

**SELECTION ADVISORY COMMITTEE
MEETING MINUTES**

March 22, 2016 10:00 a.m.

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

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

PERMANENT SAC MEMBERS ABSENT: None

SAC ALTERNATES PRESENT: None

CITY STAFF PRESENT: Deb Smith, Kelly Covert, Purchasing
Tomas Mendez, Facilities Management

OTHER EVALUATORS PRESENT: Travis Brown, LCFD
Andre Moquin, Human Resources

1. Meeting called to order at 10:00 a.m.
2. Approval of SAC Meeting Minutes – 3/8/16
Moved – David Weir Seconded – Loretta Reyes Approved 5-0
3. SAC Ordinance Changes: Deb Smith spoke on the committee having three persons present instead of the five we have now, rotating yearly or quarterly. Discussion ensued as how go about how scheduling would work. It was decided that the Chair would assign depending on assignment, while when reviewing an RFP, all permanent members would attend as well as SME's. Meetings will be set up on a need be basis as to who attends.
4. Review of RFP-15-16-156, Architectural Services: MVCH Clinic Renovation. Tomas Mendez presented the RFP to the committee. The following changes were recommended:

Page 2: 2.6 finalize amounts

Page 5: 4.2.3 finalize amounts

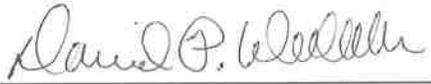
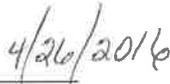
Page 6: Replace Certs with HUD, and revise 5.1 Evaluation Criteria

It was brought up that monies have not yet been approved for this year with the anti-donation clause. This will be checked into, as we must move forward per CDBG funds.

The RFP will stand after changes have been made.

Moved- David Maestas Seconded- Victoria Fredrick Approved- 5-0

5. Other Items of Interest:
Next Regular Meeting: April 12, 2016
Agenda Items (Tentative): N/A
6. Motion to adjourn meeting at 10:27 a.m.
Moved –Loretta Reyes Seconded – Jorge Garcia Approved 5-0

David Dollahan, Chair