

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

Tuesday, September 29, 2020

3:00pm to 3:30pm

Zoom Meeting

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

Quorum for today's meeting was met.

I. Welcome and Introductions

Everyone went around and welcomed each other.

II. Changes/Additions to the Agenda

No changes were made to the agenda.

- ❖ A motion was made by Robert Nelson to approve the agenda. Kelle Senye moved to approve the agenda. Pat Sanchez seconded the motion and the agenda was unanimously approved.

III. Approval of Minutes

A review of the Minutes from the February 25, 2020 meeting was done. There were no changes made.

- ❖ A motion was made by Robert Nelson to approve the minutes. The motion was approved by Pat Sanchez and seconded by Kelle Senye. The minutes were unanimously approved.

IV. Committee Business

a. Update on RFP for consultant services

- i. City staff provided the HNEDF committee with an update on the RFP and the RFP's Adhoc committee recommendation to award the contract to a company titled HR and A. The company is based out of state but they do have local offices in Albuquerque. The cost proposal was \$97,145.00.
- ii. A negotiation meeting was conducted with the contractor. Because the proposal for the contract was done prior to the COVID-19 pandemic and with the social distancing requirements, the community outreach aspect of the contract needs to be updated to reflect those changes. Once that aspect is made clearer then the agreement can be drafted.

- iii. Now that the RFP process is complete and the agreement may be processed, the HNEDF committee could begin meeting more regularly now unless there are objections.
- iv. City staff mentioned that at the next committee meeting the awarded company will be introduced and the committee will have a chance to ask questions.
- v. Richard Nordhaus provided the HNEDF committee with an account of how the company was selected through the RFP process. Each person on the RFP Adhoc committee ranked all the proposals and the points were based on the scope of work that the HNEDF committee put together. The City's purchasing department looked at the cost of each proposal and awarded points based on the cost but not necessarily the value or the proposal so one bid was awarded a lot of points because the cost was low but the value of work they said they would do was also lower than other bids. There were two companies that scored well with the one scoring, the highest being the company that was awarded the bid. The difference between the 1st and 2nd bids in points was a few hundred points.
- vi. The HNEDF committee asked City staff how the consultant will ensure community outreach is still being done effectively during the COVID pandemic. City staff stated the company that was awarded the bid is currently updating the scopes to better align effectively with COVID safe community outreach practices. Once City staff knows what exactly that will look like they will update the committee and the company can also better explain what they will do when they attend the next meeting.
- vii. City staff stated that they will start drafting the contract with the company once the community outreach aspect is updated and once it is drafted it will then go to the City's legal person to review and will make its way through the City's contracting process. Once it is approved it will be uploaded to DocuSign for signatures. City staff is estimating the contract will be executed by mid to late November. Once the contract is executed the consultant can be working right away.
- viii. The committee asked if the City had an update on the old loans that are pending. City staff indicated that Fiscal staff will be invited to provide an update at the next meeting.

V. Announcements

The Bernalillo County's tiny home village is moving along, they anticipate getting the certificate of occupancy by December 9, 2020 and hope residents will begin moving in the week after that.

VI. Summary of Decisions and Assignments

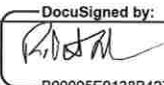
- i. City staff will invite the consultants to the next meeting.
- ii. City staff will also provide an update on the old loans that were still needing to be collected and perhaps a financial update in general.

VII. Public Comments

None

VIII. Next Meeting Date

The next meeting will be October 27th 2020 at 3:00pm, City staff will send out the Zoom link to the committee prior to the meeting. The link can also be found on the Family and Community Services' website in accordance with the open meetings act.

<p>DocuSigned by:  B00005E9138B427</p> <p>Chairperson's Signature: _____</p> <p>Prepared by: <u>Briana Chacon</u></p>
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