

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

**Thursday, November 7, 2019
3:00pm to 4:30pm**

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

Members Present:	Members Absent:	City Staff:
Lopez, Jesse	Colonel, Gwen	Yolanda Krantz
Lopez, Margaret	Gilligan, Sean	Patricia Padrino
Miera, Bernadette	Nelson, Robert	
Nordhaus, Richard	Romero, Alicia	
Plaza, Andrea	Sanchez, Pat	
Senye, Kelle		
		Guests:

Quorum for today's meeting was met

I. Call to Order

Richard Nordhaus called the meeting to order

II. Welcome

III. Changes/Additions to the Agenda

None

IV. Approval of Minutes

There were two sets of minutes to approve, minutes from August 27, 2019 and from September 24, 2019.

Motion to approve the August 27, 2019 minutes made by Bernadette Miera, Seconded by Andrea Plaza. All in favor, no opposed.

A question was raised regarding the September 24, 2019 minutes by Margaret Lopez: why does Purchasing not want anyone on the RFP Ad Hoc Committee for the consultant.

This was misrepresented. One member from the HNEDF committee is able to sit on the RFP Ad Hoc Committee. Section IV.a.ii. of the minutes will be revised to delete the following language:

...but purchasing prefers to not have anyone from the committee on the selection team.

This is because they want the selection process to be unbiased.

Margaret Lopez' name was not listed on the absent list. Name will be added.

Changes throughout the minutes to identify committees, directors, etc. so that it is clear and easy to understand what is actually being said.

Section IV.a.v. will be revised to read as follows:

v. Purchasing mentioned that there might be people on the 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.

Motion to approve the September 24, 2019 minutes with the noted changes made by Jesse Lopez, seconded by Margaret Lopez. All in favor, no opposed.

V. Committee Business

a. Elect member to serve on RFP Ad Hoc Committee

Open nominations for RFP Ad Hoc Committee representative. Margaret Lopez asked if Iris from City Purchasing was saying that the representative should be someone who knows the process or does not know.

City staff mentioned that other members of the RFP Ad Hoc Committee may or may not be familiar with the specific HNEDF project.

Jesse ~~Martinez~~^{LOPEZ} asked if members of the HNEDF Committee can sit in on the RFP Ad Hoc Committee meetings.

No, HNEDF Committee members may not sit in on RFP Ad Hoc Committee meetings. Richard Nordhaus asked at what point the HNEDF Committee would be able to interview the RFP respondents.

The HNEDF Committee may not interview the RFP respondents.

Bernadette Miera stated that she is familiar with the RFP process but is so busy and does not have the time to serve as the RFP Ad Hoc Committee representative.

Richard Nordhaus mentioned that he would be willing to serve on the RFP Ad Hoc Committee.

Motion to elect Richard Nordhaus to sit on the RFP Ad Hoc Committee was made by Margaret Lopez, seconded by Bernadette Miera. All in favor, no opposed.

b. Determine date/time for next meeting if necessary

Richard Nordhaus asked about the HNEDF budget and projects.

City staff mentioned that the Department of Family and Community Services Fiscal section is currently working on a report and it should be ready in January.

Richard Nordhaus asked if there was any reason to meet in late November or December.

Margaret Lopez mentioned that City staff said that there would have to be an in depth set of guidelines for the RFP, if this is not the case; there is no need to meet.

Richard Nordhaus stated that the HNEDF Committee would need to discuss basic contract negotiations and that a meeting will be set with consultant once procured for input.

Bernadette Miera mentioned that this would be a conflict because the Scope of Service was already spelled out in the RFP.

Richard Nordhaus stated that he has concerns. When someone is selected is there opportunity to have input?

City staff mentioned that once there is a contract for the consultant the HNEDF Committee has the right to talk to that person; it is not unethical to guide them.

Bernadette Miera stated that you may not change the scope.

City staff stated that that is correct, the scope can't be changed.

Richard Nordhaus mentioned that the proposal/scope is limited in its information.

City staff stated that responses will describe how they will do the work. Richard Nordhaus will have the opportunity to look at the scopes since he is on the RFP Ad Hoc Committee.

Richard Nordhaus asked if they can ask how they are going to perform the tasks, if it doesn't change the scope but the nature.

Bernadette Miera answered stating that the RFP Ad Hoc Committee can ask for clarification if they have questions.

Margaret Lopez – referring to the scopes on the RFP specifically: Provide description of the Pocket of Poverty. Understood that the boundaries and map are existing?

City Staff stated that it is not defined by HUD as Pocket of Poverty. When the HNEDF Committee was created, those were the guidelines and it is assumed that they are the boundaries.

Richard Nordhaus stated that there was not a specific reason the HNEDF Committee needed to meet in late November or December.

City staff mentioned the agenda/notice requirement if meeting is cancelled.

Next meeting scheduled for January 28, 2020. Agenda items include: Presentation of Fiscal report, update on RFP.

Andrea Plaza asked what is the timeframe on the RFP contract?

City staffed stated that the standard term for a contract is one year but it can be negotiated.

Richard Nordhaus asked if there is anything that asks for a schedule.

Margaret Lopez stated that in the scope it just states different things but doesn't recall requesting a schedule.

City staff stated that during the RFP process if you want to know a schedule you can put it in the contract.

Richard Nordhaus asked to vote on cancelling the November and December meetings.

Motion to cancel the November 26, 2019 meeting and the December 31, 2019 was made by Bernadette Miera, seconded by Jesse Martinez. All in favor, no opposed.

VI. Announcements

None

VII. Summary of Decisions and Assignments

Minutes were approved, the August minutes as is and the September minutes with changes.

Next meeting scheduled for January 28, 2020.

Richard Nordhaus to serve on the RFP Ad Hoc Committee.

VIII. Public Comments

None

IX. Next Meeting Date

The next meeting is scheduled for January 28, 2020.

Chairperson's Signature: _____
Prepared by: Yolanda Krantz

