SELECTION ADVISORY COMMITTEE
MEETING MINUTES

May 2, 2019
700 N. Main Street, Third Floor, Room 3138, Las Cruces, NM

PERMANENT SAC MEMBERS PRESENT: Larry Nichols, Director, Community Development
Terri Gayhart, Director, Financial Services
Griselda Martinez, Interim Director, Economic Development
David Dollahon, Chair, ACM

PERMANENT SAC MEMBERS ABSENT: N/A

SAC ALTERNATES PRESENT: N/A

CITY STAFF PRESENT: José Cardona, Purchasing
Kelly Covert, Purchasing
Vera Zamora, Community Development
Jan Lauterbach, Community Development
David We r, Community Development
Natalie Green, Community Development

OTHER EVALUATORS PRESENT: N/A

1. Meeting called to order at 10:07 AM
2. Approval of Minutes tabled until SAC Meeting is held where the approvers were present.
3. Review of RFP 18-19-128, Sierra Affordable Tract Housing

   Comments/Suggestions:

   Page 3: Section II-Background, 2.2 b- replace 'City's' with 'Centers'.
   c- spell out LEED first time.

   Page 3: Section II-Background- 1st paragraph- 'The' need not be capitalized before State.
   2nd paragraph- remove 'The agreement....' Sentence.
   3rd paragraph- Change City to City's plan. Mention Blueprint
   Mention Blueprint in this paragraph.
   Replace bullet point with numbers or lowercase letters. In Goal 3-add City's
   'Comprehensive Plan'. Change 'can' to 'will'
   in the last sentence.

   Page 4: Add verbiage about the blueprint right before section III, Scope.
   Section III-Scope- reference act instead of ordinance, move to background.
Page 4 continued: The Scope is not clearly defined. Re-write so that it is more clearly defined as to what we want from the proposer. It needs more detail.

Page 5: Remove 'associated risk' in last paragraph, add verbiage to reflect 'limiting risk'.

Page 6: A-Technical Proposal Content- 4c- add to number one.
  3.a- remove 'contracts', add 'projects'
  5.- Ask for three references, not five.
B- Cost Proposal- make part of the evaluation criteria. Add Development Cost, Proforma, to tie to the development schedule.

Page 7: Remove A/E Services section.
       B, C & D need to be part of the Technical Proposal.


The Chair recommends that changes be made, and the committee reconvene on May 30, 2019 for further review.

  Moved: Larry Nichols  Seconded: Griselda Martinez  Approved: 3-0

SAC Evaluators will be: Larry Nichols, Terri Gayhart, and Griselda Martinez.

4. Other Items of Interest:


5. Motion to adjourn meeting at 11:13 AM

   Moved: Larry Nichols  Seconded: Griselda Martinez  Approved: 7-0

\[Signature\]  
David Dollahon, Chair