

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

**Tuesday, July 30, 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, Margaret	Lopez, Jesse	Krantz, Yolanda
Miera, Bernadette	Romero, Alicia	
Nelson, Robert (Chair)	Senye, Kelle	
Nordhaus, Richard (Vice-Chair)		
Plaza, Andrea		Guests:
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 April 30, 2019 meeting minutes was done due to the previous meeting not meeting quorum.

- ❖ Richard Nordhaus motioned to approve the committee minutes from April 30, 2019. The motion was approved by Gwen Colonel, seconded by Pat Sanchez and unanimously carried.

IV. Committee Business

- a. Review of RFP for consultant

The committee discussed and reviewed the draft RFP for the consultant

- i. The subject of having a preproposal conference was discussed, if there is a conference will it be mandatory or highly recommended. This would be beneficial

because not everyone that applies might know or understand the City processes. Conference attendance will be strongly recommended. The conference would go over specifics of the project and what the committee wants to emphasize. The question of who would facilitate the conference was asked. City staff stated that the City's senior buyer would be there as well as other City staff and the Committee Chair to answer any questions that may arise. The meetings will be open to any committee member to attend as well. City staff is required to give 2 weeks' notice for that preproposal conference.

- ii. The overall timeline will need to be adjusted to account for some recent delays due to not meeting quorum. Realistically the RFP could be released at the end of September or October once the RFP is approved by the committee, the City's lawyer and senior buyer.
- iii. The committee reviewed the draft RFP section by section and asked for input or comments as the sections are reviewed. City staff mentioned that the black font is template and cannot be changed but the blue font is things that can be changed.
- iv. City staff brought up the section regarding the insurance requirements City staff stated that might not be applicable and wavier could be completed to remove that requirement, however staff will need to discuss that with legal to be sure.
- v. There was a questions on section 2.1.22 regarding the minimum of 3 projects of the same scope and size. Does this have to be a requirement, can we ask that they describe similar scope and size and just remove the minimum of 3? Also, in that same section it states that the use of City employees or officials as a reference is not allowed but if the project was for the City then how does that work? The committee just wants to make sure that language doesn't exclude someone from showing a past project that was done with the City. City staff stated they would have to ask and let the committee know the answer at the next meeting.
- vi. On section 2.1.3 it refers to the scope of services as tasks and this doesn't coordinate with the RFP. The scopes and the RFP should have wording that is consistent.
- vii. There was a question on part 2 under the qualifications section why are we including qualification in the scopes and the RFP isn't it redundant. Can we just create another section in the RFP and transfer the qualifications section from the scopes to this section in the RFP. The committee was ok with this change.
- viii. On the scopes, scope 1H needs to be clarified because it is vague. It was mentioned that once a candidate is selected there will be an opportunity for that candidate to ask for clarification to any scopes.
- ix. Language referencing the new upcoming IDO and making sure it aligns with the sector plan in section 5b.

- x. A section that states the consultant will identify and coordinate with relevant past and current Albuquerque planning initiatives should be added.
- xi. The question of how the proposals be evaluated was asked. City staff will need to talk to the City's senior buyer to determine the exact process. Typically there is a committee that reviews the proposals but the committee wants to also be evolved in the process and conduct interviews with the potential candidates. The Mayor's office might oversee the formation of the evaluation committee. City staff will find out exactly what the process will be and update the committee at the next meeting. A subcommittee might need to be formed to participate in the selection process. The committee feels that the selection of the consultant should not be done without the committees input.
- xii. There was a question about what the technical evaluation is referencing. City staff will get clarification on this.
- xiii. The committee asked for a financial update on previously funded projects. City staff stated there is no update at this time however the fiscal department hired a staff member who will look at all of the previous projects and will put together a updated more accurate financial statement.

V. Announcements

No announcements

VI. Summary of Decisions and Assignments

- a. The City staff will make the discussed changes to the RFP and send out the updated copy to the committee. Staff will also talk with the senior buyer and invite her to the next meeting to answer all the unanswered questions that arose. City staff will also try to find out how the evaluation committee will be formed.

VII. Public Comments

None

VIII. Next Meeting Date

The next meeting will be August 27th 2019 at 3:00pm to 4:30pm.

Chairperson's Signature:

Prepared by: Briana Chacón