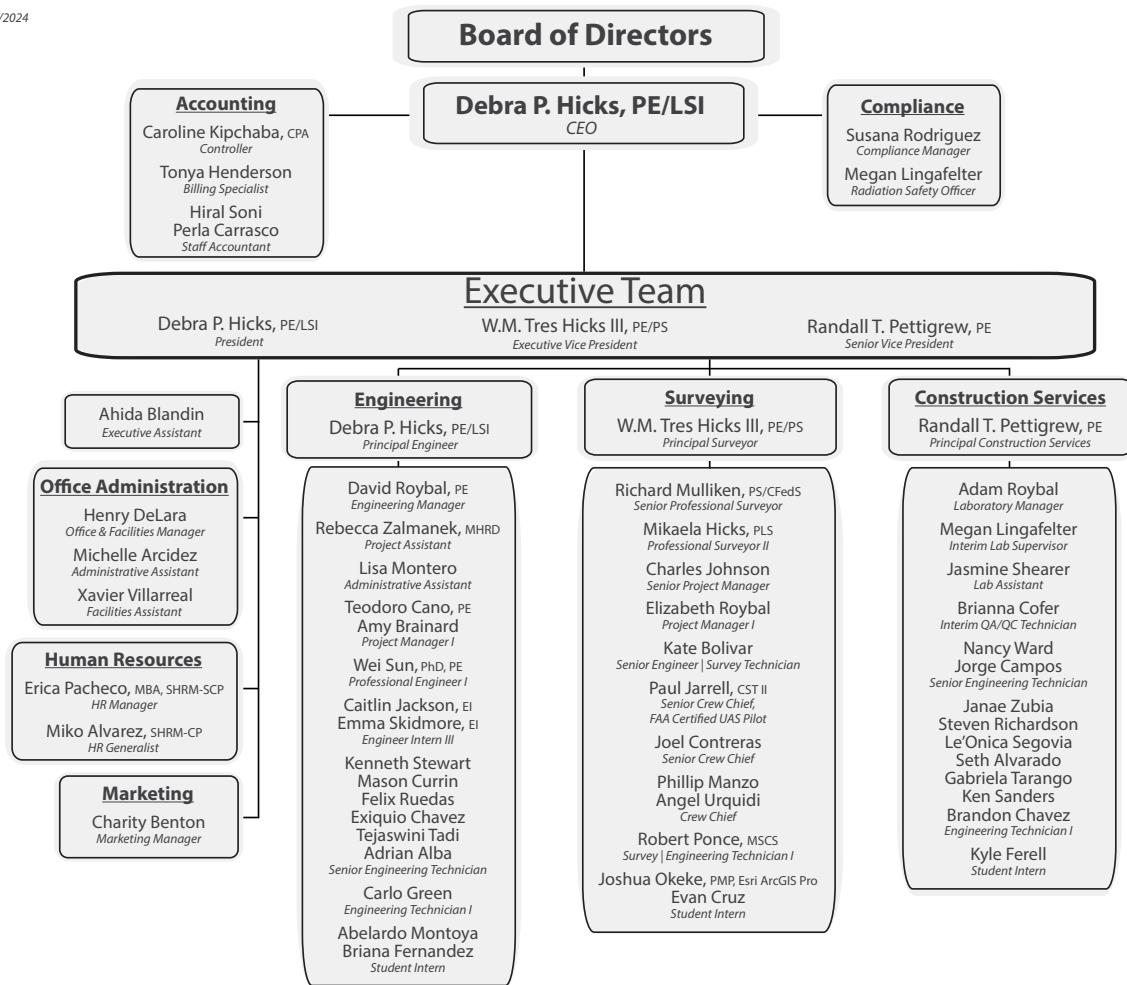
Construction Materials Testing

- Soils, Aggregates, Asphalt, Concrete
- Soil Resistivity Analysis
- Rebar/Bolt Pull Testing
- FF/FL - Floor Flatness/Floor Levelness
- Mortar, Grout
- Percolation Testing
- Corrosivity Testing
- Ultrasonic Testing
- Fireproofing Inspections (bond, thickness, joint system)
- Reinforced Steel Observations and Testing
- Ground Well Development



Capacity & Capability

11/12/2024



DEBRA P. HICKS, PE/LSI, PRESIDENT & CEO, PETTIGREW & ASSOCIATES P.A.



ROLE - Principal Engineer, Contract Management
YEARS EXPERIENCE - 44

Professional Engineer New Mexico 10871, Texas 79887, Kansas 15228, Arizona 75855
Bachelor of Science, Civil Engineering, New Mexico State University

Benefits to City of Lovington: Throughout her 44 year career, Mrs. Hicks has had various water and wastewater project management responsibilities, including preliminary design, applications for funds, subsurface investigations, geotechnical engineering, civil design, bidding and negotiating services, construction engineering, inspection, staking, and project closeout, as well as overall assistance with any permitting issues that may arise. She will serve as Contract Administrator and provide oversight for this contract. She is experienced with water rights issues in the area including water rights work with the City of Lovington.

Relevant Projects: City of Hobbs Effluent Reuse; City of Lovington New Well Field; Town of Monument Well Field & Transmission Line; Lea County Water NM 483 Water Line; URENCO USA Water Supply Line; Eunice Schools Multiple Projects; Hobbs Municipal Schools Career and Technical Education Center | Hobbs, NM 2020 -2022 (Principal Engineer)
Eunice Public Schools Caton Middle School | Eunice, NM 2020 - 2022 (Principal Engineer)



DAVID ROYBAL, PE, ENGINEERING MANAGER, PETTIGREW & ASSOCIATES P.A.

ROLE - Engineering Manager, Overall Project Manager
YEARS EXPERIENCE - 12

Professional Engineer New Mexico 23576
Bachelor of Science, Civil Engineering, New Mexico Institute of Mining and Technology

Benefits to City of Lovington: As a Professional Engineer and Pettigrew's Engineer Manager, Mr. Roybal oversees the engineering department, which includes oversight of the design of projects, checking calculations for earthwork, drainage, utilities, pavement design, geometric design, schedules of quantities and engineer's estimates. Mr. Roybal has recent experience with a very challenging well field and transmission system for Lovington, in addition to recent wastewater design experience in Eddy County and several water projects for the Village of Loving. His knowledge will save the City valuable time and money.

Relevant Projects: City of Eunice Water/Wastewater On-Call; City of Lovington Main Street Water Line; City of Hobbs Aerobic Digester; City of Hobbs Effluent Reuse Project; City of Hobbs Millen Drive Water Line Project; City of Hobbs Wastewater Treatment Plant Improvements; City of Lovington New Well Field Design - Wells 28,29,30; City of Lovington Water Meter Replacement; City of Jal GIS/Asset Management Services; City of Jal Water Meter Investigation and Mapping; Eddy County/City of Artesia York & Paris Street Sewer Improvements; Village of Loving Water System PER; Village of Loving 8" Water Line Installation Lincoln County On-Call Professional Engineering Services



W.M. TRES HICKS, PE/PS, EXECUTIVE VICE PRESIDENT, PETTIGREW & ASSOCIATES P.A.



ROLE - Principal Surveyor, Surveyor of Record, Water Rights
YEARS EXPERIENCE - 40

Professional Surveyor New Mexico 12348, Texas 5155, Kansas 1285, Oklahoma 1497
Professional Engineer New Mexico 10682
Bachelor of Science, Civil Engineering, New Mexico State University

Benefits to City of Lovington: Mr. Hicks is Principal Surveyor with over 40 years experience in surveying and civil engineering work with major infrastructure projects covering a wide range of expertise, including power plants, chemical and manufacturing plants, race tracks and casinos, office buildings, airport paving and lighting, arterial roads, highways, water and sewer systems, and major power transmission lines and substations. He has served as Project Engineer on works such as HIAP Well System, Monument Water System Improvements, San Jon Sewer System Improvements, Millen Drive Roadway Project, Baggett Drive Assessment District, and Marathon Road. He will oversee all surveying services for this project and manage work related to water rights.

Relevant Projects: Eastern New Mexico Rural Water Line; City of Hobbs Effluent Reuse; City of Jal GIS/Mapping Services; City of Hobbs Effluent Reuse Oversight; City of Hobbs IDIQ Contract (multiple water projects); Lea County Water NM 483 Water Line; URENCO USA Water Supply Line

| Name/Internal Title | Years Exp. | Education/Licenses/Certifications |
|---|------------|---|
| Debra P. Hicks, PE/LSI President & CEO, Principal Engineer, Owner | 45 | Bachelor of Science Civil Engineering, New Mexico State University Professional Engineer New Mexico 10871, Texas 79887, Kansas 15228, Arizona 75855, Survey Intern New Mexico 4264, Certified Public Works Inspector, PEC Basic 8 Hour Safety |
| W.M.Tres Hicks III, PE/PS, Executive Vice President, Principal Surveyor | 41 | Bachelor of Science Civil Engineering, New Mexico State University Professional Surveyor New Mexico 12348, Texas 5155, Kansas 285 Oklahoma 1497, Professional Engineer New Mexico 10682, H2S Safety Certification, MSHA Surface Safety Certification, PEC Basic 8 Hour Safety |
| Randall Pettigrew, PE, Principal Construction Services | 34 | Bachelor of Science Civil Engineering, New Mexico State University Professional Engineer Texas 101804 |
| David Roybal, PE Engineer Manager | 12 | Bachelor of Science Civil Engineering, New Mexico Institute of Mining and Technology Professional Engineer New Mexico 23576, NMDOT Tribal/Local Public Agency Certification, Storm Water Certified ACNM TTCP No. 2299856 |
| Teo Cano, PE Project Manager I | 21 | Bachelor of Science Civil Engineering, University of Texas El Paso Associates of Arts Civil Engineering, El Paso Community College Professional Engineer New Mexico 25207, Texas 134276 |
| Amy Brainard, Project Manager I (Geotechnical) | 12 | Bachelor of Science Civil Engineering, New Mexico State University Tensar Roadway Solutions Certification, PEC Basic 8 Hour Safety |
| Caitlin Jackson, EI, Engineer Intern III | 11 | Bachelor of Science Civil Engineering, University of Alabama at Birmingham Bachelor of Science Mathematics, Samford University Engineer Intern Alabama 17181 |
| Emma Skidmore, EI, Engineer Intern III | 5 | Bachelor of Science Bio-Systems Engineering, University of Arizona Engineer Intern Arizona 12874, OSHA 10-Hour Safety |
| Dr. Wei Sun, PE, PhD | 5 | Doctor of Philosophy Civil Engineering, New Mexico State University Master of Science Structural Engineering, North China University of Technology Bachelor of Science Civil Engineering, Hunan University Professional Engineer New Mexico 300200 H2S Safety Certification, MSHA New Miner Certification, PEC Basic 8 Hour Safety, OSHA 10-Hour Safety |
| Tejaswini Tadi, Senior Engineering Technician | 6 | Masters of Science Civil Engineering, Lamar University Bachelor of Technology Civil Engineering, J.N Technological University, India |
| Kenneth Stewart, Senior Engineering Technician | 10 | Associates of Science CADD, Robert Morris University |
| Mason Currin, Senior Engineering Technician | 2 | Bachelor of Science Geophysics, University of Texas Austin OSHA 10-Hour Safety, OXY Safety Orientation, PEC Basic 8 Hour Safety, Marathon Petroleum Safety Training Parts 1 and 2 |
| Felix Rudas, Senior Engineering Technician | 1 | Bachelor of Science Civil Engineering, University of Texas El Paso H2S Safety Certification, MSHA New Miner Certification, PEC Basic 8 Hour Safety, OSHA 10-Hour Safety |
| Adrian Alba, Senior Engineering Technician | 1 | Master of Science Civil Engineering, New Mexico State University Bachelor of Science Civil Engineering, New Mexico State University OSHA 10-Hour Safety H2S Safety Certification |
| Carlo Green, Engineering Technician I | 4 | Associates of Arts Graphics Design, Westwood College United States Marine Corps Veteran TTCP Drilled Shaft Inspection, H2S Safety Certification, MSHA New Miner Certification, PEC Basic 8 Hour Safety, OSHA 10-Hour Safety |

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| Richard Mulliken, PS, CFedS, Senior Survey Project Manager | 31 | Bachelor of Science Computer Science and Mathematics, Mesa State College Technical Certificate Advanced Surveying and Mapping, Denver Institute of Technology Professional Surveyor New Mexico 16873, Colorado 33201, Utah 9859024-2201, Arizona 77571, CFedS 1789, MSHA Surface and Underground Safety Certification, H2S Safety Certification, PEC Basic 8 Hour Safety |
| Mikaela Hicks, PLS, Professional Surveyor II | 6 | Bachelor of Science, Geomatics, New Mexico State University Bachelor of Arts, Strategic Communications, University of Central Oklahoma Professional Surveyor New Mexico 29417, Colorado 38824, Arizona 80097 H2S Safety Certification, CTSI Cybersecurity Training |
| Charles Johnson, Senior Survey Project Manager | 21 | Associates of Applied Science, New Mexico Junior College H2S Safety Certification, PEC Basic 8 Hour Safety, OXY Safety Orientation |
| Kate Bolivar, Senior Engineering/Survey Technician | 7 | Bachelor of Science Civil Engineering Technology, New Mexico State University PEC Basic 8 Hour Safety, OSHA 10-Hour Safety |
| Elizabeth Roybal, Senior GIS/Survey Technician | 10 | Bachelor of Science Earth and Environmental Science (Geology), New Mexico Institute of Mining & Technology Bachelor of Arts in Political Science, Western Carolina University ESRI Solving Infrastructure Challenges, ESRI Spatial Data Science, PEC Basic 8 Hour Safety, H2S Safety Certification, Oxy Safety Orientation |
| Paul Jarrell, CST II, Senior Crew Chief, FAA Certified UAS Pilot | 10 | Associates of Science Industrial Instruments Technologies, Louisiana Delta Community College NSPS Certified Survey Technician 0623-8024 FAA UAS Remote Pilot 4796149 PEC Basic 8 Hour Safety, H2S Safety Certification, Oxy Safety Orientation, Medic/First Aid/CPR Certification, OSHA HAZWOPER Training |
| Joel Contreras, Senior Crew Chief | 8 | H2S Safety Certification, PEC Basic 8 Hour Safety, Oxy USA Safety Orientation, OSHA 40-Hour HAZWOPER, MSHA Part 46 New Miner, MSHA Electrical Hazards, MSHA Emergency Evacuation and Fire Escape, MSHA Explosives, MSHA First Aid MSHA Ground Control, MSHA Hazard Communication, MSHA Health, MSHA Mandatory Health and Safety Standards, MSHA Prevention of Accidents, MSHA Self Rescue, MSHA Transportation Controls and Communications Systems, MSHA Video Blast Area Security, MSHA Characteristics of Berms, MSHA Dump Point Safety Stockpiles and Waste Piles, MSHA Dust Control |
| Phillip Manzo, Crew Chief | 7 | OSHA 10-Hour Safety H2S Safety Certification, MSHA Part 46 New Miner, |
| Angel Urquidi, Crew Chief | 2 | PEC Basic 8 Hour Safety, SafeLand Basic, H2S Safety Certification, Oxy Safety Orientation, Medic/First Aid/CPR Certification |
| Joshua Okeke, PMP, ESRI Arc GIS Pro | 2 | Master of Science Spatial Statistics, University of New Mexico Bachelor of Science Mathematics, Osun State University (Nigeria) Project Management Professional 3841877 ArcGIS Pro Professional 2201, ArcGIS Desktop Entry 19-001, OSHA 10-Hour Safety H2S Safety Certification |
| Adam Roybal, Laboratory Manager | 10 | Bachelor of Science Geophysics, New Mexico Institute of Mining and Technology TTCP Soils Certification; TTCP Aggregate Certification; TTCP Nuclear Moisture Density Gauge Certification; ACI Concrete Field Technician Grade I; ACI Aggregate Testing Technician Grade I; ACI Concrete Strength Testing Technician Grade I; H2S Safety Certification; PEC Basic 8 Hour Safety; WIPP Safety Training; ACNM Radiation Safety Officer Certificate of Training; ACI Concrete Laboratory Testing Technician Level I |
| Nancy Ward, Senior Engineering Technician | 12 | TTCP Soils Certification; TTCP Aggregate Certification; TTCP Hot Mix Certification; TTCP Nuclear Moisture Density Gauge Certification; ACI Concrete Field Technician Grade I; APWA Construction Inspection Certified; ACI Concrete Strength Testing Technician Grade I; H2S Safety Certification; PEC Basic 8 Hour Safety |
| Jorge Campos, Senior Engineering Technician | 7 | TTCP Soils Certification; TTCP Aggregate Certification; TTCP Hot Mix Certification; TTCP Nuclear Moisture Density Gauge Certification; ACI Concrete Field Technician Grade I; ACI Aggregate Base Testing; TTCP Drilled Shaft Inspection; MSHA Surface Safety Certification; WIPP Safety Training; PEC Basic 8 Hour Safety; H2S Safety Certification |
| Steven Richardson, Engineering Technician I | 3 | TTCP Nuclear Moisture Density Gauge Certification; ACI Concrete Field Technician Grade I, OSHA 10-Hour Safety H2S Safety Certification Oxy Safety Orientation |
| Janae Zubia, Engineering Technician I | 1 | APNGA Portable Nuclear Gauge Safety Certification, ACI Concrete Field Technician Grade I, OSHA 10-Hour Safety H2S Safety Certification, MSHA Part 46 New Miner, Marathon Petroleum Company General Orientation and Safety Part I&II, Oxy Safety Orientation |

Past Record of Performance



Hondo Senior Center | Hondo, NM 2021

Owner of Project: Lincoln County

Contact: Mr. Jeffrey Honeycutt, Road Superintendent 575.808.1390
j@lincolncountynm.gov

Original Bid Amount: \$940,005.00
Engineer's Estimate \$878,352.92
Final Project Cost: \$832,795.85
Original Scheduled Completion Date: April 20, 2021
Completion/Acceptance Date: April 28, 2021

Pettigrew & Associates provided the initial plan set for the CDBG grant application for funding for this important project in Lincoln County. The Hondo Senior Center is a new senior citizen facility located at Hwy 380 Mile Marker 107, Hondo, NM in Lincoln County. New construction consisted of approximately 3,200 SF of standard foundations, slab on grade and site work for substructure; relocation of existing kitchen equipment; screened and covered porch on west side; 150 SF entrance canopy; 1,400 LF walking/exercise path; solar water heating; paved ADA parking stall and compliant pathway; mobilization and demobilization; and related improvements.

Budget Methodology & Cost Control

The projects listed in the previous section demonstrate our team's past record of performance. We also listed a few additional example projects in this section.

Value Analysis / Value Engineering explores alternative ways of addressing the design to make it more cost effective and sustainable, while still achieving the owner's requirements, capital and operating budget and time frame. Value Engineering sessions involve representatives from the entire design team and each alternative is evaluated from functional, capital cost, planning, design, life cycle cost, and sustainability perspectives. Milestone estimates at predetermined stages in the design process are helpful to make sure the design remains on budget so there are no cost surprises after the design is finalized. Cost management is an integration of the client's needs, the project's budgetary constraints and the demands of the community. Pettigrew & Associates recognizes the importance of cost control. Carrying through cost control for the entire length of the project is critical - from conception to construction. Achievement of project internal control occurs through ongoing detailed review of progress and continuous comparison to the budget expended for each project task. The accomplishment of project cost accounting occurs through daily record keeping of labor hours and weekly input of direct cost items.

Quality & Schedule Control

Pettigrew & Associates conducts project progress cost and technical reviews on a weekly basis as a part of our Quality Assurance Program (QAP). The intention of the reviews is to ensure that the project meets timing and budget demands. We work with a number of local governments who are totally dependent upon grants to fund infrastructure improvements. Most of these communities do not have the fiscal capacity to support any overruns on projects which are in excess of grant funds received. In addition, if projects are not completed on a timely basis then the community cannot take advantage of the subsequent funding cycle to obtain funds for other needed improvements. The client benefits by having no surprises which strain their limited finances and by being able to put together projects year after year that improve their quality of life. We are proud of our past record in meeting deadlines, even on large fast-track projects. That being said, we also pride ourselves in being flexible with our clients and able to make client requested changes quickly and efficiently. We know - IT IS YOUR PROJECT. We track material costs up front and we work with contractors and our knowledgeable staff to work out the constructability of a project throughout the design process to ensure we will bring our project in budget. We believe, as our clients' design professionals, we need to be prepared for the inevitable question, "Can we do this?" Ultimately, we are focused on providing the City of Lovington with professional services that enhance the region. Our community connections, experience, education, and technological capabilities come together to provide clients with the best in design services value. Our team has well-defined programs for the control of production, project schedules, construction cost/budget, and quality. These processes have been refined and implemented into the daily routine of quality checks that help projects succeed.

Progress is reviewed on a regular basis with all members of the design team. The first estimate of a project is usually the most important one as it is the basis for many decisions moving forward, including Go/No Go. We believe in a thorough and detailed approach to create the most reliable initial estimate possible. We understand your project's success is riding on this estimate which, once approved, becomes your budget. With cost management we plan and control the project's expected cost, which are calculated while still in design phase and approved beforehand. This will allow the City to make more informed decisions earlier in the process, while the impact of making changes is minimal. We have established internal average unit bid prices from previous and current projects which we update regularly based upon consultation with local and regional contractors. In addition, we factor inflation fluctuations. Quantities are prepared internally and reviewed independently through our QA system. Our team will modify our proven Quality Management Plan (QMP) to meet the specific requirements of the contract.

Marathon Road | Lea County, NM 2020

Owner of Project: Lea County

Contact: Mr. Michael Gallagher, County Manager 575.396.2093
mgallagher@leacounty.net

Engineer's Estimate: \$4,553,138.81
Bid Amount: \$3,992,483.55
Final Project Cost: \$3,690,500.00
Original Scheduled Completion Date: May 2020
Final Completion/Acceptance Date: May 2020

Pettigrew & Associates provided design services for approximately eight miles of Marathon Road CR 27A. Reconstruction consisted of widening the existing 24 ft wide road to 32 ft wide including shoulders. The road connects NM 176 with US 62. Design included topographic survey for design, civil design plans, existing typical sections, proposed typical sections, length of project/design criteria, removal of structures and obstructions, final erosion control plan, plan and profile, civil details, control sheet, traffic control plan, sign face details, permanent signing and striping plan, drainage plan to modify existing structures, structure cross sections, utility plan, road cross sections, field verification, field review, quantities, specifications and bid documents.

REFERENCES

Lea County
Mr. Corey Needham, P.E., Assistant County Manager
575.396.8601 cneedham@leacounty.net
Dates of Service: 1965 to present

New Mexico Junior College
Dr. Charley Carroll, Director of Outside Plant
575.392.5018 ccarroll@nmjc.edu
Dates of Service: 1986 to present

Lincoln County
Mr. Jeffrey Honeycutt, Road Superintendent
575.808.1390 j@lincolncountynm.gov
Dates of Service: 2016 - 2021

Hobbs Municipal Schools
Mr. Gene Strickland, Superintendent
575.433.0100 stricklandg@hobbsschools.net
Dates of Service: 2008 to present

Kansas Street Improvements | Lea County, NM 2022

Engineer's Estimate: \$2,854,310.90
Bid Amount: \$2,526,040.75
Final Project Cost: \$2,575,000.00
Original Scheduled Completion Date: August 2022
Final Completion/Acceptance Date: October 2022 (county handled all construction administration)

Phase I included 1.1 miles between Davis Lane and Grimes Street including analyzing tie-ins to approximately 42 existing driveways, alleys and minor side roads, four-way county road intersections and three-way county road intersections, as well as drainage improvements to three intersections. Phase II of the project between NM18/Lovington Highway and Davis Lane, approximately 2.3 miles and included analyzing tie-ins to approximately 62 existing driveways, one minor side road, four-way county road intersections, and eight three-way county road intersections, as well as drainage improvements to Kansas and World Drive intersection. Phase III of the project includes civil design between Grimes Street/Knowles Road and NM132/Dal Paso Street, approximately 1.0 miles including analyzing tie-ins to approximately 27 existing driveways, one minor side road, one four-way county road intersections, and three three-way county road intersections. Much of this section of road is within or adjacent to a Regulatory Floodway, Zone AE with BFE, and Zone X flood zones. The project also includes geotechnical engineering, topographic and right of way surveys and construction services.

Familiarity with Contracting Agency

City of Lovington Project History

Pettigrew & Associates has provided professional engineering and surveying services in southeastern New Mexico since 1965. We have worked with the City of Lovington for over 40 years. The firm's strong ties to the communities in the region on a business and personal level coupled with comprehensive experience on civil engineering projects for local governmental entities have provided a unique insight critical to understanding the concerns and goals of the local clientele, along with the demands on and limits of the infrastructure system. This knowledge and awareness has enabled us to continue to provide high quality engineering services to our clients.

We are a local engineering, surveying and construction services firm. Our previous experience on similar projects and a thorough understanding of local conditions will be advantageous to the City of Lovington. Through our extensive community roots and long history in New Mexico, we have developed invaluable ties in the educational, economic development, and governmental arenas, which allow us to stay abreast of proposed legislation, community projects, and various funding opportunities. A sample of our recent experience directly for the City of Lovington follows.

- Central Avenue And Main Drainage
- Deardruff And Main Intersection
- Water Utility Master Plan
- Capital Outlay Main Street Improvements
- Elevated Water Tower
- Utility Easement W Washington/NMDOT Main
- Lovington Animal Shelter
- ADA Transition Plan Update
- 9Th St - Ave D To Ave K: Po26074
- Baseball & Softball Field Lighting
- Elevated Water Tower
- Lovington Water System Improvements
- TPF Overlay Projects
- Jackson Ave 9Th to 17Th Street
- Lovington Cemetery Expansion
- Jackson Street
- Dencoe Subdivision 2020
- Commercial Street
- LGRF 2020 Application
- Jackson Mill & Overlay
- 17Th Street Phase II
- Lovington Annexation
- Jackson Street Grant Applications
- Ave D & Main St - Traffic Control Plan
- Resthaven Cemetery
- Main Street (NM 18) Waterline: Po 2019-0328
- 17Th Street Waterline Improvement: 2019-0433
- Smokin' On The Plaza
- Police Department Parking Lot
- Love Street & Washington Street Improvements
- CDBG Sidewalk Improvements 2016
- 17Th St - Jefferson To Dogwood
- Polk Street Improvements
- Police Storage Yard: Po 2017-3292
- Washington St Improvements
- Street Dept & Convenience Station Fence

Work to be Done in New Mexico

Pettigrew & Associates commits that all work will be done in New Mexico.

Current Volume of Work Not 75% Complete

Pettigrew & Associates has the City of Lovington East Washington Ave. project that is 55% completed. We have invoiced \$45,0385.63

Construction Management Experience



Pettigrew & Associates was one of the first firms selected to provide contractual Construction Management Services for NMDOT. The project was a bridge replacement in Capitan, New Mexico on NM 48. We understand the dynamic environment of construction projects. Our team excels at bringing the design package from the document phase to the completed installation. With our highly experienced team of engineers and technicians, Pettigrew & Associates provides construction services to facilitate the successful completion of projects. Recent construction management/construction observation/construction inspection experience includes the following:

City of Farmington Water Treatment Plant | Farmington, NM 2024 - present

Pettigrew & Associates is providing full-time on-site construction management of the City of Farmington's wastewater treatment plant's major improvements. Work includes project management, inspection, coordination and reporting. It has included soil, asphalt, and concrete testing. This \$27 million phase of the project will be completed in 2025. Project Manager responsibilities were focused on construction coordination including submittal review, RFI review, construction progress monitoring, coordination with construction inspectors, stakeholder coordination and quality assurance.

- Mescalero Schools New School Project Management | Mescalero, NM
- 17th Street Reconstruction | Lovington, NM
- 7th Street Reconstruction | Lovington, NM
- 9th Street Reconstruction | Lovington, NM
- AGE Complex | Lovington, NM
- Artesia Bridge Replacement | Southwestern Rail
- Bel Aire Shopping Center | Hobbs, NM
- Boys and Girls Club | Hobbs, NM
- Broadmoor Elementary School | Hobbs, NM
- Carlsbad Early College High School | Carlsbad, NM
- Carlsbad Municipal Schools #3 | Carlsbad, NM
- Caton Middle School | Eunice, NM
- COH Effluent Reuse Project | Hobbs, NM
- CORE | Hobbs, NM
- Cotton Draw Substation | XCEL Energy
- Cottonwood Fire Station | Eddy County, NM
- Covenant Health Hobbs Hospital | Hobbs, NM
- Hobbs Generating Station | XCEL Energy
- Hobbs Municipal Schools Freshman Academy | Hobbs, NM
- Jafar Substation | XCEL Energy
- Hobbs Schools CTECH Building | Hobbs, NM
- Kiowa Substation | XCEL Energy
- La Huerta Fire Station | Eddy County
- Lea County Judicial Complex | Lea County, NM
- Loco Hills Fire Station | Eddy County, NM
- Loop Road Phase 1 | Eddy County, NM



Experience With Startup Assistance to the Owner of New Facilities



Our approach to customer support and service focuses on exceeding client expectations and maintaining open communication. We take pride in our flexibility and ability to swiftly implement client-requested changes. We understand that it's your project, and we are committed to ensuring its success. Effective communication and understanding are the keys to our approach.

Throughout the project, a single point of contact will be available for the City of Lovington, with additional support as needed. After the project's completion, we aim to proactively address any potential issues, and our Warranty Promise guarantees that any issues are promptly resolved.

During the post-construction phase, we remain engaged and committed to addressing any outstanding items, ensuring your satisfaction. We schedule an 11-month walk-through of your project to address any concerns and provide necessary support. We stand behind our work with a warranty promise for every project, from start to finish.

Following project completion, our clients receive a final set of as-built drawings and updated specifications. For civil infrastructure projects, we provide O&M training, including a review of closeout documents and support for any specialized training requirements.

As we believe that the success of a new infrastructure's installation and operation hinges on the initial planning stage, we prioritize the client's ability to operate and maintain the new facility. This includes ensuring access to necessary training and resources. For grant-funded projects, we prepare a comprehensive operations and maintenance manual containing technical specification information and detailed system operation descriptions. This resource is provided in both hard copy and electronic format for future reference and training purposes.

Our team is committed to training and instructing Lovington staff and operators during inspection and startup operations, ensuring the effectiveness of the operational procedures for the future. We are dedicated to being a reliable partner throughout the entire process, from initial planning to post-construction support.

Capacity and Capability of the Consultant to Provide Strategies to Assist in Meeting Owner's Construction Time Frame



Pettigrew & Associates works with a number of local government agencies who are totally dependent upon grants to fund infrastructure improvements. Most of these entities do not have the fiscal capacity to support any over-runs on projects which are in excess of grant funds received. In addition, if projects are not completed on a timely basis then the community cannot take advantage of the subsequent funding cycle to obtain funds for other needed improvements. The community benefits by having no surprises which strain their limited finances and by being able to put together projects year after year that improve their quality of life. We are proud of our past record in meeting deadlines, even on large fast-track projects. We are excited for the opportunity to work in and further enhance this wonderful community.

History of Past Performance



We have addressed past performance with the requested dollar amounts in our previous project descriptions throughout this response.

History of Claims



The Pettigrew & Associates Team has no claims to report. We pride ourselves in adhering to strict construction management practices and open communication with owners and contractors. We strive to eliminate claim potential by providing thorough construction documents through our quality review process. During construction, the construction inspector keeps a daily log of quantities placed to compare against the design plan quantities. The contractor's monthly pay application is reviewed for accuracy by the construction representative, project engineer, project manager and administrative assistant prior to submittal to the client or funding agency. On a monthly basis the scheduled construction days remaining are compared to the days used and the contractor is notified immediately if the project is behind schedule. Projects completed on schedule are more likely to finish within the allowable budget.

I. Resident Business Certificate



STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT BUSINESS CERTIFICATE

Issued to: PETTIGREW ASSOCIATES, P.A.

DBA: PETTIGREW ASSOCIATES, P.A.
100 E NAVAJO DR STE 100
HOBBS, NM 88240-9309

Expires: 19-Sep-2026

Certificate Number:

L0554136176


Stephanie Schaefer Clarke
Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE

II. Campaign Contribution Disclosure Form



"Prospective contractor" means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any:

(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By:

Relation to Prospective Contractor:

Date Contribution(s) Made:

Amount(s) of Contribution(s)

Nature of Contribution(s)

Purpose of Contribution(s)

(Attach extra pages if necessary)


Signature

November 13, 2024

Date

President & CEO

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)



PETTIGREW

& ASSOCIATES PA

ENGINEERING | SURVEYING | CONSTRUCTION SERVICES

DEFINING QUALITY SINCE 1965

100 E. Navajo Drive
T 575 393 9827

Suite 100
F 575 393 1543

Hobbs, NM 88240
Pettigrew.us

RESOLUTION 2024-112

APPROVE RFP FOR DESIGN OF ADA SIDEWALKS AND RAMPS ON S 2ND STREET FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM GRANT

**PROJECT No. 23-C-NR-I-03-G-03
RFP 2025-01**

WHEREAS, the City of Lovington was awarded the Community Development Block Grant (CDBG), Project No. 23-C-NR-I-03-G-03 by the State of New Mexico Department of Finance (DFA) to make neighborhood improvements; and

WHEREAS, the City of Lovington and the State of NM DFA will enter into a grant agreement under the CDBG program to design and construct ADA ramps and sidewalks on 2nd St from Ave D to Central; and

WHEREAS, the RFP (Request for Proposal) for Design Professional Services was issued on October 31st, 2024 proposals were due on November 14, 2024 at 10am, were evaluated by the RFP Committee on November 18, 2024, and

WHEREAS, Pettigrew and Associates PA submitted a qualify proposal for the project design, with and evaluation score of 250 out of possible 285.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LOVINGTON, NEW MEXICO, that the City of Lovington approves the award of RFP 2025-01 to Pettigrew and Associates PA for the Community Development Block Grant (CDBG) program, Project No. 23-C-NR-I-03-G-03.

APPROVED THIS 25TH DAY OF NOVEMBER, 2024

City of Lovington New Mexico

Howard Roberts, Mayor

ATTEST:

Shannon Lester, City Clerk



Lovington, NM

Expense Approval Report

By Vendor Name

Payment Dates 11/11/2024 - 11/18/2024

| Vendor Name | Description (Item) | Amount |
|--|--------------------------------------|-----------------|
| Vendor: 10006 - 4River Equipment | | |
| 4River Equipment | Parks-service being done on t... | 2,900.84 |
| Vendor 10006 - 4River Equipment Total: | | 2,900.84 |
| Vendor: 10205 - Audie's Copier Repair Service | | |
| Audie's Copier Repair Service | COPIER MAINTENANCE | 51.67 |
| Audie's Copier Repair Service | finance- copier maint contract | 677.36 |
| Audie's Copier Repair Service | utilities billing office copier ma.. | 766.91 |
| Audie's Copier Repair Service | utilities billing office copier ma.. | 766.90 |
| Audie's Copier Repair Service | finance copier maintenance c... | 196.78 |
| Vendor 10205 - Audie's Copier Repair Service Total: | | 2,459.62 |
| Vendor: 13741 - AutoZone Stores, Inc | | |
| AutoZone Stores, Inc | Parks- new battery and wipers | 133.99 |
| Vendor 13741 - AutoZone Stores, Inc Total: | | 133.99 |
| Vendor: 13936 - Battle Energy Services | | |
| Battle Energy Services | WW SAFETY HARNESES | 2,999.63 |
| Vendor 13936 - Battle Energy Services Total: | | 2,999.63 |
| Vendor: 10264 - Ben E Keith Amarillo | | |
| Ben E Keith Amarillo | SC-food for meals/supplies-FF | 18.18 |
| Ben E Keith Amarillo | SC-food for meals/supplies-FF | 30.30 |
| Ben E Keith Amarillo | SC-food for meals/supplies-FF | 52.53 |
| Ben E Keith Amarillo | SC-food for meals/supplies-FF | 86.66 |
| Ben E Keith Amarillo | SC-food for meals/supplies-FF | 144.43 |
| Ben E Keith Amarillo | SC-food for meals/supplies-FF | 250.35 |
| Vendor 10264 - Ben E Keith Amarillo Total: | | 582.45 |
| Vendor: 10309 - Bob's Thriftway | | |
| Bob's Thriftway | YC- Food for After-School prog... | 101.65 |
| Bob's Thriftway | SC-food for meal/supplies/NSI... | 113.37 |
| Bob's Thriftway | SC-food for meal/supplies/NSI... | 65.41 |
| Bob's Thriftway | SC-food for meal/supplies/NSI... | 39.24 |
| Bob's Thriftway | YC- Food for After-School prog... | 56.69 |
| Bob's Thriftway | SC-food for meals-FF | 6.89 |
| Bob's Thriftway | SC-food for meals-FF | 11.94 |
| Bob's Thriftway | SC-food for meals-FF | 4.14 |
| Bob's Thriftway | YC- Food for After-School prog... | 22.39 |
| Bob's Thriftway | SC-food for meals-FF | 51.21 |
| Bob's Thriftway | SC-food for meals-FF | 88.77 |
| Bob's Thriftway | SC-food for meals-FF | 30.73 |
| Bob's Thriftway | gatorades | 42.44 |
| Bob's Thriftway | Street,waters coffee | 88.96 |
| Bob's Thriftway | SC-food for meals-FF | 41.87 |
| Bob's Thriftway | SC-food for meals-FF | 120.96 |
| Bob's Thriftway | SC-food for meals-FF | 69.79 |
| Bob's Thriftway | Water- bottled water | 73.44 |
| Bob's Thriftway | SC-food for meals-FF | 36.11 |
| Bob's Thriftway | SC-food for meals-FF | 60.18 |
| Bob's Thriftway | SC-food for meals-FF | 104.31 |
| Bob's Thriftway | SC-food for meals-FF | 106.89 |
| Bob's Thriftway | SC-food for meals-FF | 61.66 |
| Bob's Thriftway | SC-food for meals-FF | 37.00 |
| Vendor 10309 - Bob's Thriftway Total: | | 1,436.04 |

Expense Approval Report

Payment Dates: 11/11/2024 - 11/18/2024

| Vendor Name | Description (Item) | Amount |
|---|------------------------------------|-------------------|
| Vendor: 15088 - COLLEGE AVE ANIMAL CLINIC | | |
| COLLEGE AVE ANIMAL CLINIC | APS Tests and vaccines (Dr Phil.. | 1,230.00 |
| Vendor 15088 - COLLEGE AVE ANIMAL CLINIC Total: | | 1,230.00 |
| Vendor: 14857 - DBA ALLIED INFORMATION MANAGEMENT | | |
| DBA ALLIED INFORMATION M... | Ambulance-Medical Waste | 767.00 |
| Vendor 14857 - DBA ALLIED INFORMATION MANAGEMENT Total: | | 767.00 |
| Vendor: 15050 - EMS MANAGEMENT & CONSULTANTS, INC | | |
| EMS MANAGEMENT & CONSU... | Ambulance-Billing PMT | 6,477.85 |
| Vendor 15050 - EMS MANAGEMENT & CONSULTANTS, INC Total: | | 6,477.85 |
| Vendor: 14625 - EVERSOLVE TECHNOLOGIES | | |
| EVERSOLVE TECHNOLOGIES | SCADA and antenna - Well 15 | 1,089.34 |
| EVERSOLVE TECHNOLOGIES | SCADA and antenna - Well 15 | 350.66 |
| EVERSOLVE TECHNOLOGIES | SCADA and antenna - Well 15 | 1,147.33 |
| EVERSOLVE TECHNOLOGIES | SCADA and antenna - Well 15 | 369.34 |
| Vendor 14625 - EVERSOLVE TECHNOLOGIES Total: | | 2,956.67 |
| Vendor: 13880 - First American Title Insurance Company | | |
| First American Title Insurance... | 101 south east street purchase | 183,235.88 |
| Vendor 13880 - First American Title Insurance Company Total: | | 183,235.88 |
| Vendor: 10971 - General Welding Supply | | |
| General Welding Supply | Cylinder Rentals - various | 57.00 |
| General Welding Supply | Cylinder Rentals - various | 38.00 |
| Vendor 10971 - General Welding Supply Total: | | 95.00 |
| Vendor: 10997 - Goldstar Products Inc. | | |
| Goldstar Products Inc. | Street,Adhesive for cold mix | 697.40 |
| Vendor 10997 - Goldstar Products Inc. Total: | | 697.40 |
| Vendor: 11100 - High Plains Refrigeration, Inc | | |
| High Plains Refrigeration, Inc | Fire-Ice Machine Rental | 200.00 |
| Vendor 11100 - High Plains Refrigeration, Inc Total: | | 200.00 |
| Vendor: 15016 - J & J RENTALS LLC | | |
| J & J RENTALS LLC | Parks- service the portable toi... | 149.80 |
| Vendor 15016 - J & J RENTALS LLC Total: | | 149.80 |
| Vendor: 11477 - Lea County Electric | | |
| Lea County Electric | ELECTRIC BILL-CTY HALL | 756.69 |
| Lea County Electric | ELECTRIC BILL-PRKS | 2,824.55 |
| Lea County Electric | ELECTRIC BILL-POOL | 80.00 |
| Lea County Electric | ELECTRIC BILL-MUSM | 386.22 |
| Lea County Electric | ELECTRIC BILL-LIB | 633.20 |
| Lea County Electric | ELECTRIC BILL-AC | 403.25 |
| Lea County Electric | ELECTRIC BILL-POL | 2,208.95 |
| Lea County Electric | ELECTRIC BILL-FIRE | 1,040.04 |
| Lea County Electric | ELECTRIC BILL-HC | 711.70 |
| Lea County Electric | ELECTRIC BILL-STRT | 11,886.18 |
| Lea County Electric | ELECTRIC BILL-DENTON | 921.27 |
| Lea County Electric | ELECTRIC BILL-MVD | 430.94 |
| Lea County Electric | ELECTRIC BILL-CEM | 133.37 |
| Lea County Electric | ELECTRIC BILL-YC | 940.15 |
| Lea County Electric | ELECTRIC BILL-SNR.CIT | 847.23 |
| Lea County Electric | ELECTRIC BILL-WAT | 21,405.60 |
| Lea County Electric | ELECTRIC BILL-SW | 11,527.86 |
| Lea County Electric | ELECTRIC BILL-WW | 146.11 |
| Vendor 11477 - Lea County Electric Total: | | 57,283.31 |
| Vendor: 11492 - LINDA WESTALL TAYLOR DVM | | |
| LINDA WESTALL TAYLOR DVM | APS- 10-22 | 1,003.13 |
| Vendor 11492 - LINDA WESTALL TAYLOR DVM Total: | | 1,003.13 |

Expense Approval Report

Payment Dates: 11/11/2024 - 11/18/2024

| Vendor Name | Description (Item) | Amount |
|---|-------------------------------------|-------------------|
| Vendor: 11529 - LOCKIN STITCH EMBROIDERY | | |
| LOCKIN STITCH EMBROIDERY | YC- Staff Jacket and long sleeve... | 541.86 |
| Vendor 11529 - LOCKIN STITCH EMBROIDERY Total: | | 541.86 |
| Vendor: 11544 - Lovington Auto Supply | | |
| Lovington Auto Supply | Supplies | 4.74 |
| Lovington Auto Supply | Water- Supplies | 301.99 |
| Lovington Auto Supply | Police 11/1-11/30 Supplies for... | 346.48 |
| Lovington Auto Supply | Fire-212 K12 | 39.82 |
| Vendor 11544 - Lovington Auto Supply Total: | | 693.03 |
| Vendor: 11564 - Lovington Tire Service, Inc. | | |
| Lovington Tire Service, Inc. | Street,flat on backhoe 310G | 35.75 |
| Vendor 11564 - Lovington Tire Service, Inc. Total: | | 35.75 |
| Vendor: 11853 - New Mexico Municipal League | | |
| New Mexico Municipal League | Registration Fee-Budget Confe... | 250.00 |
| New Mexico Municipal League | Registration Fee-Budget Confe... | 250.00 |
| Vendor 11853 - New Mexico Municipal League Total: | | 500.00 |
| Vendor: 11862 - New Mexico Self Insurers Fund | | |
| New Mexico Self Insurers Fund | Fin-Volunteers Permium | 559.00 |
| Vendor 11862 - New Mexico Self Insurers Fund Total: | | 559.00 |
| Vendor: 12009 - P & D Petroleum, Inc | | |
| P & D Petroleum, Inc | Police P&D Petroleum Inc. Oct... | 5,465.48 |
| P & D Petroleum, Inc | Water- Fuel for October | 2,516.71 |
| P & D Petroleum, Inc | P&Z fuel for work truck | 38.75 |
| Vendor 12009 - P & D Petroleum, Inc Total: | | 8,020.94 |
| Vendor: 12133 - Pro-Treat LLC | | |
| Pro-Treat LLC | Parks- mower getting serviced... | 713.57 |
| Vendor 12133 - Pro-Treat LLC Total: | | 713.57 |
| Vendor: 12190 - Ram Software Systems | | |
| Ram Software Systems | Ambulance-Aim Software | 309.00 |
| Vendor 12190 - Ram Software Systems Total: | | 309.00 |
| Vendor: 12488 - Staples Advantage | | |
| Staples Advantage | Stapler and Tape holder | 29.27 |
| Staples Advantage | IT - Grant Staples City Hall | 159.99 |
| Staples Advantage | Police Office Supplies | 269.62 |
| Vendor 12488 - Staples Advantage Total: | | 458.88 |
| Vendor: 12555 - SYSCO West Texas, Inc. | | |
| SYSCO West Texas, Inc. | SC-food for meals/supplies/NS... | 6.50 |
| SYSCO West Texas, Inc. | SC-food for meals/supplies/NS... | 262.38 |
| SYSCO West Texas, Inc. | SC-food for meals/supplies/NS... | 437.30 |
| SYSCO West Texas, Inc. | SC-food for meals/supplies/NS... | 757.97 |
| SYSCO West Texas, Inc. | SC-food for meals/supplies/NS... | 698.14 |
| Vendor 12555 - SYSCO West Texas, Inc. Total: | | 2,162.29 |
| Vendor: 12767 - Uline | | |
| Uline | Street,bumpers for jefferson al.. | 754.13 |
| Vendor 12767 - Uline Total: | | 754.13 |
| Vendor: 12919 - Waste Management of New Mexico | | |
| Waste Management of New ... | WW - Sludge and waste remo... | 1,297.96 |
| Vendor 12919 - Waste Management of New Mexico Total: | | 1,297.96 |
| Vendor: 12929 - Watson Truck & Supply | | |
| Watson Truck & Supply | street,watson PTO for water t... | 5,106.09 |
| Vendor 12929 - Watson Truck & Supply Total: | | 5,106.09 |
| Grand Total: | | 285,761.11 |

Report Summary

Fund Summary

| Fund | Payment Amount |
|-----------------------------------|-------------------|
| 101 - General Fund | 43,083.27 |
| 110 - Motor Vehicle | 482.61 |
| 116 - Cemetery | 175.81 |
| 217 - Special Recreation | 1,662.74 |
| 219 - Sr Citz Multi Purpose Grant | 3,944.30 |
| 220 - NSIP | 698.14 |
| 301 - Capital Projects | 183,395.87 |
| 501 - Water Fund | 27,306.06 |
| 505 - WasteWater | 17,458.46 |
| 509 - Ambulance | 7,553.85 |
| Grand Total: | 285,761.11 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|---------------------------------|----------------|
| 101-1000-47040 | Employee Training | 250.00 |
| 101-1010-46010 | Supplies-Office,Field,Edu... | 29.27 |
| 101-1010-47040 | Employee Training - Legis.. | 250.00 |
| 101-1210-45900 | Other Contractual Servic... | 874.14 |
| 101-1210-47060 | Insurance/Bonds-Non-E... | 559.00 |
| 101-1210-47160 | Utilities | 756.69 |
| 101-1220-43030 | Transportation gas, oil e... | 38.75 |
| 101-1400-44040 | Rep/Maint:Equipment/V... | 3,748.40 |
| 101-1400-45030 | Professional Services - P... | 149.80 |
| 101-1400-46010 | Supplies-Office,Field,Edu... | 38.00 |
| 101-1400-47160 | Utilities - Parks | 2,824.55 |
| 101-1430-47160 | Utilities - Swimming Pool | 80.00 |
| 101-1440-47160 | Utilities | 386.22 |
| 101-1620-47160 | Utilities | 633.20 |
| 101-1660-45033 | Veterinary Services - Vet... | 1,003.13 |
| 101-1660-46900 | Veterinary Supplies | 1,230.00 |
| 101-1660-47160 | Utilities | 403.25 |
| 101-1953-43030 | Transportation (Gas,Oil,E... | 5,811.96 |
| 101-1953-46010 | Supplies-Office,Field,Edu... | 269.62 |
| 101-1953-47160 | Utilities - Police Dept. | 2,208.95 |
| 101-2000-44040 | Rep/Maint:Equipment/V... | 39.82 |
| 101-2000-47140 | Subscriptions & Dues - Fi... | 200.00 |
| 101-2000-47160 | Utilities | 1,040.04 |
| 101-2002-47160 | Utilities - Troy J. Harris C... | 711.70 |
| 101-2160-44030 | Rep/Maint:Grounds/Ro... | 1,451.53 |
| 101-2160-44040 | Rep/Maint:Equipment/V... | 5,141.84 |
| 101-2160-46010 | Supplies-Office,Field,Edu... | 145.96 |
| 101-2160-47160 | Utilities | 11,886.18 |
| 101-2235-47160 | Utilities - Denton Building | 921.27 |
| 110-1012-44020 | Maintenance:Contracts | 51.67 |
| 110-1012-47160 | Utilities | 430.94 |
| 116-1640-46010 | Supplies-Office,Field,Edu... | 42.44 |
| 116-1640-47160 | Utilities - Cemetery | 133.37 |
| 217-2150-46010 | Supplies-Office,Field,Edu... | 180.73 |
| 217-2150-46040 | Uniform Expense | 541.86 |
| 217-2150-47160 | Utilities - Special Recreat... | 940.15 |
| 219-1610-46901 | Kitchen Supplies | 107.51 |
| 219-1610-46902 | Raw Food Senior Citizen ... | 2,989.56 |
| 219-1610-47160 | Utilities - Senior Citizen ... | 847.23 |
| 220-1610-46903 | Nutritional-N.S.I.P.-Raw ... | 698.14 |
| 301-1000-48010 | Bldg/Structure - Outlay -... | 183,235.88 |
| 301-2400-45030 | Professional Services - C... | 159.99 |
| 501-1210-45900 | Other Professional Contr... | 766.91 |

Account Summary

| Account Number | Account Name | Payment Amount |
|---------------------|------------------------------|-------------------|
| 501-2125-43030 | Transportation (Gas,Oil,E... | 2,516.71 |
| 501-2125-46010 | Supplies-Office,Field,Edu... | 2,616.84 |
| 501-2125-47160 | Utilities | 21,405.60 |
| 505-1210-45900 | Other Contractual Servic... | 766.90 |
| 505-2130-45030 | Professional Services - ... | 720.00 |
| 505-2130-46025 | Wastemanagement WW | 1,297.96 |
| 505-2130-46030 | Safety Equipment - Was... | 2,999.63 |
| 505-2130-47160 | Utilities - Waste Water | 11,673.97 |
| 509-2010-45100 | Software Contract - Am... | 309.00 |
| 509-2010-45940 | Billing Company - Fees | 6,477.85 |
| 509-2010-47140 | Subscriptions & Dues - ... | 767.00 |
| Grand Total: | | 285,761.11 |

Project Account Summary

| Project Account Key | Payment Amount |
|------------------------------------|-------------------|
| **None** | 98,570.03 |
| FY18CONG | 562.81 |
| FY18HD | 1,607.09 |
| FY18MULTI | 927.17 |
| FY18NSIP | 698.14 |
| H3051 | 159.99 |
| Lea County Veterans Memorial 24-25 | 183,235.88 |
| Grand Total: | 285,761.11 |