



**SELECTION ADVISORY COMMITTEE  
MEETING MINUTES**

**April 18, 2019**

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

**PERMANENT SAC MEMBERS PRESENT:** Sonya Delgado, Director Parks and Recreation  
David Maestas, Director, Public Works  
William Studer, Chair, ACM

**PERMANENT SAC MEMBERS ABSENT:** Lynn Gallagher, Director, Quality of Life

**SAC ALTERNATES PRESENT:** Rebecca Slaughter, Quality of Life

**CITY STAFF PRESENT:** Donny Prorise, Purchasing  
Kelly Covert, Purchasing  
José Cardona, Purchasing  
Sreeder Mohanraj, Public Works

**OTHER EVALUATORS PRESENT:** Arturo Gonzalez, ECM

1. Meeting called to order at 10:06 AM
2. Approval of Minutes from 4/4/19 and 4/11/19

Moved: David Maestas      Seconded: Rebecca Slaughter      Approved: 3-0

3. Chair read the Closed Meeting Statements for April 4, 2019 and April 11, 2019.
4. Review of RFP 18-19-120, East Mesa Recreation Complex

Comments/Suggestions:

Page 1: remove line for terms and conditions  
remove sample contract between vendor and architect

Page 3: fill in due date and time

Page 4: 2.1-Project Design- Change 'section' to 'program' throughout document.

Page 5: 2.2 B- remove ( ) from 'including public input'.  
2.2 E- add ECM International after City staff.  
2.2 D- add 'public input meetings after 'planning'  
2.3- Change Facilities Management 'Section' to 'Program'  
\*Architectural does not to be capitalized throughout the document.

Page 6: 3.2- Basic Services- d- add Development Services  
Delete AIA verbiage.

Page 7: Section 4 Technical Proposal Content-4.1- remove 'refer to submittal checklist'

Page 8: f- add 'Matrix three is to be included in the Technical Proposal section of your submittal'

\*\*in the Matrix- change (A / D) to A / B). Add to instructions related to Preferences- Preference documents must be included with the Technical Proposal for consideration'

Page 9: remove wording for technical proposal in item 4, last statement.

Page 10: Section 6- Proposal and Evaluation- 6.3-add 'and/or outside consultants' after 'staff members' and before 'in accordance'.

5. Review of RFP 18-19-121, Unjdad Playground Rehabilitation and Splash Pad Addition

Comments/Suggestions:

Page 1 and 2: Same changes as in RFP 18-19-120.

Page 4: Change 'section' to 'program' throughout document.

2.2- Design Parameters-c- add 'preserve the art elements already in place'

Page 5: 2.2-add h- Director shall add wording to preserve possible art work, to be involved with the City's Art Board- (add to RFP 18-19-120 as well).

Page 6: 3.1-e- add 'art work infrastructure' after 'furnishings'- (same in RFP 18-19-120).

\*\*add 'art work infrastructure' to all areas that state design and construction paragraphs.

\*\* change the criteria notices in both 18-19-120 and 18-19-121.

\*\*Section 6: change wording to match 18-19-120.

The committee voted to proceed with the solicitation of both RFP 18-19-120 and 18-19-121 after changes have been made without having to return to the SAC.

Motioned: Sonya Delgado      Seconded: Rebecca Slaughter      Approved: 5-0

6. Other items of interest:

-Next regular meeting May 2, 2019 at 10:00 AM.

No items are on the agenda.

7. Meeting adjourned 11:01 AM  
Moved: Sonya Delgado      Seconded: Rebecca Slaughter      Approved 5-0



William Studer, Chair

Acting  
for

5/30/2019