

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

**Tuesday, February 26, 2019  
3:00pm to 4:30pm**

**Office of Neighborhood Revitalization  
700 4<sup>th</sup> Street, SW  
Albuquerque, NM 87102**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>City Staff:</b>
Colonel, Gwen	Gilligan, Sean	Chacon, Briana
Lopez, Jesse	Romero, Alicia	Krantz, Yolanda
Lopez, Margaret	Senye, Kelle	Montoya, Monica
Miera, Bernadette		Anna Marie Lujan
Nelson, Robert (Chair)		
Nordhaus, Richard		<b>Guests:</b>
Plaza, Andrea		Dorn-Jones, Diana
Sanchez, Pat		

*Quorum for today's meeting was met.*

**I. Welcome and Introductions**

Committee members and City staff introduced themselves.

**II. Changes/Additions to the Agenda**

There were no changes to the agenda.

**III. Approval of Minutes**

A review of the January 30, 2019 meeting minutes was done.

- ❖ Robert Nelson motioned to approve the committee minutes from January 30, 2019. The motion was seconded by Pat Sanchez and unanimously carried.

A review of the October 29, 2019 minutes was done.

- ❖ Robert Nelson motioned to approve the committee minutes from October 29, 2019. The motion was seconded by Jesse Lopez and unanimously carried.

## V. Committee Business

### a. Revised 10 year plan.

#### i. Approve Scopes for Consultant

- a. The subcommittee met to discuss the latest draft of the consultant scopes. A few questions/feedback that arose from the meeting were:
- On the first scope regarding the Pockets of Poverty boundaries, demographics, and map, the question of how the consultant will provide additional information and assistance with this because the City has already taken on the majority of that duty. This brought up the mention of a need to clearly define what the City will do and what the consultant will do in terms of the POP boundaries, demographics, and map. It was mentioned that the POP boundaries and map are established but since the demographics have changed maybe just change the scope to reflect that the consultant will have to obtain updated demographics. The mention of also including homeless population demographic information was also made.
  - The second suggestion was for scope 2a. The subcommittee feels that a separate section just for community engagement should be made to really detail what will be done because there have been issues with this in the past with other City projects.
  - The last suggestion that arose from the subcommittee meeting is to add a point about the consultant's qualifications to ensure the consultant has some experience with the POP map.
- b. The City has made a request to GIS to provide an updated POP map which will include any updated demographic information they have.
- c. City staff provided an update on the difference between an RFQ and RFP. In terms of the City's process an RFQ is a Request For Quote. City staff provided a handout showing the City's purchasing procurement thresholds to help with differentiating the two processes. City staff stated that because the amount is less than \$25,000.00, if the committee decided to do an RFQ there would be no opportunity for the committee to evaluate the vendors and the computer system would award the bid. With that information it was discussed that it might be best to do an RFP because then the committee could have more input in the consultants hiring process.
- d. In a discussion on the amount the consultant would be paid, it was determined that once the scopes are finalized the committee will have a better idea on an appropriate amount. City staff also mentioned that if the consultant is hired and

something happens where changes to the original amount need to be made a supplemental can be drafted to make those changes.

- e. The committee all agreed that an RFP process is the best way to hire a consultant. The established timeline will need to be extended a few months to allow for the more detailed RFP process to occur.
- f. It was mentioned that a scoring criteria will need to be established to score all the submitted proposals. The City will provide the committee with examples of scoring criteria that has been used in the past.
- g. The City will provide the committee with examples of previous RFP's to help draft the consultant RFP.
- h. The question of will City staff be charging the fund for the hours they are working on the various committee activities was brought up. City staff stated that right now staff is not charging their time to the fund but that could change. If the City did decide to begin charging the committee they would inform the committee of that change. City staff will need to sit down with the Director and Deputy Director to determine the point when staff would begin charging the fund for their time. Currently City staff is charging the time they spend on committee activities to the General Fund.
- i. Scopes need to be updated and the subcommittee will need to meet again to finalize the scopes prior to the committee voting on them.
- j. City staff provided the committee with the HENDF budget sheet. There are some loans that the City is working to collect so the balance could increase. There is about 1 million dollars that is from previous outstanding loans. If those outstanding loans were repaid the overall balance could be close to 7 million. The committee wants a listing of the outstanding loans. City staff will get a listing of the delinquent loans. The committee might have to determine at a later time how they will recapture these previous unpaid loans. It was then mentioned that the committee should also take into consideration when finalizing the new plan some kind of language that spells out how the committee will recapture any outstanding loans. To better understand the committee requested the budget sheet be broken down further.
- k. The City has the committee's agenda and minutes listed on the Family and Community website. Also, on the website is the contact information of a City Staff member for the public to contact if they have questions about the committee.

## **VI. Announcements**

No announcements

**VII. Summary of Decisions and Assignments**

- a. The subcommittee will meet again no later than March 13<sup>th</sup> to ensure enough time is allotted to submit any changes to the scopes. The committee will submit any feedback they have on the scopes to Robert by March 8<sup>th</sup> so the subcommittee has time to review that feedback.
- b. The City will provide to the committee at the next meeting examples of RFP's, RFP scoring criteria, and the citizen participation plan.

**VIII. Public Comments**

None

**IX. Next Meeting Date**

The next meeting will be March 26<sup>th</sup> 2019 at 3:00pm to 4:30pm

**Chairperson's Signature:** \_\_\_\_\_

**Prepared by:** Briana Chacon