

**HOUSING AND NEIGHBORHOOD ECONOMIC
DEVELOPMENT FUND COMMITTEE
(UDAG)**

**Tuesday, September 24, 2019
3:00pm to 4:30pm**

**Office of Neighborhood Revitalization
700 4th Street, SW
Albuquerque, NM 87102**

Members Present:	Members Absent:	City Staff:
Colonel, Gwen	Gilligan, Sean	Chacon, Briana
Lopez, Jesse	Nordhaus, Richard	Krantz, Yolanda
Nelson, Robert (Chair)	Miera, Bernadette	
	Plaza, Andrea	
	Romero, Alicia	
	Sanchez, Pat	
	Senye, Kelle	
	Lopez, Margaret	Guests:
		Elena Gonzales
		Iris Cordova

Quorum for today's meeting was not met. . .

I. Welcome and Introductions

II. Changes/Additions to the Agenda

III. Approval of Minutes

Minutes from the previous meeting were not approved due to quorum not being met.

IV. Committee Business

Some HNEDF Committee members brought up the question about when their terms are up and what the process is to replace HNEDF Committee members once their term expires or if they don't attend the meetings regularly. New HNEDF Committee members are appointed by City Council and people who are interested to become HNEDF Committee members can fill out an interest form on the City website under boards and commissions. HNEDF Committee members can also put the word out to people they know and if they meet the committee requirements they can fill out an interest form or attend a meeting as a guest.

a. RFP-Iris Cordova, City Purchasing

i. Iris Cordova from City Purchasing was in attendance to answer the HNEDF Committee's questions regarding the RFP and the process.

ii. The HNEDF Committee asked what the process is for the selection of the RFP Ad Hoc Committee. City staff mentioned that the current process is changing and the process might be different by the time the RFP is posted but with the current process the Department of Family and Community Services Director will appoint

people to the RFP Ad Hoc Committee and typically only one or maybe even two committee members will be on the selection committee.

- iii. Once the Department of Family and Community Services Director makes a listing of who will be on the RFP Ad Hoc Committee it then goes to the CAO for approval or recommendations and once it is approved it will go to Iris so the process can begin. This process will be changing to the Department Director making recommendations to the Chief Procurement Officer and then after they approve they send their recommendations to the CAO for final approval.
- iv. If there is a HNEDF Committee member on the RFP Ad Hoc Committee they will sign a disclosure statement that says everything discussed by the RFP Ad Hoc Committee must be confidential. They will not be able to provide the HNEDF Committee with an update on the selection process until a recommendation of award is made public. This is done for a few reasons. The first one is the RFP Ad Hoc Committee reviews the proposal by themselves to develop their own opinion on the proposal. They then take what they think about the proposals to the RFP Ad Hoc Committee and the RFP Ad Hoc Committee will come to a consensus and score each submitted proposal based on the scoring criteria.
- v. Purchasing mentioned that there might be people on the RFP Ad Hoc Committee who have no background in what the proposal is about. This is done to really get an unbiased opinion on the submitted RFP's and show that the selected RFP is the best qualified.
- v. Once the RFP Ad Hoc Committee evaluates and selects a proposal, the HNEDF Committee will not be able to interview the selected candidate but they could get a summary of what the RFP Ad Hoc Committee found from Iris before the recommendation is taken to the Mayor's office. If at that time the HNEDF Committee wants to issue clarification questions to the RFP Ad Hoc Committee they can but if this is the case the questions have to be asked in a careful manner because they will be asked to all of the people who submitted proposals.
- vi. Once a recommendation is made by the RFP Ad Hoc Committee and it is approved negotiations regarding costs or the scopes can happen by the HNEDF Committee.
- vii. City staff would like to work with Iris to get the RFP finalized so the HNEDF Committee can vote on the finalized document.
- viii. The HNEDF Committee needs to make sure that the RFP is not made public until it is finalized and the HNEDF Committee needs to know they cannot share the draft RFP with anyone. This is done to ensure that all of the prospective respondents have the same amount of time to write and submit a proposal.
- ix. The HNEDF Committee will need to select who they want on the RFP Ad Hoc Committee.
- x. The pre proposal conference is not mandatory and is typically only mandatory if the scopes in the RFP are very technical or if a site needs to be seen. Iris doesn't

feel that the RFP is technical and feels that a conference is not needed. The HENDF Committee will need to determine if the conference is necessary.

- xi. Right now if everything goes smoothly a consultant might not be hired until early March.

V. Announcements

None

VI. Summary of Decisions and Assignments

The HNEDF committee will need to approve the RFP, select a person to sit on the RFP Ad Hoc Committee, and decide if a pre proposal conference is needed or necessary. The HNEDF Committee will also need to look at the upcoming meetings for November and December and decide if they will be cancelled or if they need to be changed because of the holidays. City staff will finalize the RFP.

VII. Public Comments

None

VIII. Next Meeting Date

The next meeting will be October 29th 2019 at 3:00pm to 4:30pm.

Chairperson's Signature: _____

Prepared by: _____ Briana Chacon _____