

**SELECTION ADVISORY COMMITTEE
MEETING MINUTES**

February 23, 2016 10:00 a.m.
700 N. Main Street, Third Floor, Room 3138, Las Cruces, NM

PERMANENT SAC MEMBERS PRESENT: David Dollahon, Chair
Victoria Fredrick, Finance
David Maestas, Transportation
Loretta Reyes, Public Works
David Weir, Community Development
Jorge Garcia, Utilities

PERMANENT SAC MEMBERS ABSENT:

SAC ALTERNATES PRESENT:

CITY STAFF PRESENT: Kelly Covert, Purchasing
Deb Smith, Purchasing

OTHER EVALUATORS PRESENT: Tomas Mendez, Facilities/Public Works
Phil San Filippo, CVB
Jennifer Bales, CVB & C&CS
Trudy Govers, HR

1. Meeting called to order at 10:00 a.m.
2. Approval of SAC Meeting Minutes – January 22, 2016

Moved – Loretta Reyes Seconded – David Maestas Approved 5-0

3. The Chair was welcomed by the committee. He then started the review of RFP 15-16-128, LC Convention Center Exhibition Hall Expansion-Architectural Services. Tomas Mendez explained what the RFP would encompass. Asked that SAC to indulge him in changes that he feels need to be implemented into said RFP. The concept was that the RFP would have the expansion of the Convention Center move west to include an exhibit hall and break out rooms. The City Manager mentioned that incorporating a sound stage into the expansion would be possible. Questions of Capital Outlay and management have arisen. NMSU has made no further commitment on this with the land. There are inherent conflicts that need to be resolved as far as the sound stage and meeting room needs are very different structures.

Changes to be made:

- Page 2: 2.2 Incorporate traffic into design
 2.3 Additional wording to incorporate sound stage. Define specifically who the user group is.
- Page 3: 2.4 Are the vendors familiar with zoning? Add University Overlay Zoning.
 2.6 Will the budget in this paragraph change? NO.
 3.1.1 Add comment about master planning predesign for sound stage whether part of expansion, or separate.
- Page 4: 1. Predesign needs to incorporate traffic flow
- Page 5: 3.4.4 Field reports...need to include construction management

- Page 7: 4.3.1 Traffic analysis needs to be incorporated.
5.2 Will we include all on one resolution. May need to amend CIP.

Committee then agreed to the changes and to move forward with RFP.

Moved – David Maestas Seconded -Loretta Reyes Approved 5-0

4. Review of RFP 15-16-149 Benefit Consultation and Support Services. Currently no one under contract. Trudy Govers was addressed and told the committee that she needs assistance with compliance issues In benefits, especially during open enrollment. The question was asked by David Maestas whether or not there were employees paid by grants that need to be considered. This is something that will need to be incorporated into the RFP as the awarded company will need to check on this regularly.

Changes to be made:

- Page 3: 3 How many onsite visits are needed by awarded company? No less than two.
4 Need to define high profile positions- step cost benefits based on employees' salaries.

Change title of the RFP to include all benefits. Change Benefits to Human Resources. Discussion ensued as to what/who the RFP is looking to cover. The committee voted to table the RFP until the next meeting on March 8th to have the scope rewritten and to have representatives from Human Resources, Payroll, and Finance.

Moved – Jorge Garcia Seconded – Loretta Reyes Approved 5-0

5. Other Items of Interest:

Victoria Fredrick will be Vice-Chair in David Dollahon's absence. If she cannot be there, it will be Jorge Garcia.

Next Regular Meeting: March 8, 2016, at 9:30 am

6. Motion to adjourn meeting at 10:57a.m.

Moved – Loretta Reyes Seconded – Victoria Fredrick Approved 5-0



David Dollahon, Chair 3/8/2016