SELECTION ADVISORY COMMITTEE
MEETING MINUTES

April 18, 2019
700 N. Main Street, Third Floor, Room 3138, Las Cruces, NM

PERMANENT SAC MEMBERS PRESENT: Sonya Delgado, Director Parks and Recreation
David Maestas, Director, Public Works
William Studer, Chair, ACM

PERMANENT SAC MEMBERS ABSENT: Lynn Gallagher, Director, Quality of Life

SAC ALTERNATES PRESENT: Rebecca Slaughter, Quality of Life

CITY STAFF PRESENT: Donny Prosise, Purchasing
Kelly Covert, Purchasing
José Cardona, Purchasing
Sreederi Mohanraj, Public Works

OTHER EVALUATORS PRESENT: Arturo Gonzalez, ECM

1. Meeting called to order at 10:06 AM
2. Approval of Minutes from 4/4/19 and 4/11/19
   Moved: David Maestas        Seconded: Rebecca Slaughter    Approved: 3-0
3. Chair read the Closed Meeting Statements for April 4, 2019 and April 11, 2019.

4. Review of RFP 18-19-120, East Mesa Recreation Complex
   Comments/Suggestions:
   Page 1: remove line for terms and conditions
   remove sample contract between vendor and architect
   Page 3: fill in due date and time
   Page 4: 2.1-Project Design- Change 'section' to 'program' throughout document.
   Page 5: 2.2 B- remove ( ) from 'including public input'.
   2.2 E- add ECM International after City staff.
   2.2 D- add 'public input meetings after 'planning'
   2.3- Change Facilities Management 'Section' to ‘Program’
   *Architectural does not to be capitalized throughout the document.
Page 6: 3.2- Basic Services- d- add Development Services
Delete AIA verbiage.

Page 7: Section 4 Technical Proposal Content-4.1- remove ‘refer to submittal checklist’

Page 8: f- add ‘Matrix three is to be included in the Technical Proposal section of your submittal’
**in the Matrix- change (A / D) to A / B). Add to instructions related to Preferences- Preference documents must be included with the Technical Proposal for consideration’

Page 9: remove wording for technical proposal in item 4, last statement.

Page 10: Section 6- Proposal and Evaluation- 6.3- add ‘and/or outside consultants’ after ‘staff members’ and before ‘in accordance’.

5. Review of RFP 18-19-121, Unjdad Playground Rehabilitation and Splash Pad Addition

Comments/Suggestions:
Page 1 and 2: Same changes as in RFP 18-19-120.

Page 4: Change ‘section’ to ‘program’ throughout document.
  2.2- Design Parameters-c- add ‘preserve the art elements already in place’

Page 5: 2.2-add h- Director shall add wording to preserve possible art work, to be involved with the City’s Art Board- (add to RFP 18-19-120 as well).


**add ‘art work infrastructure’ to all areas that state design and construction paragraphs.
** change the criteria notices in both 18-19-120 and 18-19-121.

**Section 6: change wording to match 18-19-120.

The committee voted to proceed with the solicitation of both RFP 18-19-120 and 18-19-121 after changes have been made without having to return to the SAC.

Motioned: Sonya Delgado Seconded: Rebecca Slaughter Approved: 5-0

6. Other items of interest:
   -Next regular meeting May 2, 2019 at 10:00 AM.
   No items are on the agenda.
7. Meeting adjourned 11:01 AM
   Moved: Sonya Delgado   Seconded: Rebecca Slaughter   Approved 5-0

William Studer, Chair

5/30/2019