



**SELECTION ADVISORY COMMITTEE  
MEETING MINUTES**

**May 2, 2019**

700 N. Main Street, Third Floor, Room 3138, Las Cruces, NM

**PERMANENT SAC MEMBERS PRESENT:** Larry Nichols, Director, Community Development  
Terri Gayhart, Director, Financial Services  
Griselda Martinez, Interim Director, Economic Development  
David Dollahon, Chair, ACM

**PERMANENT SAC MEMBERS ABSENT:** N/A

**SAC ALTERNATES PRESENT:** N/A

**CITY STAFF PRESENT:** José Cardona, Purchasing  
Kelly Covert, Purchasing  
Vera Zamora, Community Development  
Jan Lauterbach, Community Development  
David We r, Community Development  
Natalie Green, Community Development

**OTHER EVALUATORS PRESENT:** N/A

1. Meeting called to order at 10:07 AM
2. Approval of Minutes tabled until SAC Meeting is held where the approvers were present.
3. Review of RFP 18-19-128, Sierra Affordable Tract Housing

Comments/Suggestions:

Page 3: Section II-Background, 2.2 b- replace 'City's' with 'Centers'.  
c- spell out LEED first time.

Page 3: Section II-Background- 1<sup>st</sup> paragraph- 'The' need not be capitalized before State.  
2<sup>nd</sup> paragraph- remove 'The agreement....' Sentence.  
3<sup>rd</sup> paragraph- Change City to City's plan. Mention Blueprint  
Mention Blueprint in this paragraph.  
Replace bullet point with numbers or lower-case letters. In Goal 3-add City's  
'Comprehensive Plan'. Change 'can' to 'will'  
in the last sentence.

Page 4: Add verbiage about the blueprint right before section III, Scope.  
Section III-Scope- reference act instead of ordinance, move to background.

Page 4 continued: The Scope is not clearly defined. Re-write so that it is more clearly defined as to what we want from the proposer. It needs more detail.

Page 5: Remove 'associated risk' in last paragraph, add verbiage to reflect 'limiting risk'.

Page 6: A-Technical Proposal Content- 4c- add to number one.

3.a- remove 'contracts', add 'projects'

5.- Ask for three references, not five.

B- Cost Proposal- make part of the evaluation criteria. Add Development Cost, Proforma, to tie to the development schedule.

Page 7: Remove A/E Services section.

B, C & D need to be part of the Technical Proposal.

Page 8: Evaluation Criteria- add #6, Cost Proposal.

The Chair recommends that changes be made, and the committee reconvene on May 30, 2019 for further review.

Moved: Larry Nichols    Seconded: Griselda Martinez    Approved: 3-0

SAC Evaluators will be: Larry Nichols, Terri Gayhart, and Griselda Martinez.

4. Other Items of Interest:

Next Meeting: May 30, 2019.

5. Motion to adjourn meeting at 11:13 AM

Moved: Larry Nichols    Seconded: Griselda Martinez    Approved: 7-0



David Dollahon, Chair

6/20/2019