



# Agenda

CITY CLERK'S OFFICE

DATE 1/14/15 TIME 1:12pm

PREPARED BY Jessica Sandoval

APPROVED BY Alicia Hartwig

## **ECONOMIC DEVELOPMENT REVIEW SUB-COMMITTEE**

**Market Station at the Railyard  
500 Market Station, Suite 200**

**Round House Conference Room  
Tuesday, January 20, 2015  
12:30 pm**

- I. PROCEDURES
  - A. Roll Call
  - B. Approval of Minutes
  - C. Approval of Agenda
- II. REPORTS
- III. UNFINISHED BUSINESS (none)
- IV. NEW BUSINESS
  - A. Executive Session: In accordance with the New Mexico Open Meetings Act Section 10-15-1(H)(6) NMSA 1978, Discussion regarding competitive sealed proposals for RFP #15/21/P
  - B. Recommendation(s) for RFP #15/21/P
- V. INFORMATIONAL ITEMS
- VI. ITEMS FROM THE COMMITTEE
- VII. ITEMS FROM STAFF
- VIII. NEXT MEETING DATE – Meet as needed
- IX. ADJOURN

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**SUMMARY INDEX  
MEETING OF THE  
ECONOMIC DEVELOPMENT REVIEW SUB-COMMITTEE  
January 13, 2015**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER AND ROLL CALL	Quorum	1
APPROVAL OF MINUTES – JUNE 9, 2014	No minutes	1
APPROVAL OF AGENDA	Approved	2
REPORTS	None	2
UNFINISHED BUSINESS	None	2
<u>NEW BUSINESS</u>		
EXECUTIVE SESSION: IN ACCORDANCE WITH THE NEW MEXICO OPEN MEETINGS ACT §10-15-1(H)(6) NMSA 1978, DISCUSSION REGARDING COMPETITIVE SEALED PROPOSALS FOR RFP #15/21/P	Executive Session approved	2-4
MOTION TO COME OUT OF EXECUTIVE SESSION	Approved	4
RECOMMENDATIONS(S) FOR RFP #15/21/P	None – reconvene on 01/20/15	5
INFORMATIONAL ITEMS	None	5
ITEMS FROM THE COMMITTEE	None	5
ITEMS FROM STAFF	None	5
NEXT MEETING DATE	January 20, 2015	5
ADJOURN		6

**MINUTES OF THE MEETING OF THE  
ECONOMIC DEVELOPMENT REVIEW SUB-COMMITTEE  
Tuesday, January 13, 2015**

A regular meeting of the Economic Development Sub-Committee, was called to order on Tuesday, January 13, 2015 at approximately 3:30 p.m., by Simon Brackley, Chair, in the Round House Conference Room, at Market Station, 500 Market Street, Suite 200, Santa Fe, New Mexico.

**I. PROCEDURES**

**A. ROLL CALL**

**Members Present:**

Simon Brackley

Kathy Keith

Damian Taggart

Cervantes "Buddy" Roybal

**Members Absent:**

Julia Castro, excused

**Others Present:**

Robert Rodarte

**Staff Present:**

Kate Noble, Economic Development Division

Elizabeth Martin for Melessia Helberg, Stenographer

**B. APPROVAL OF MINUTES – JUNE 9, 2014**

There were no minutes available.

## C. APPROVAL OF AGENDA

**MOTION:** Buddy Roybal moved, seconded by Damian Taggart, to approve the agenda, as submitted.

**VOTE:** The motion was approved unanimously on a voice vote.

## II. REPORTS

There were no reports.

## III. UNFINISHED BUSINESS

There was no unfinished business.

## IV. NEW BUSINESS

### A. EXECUTIVE SESSION: IN ACCORDANCE WITH THE NEW MEXICO OPEN MEETINGS ACT §10-15-1(H)(6) NMSA 1978, DISCUSSION REGARDING COMPETITIVE SEALED PROPOSALS FOR RFP #15/21/P

Mr. Brackley asked Mr. Rodarte for a brief explanation of the interview/selection process and the role of the Committee in this process.

Robert Rodarte, Director, Purchasing Division, said this RFP has to be treated just as any other RFP, which is with confidentiality. The Subcommittee has to go through the interview process while analyzing and scoring, at the same time. There will be 15 minutes to consider each team. All discussion will be in confidence. The Subcommittee will bring in the first group and get right to the point, commenting that asking questions will be part of the interview process.

Ms. Noble said the bidders have been asked to prepare an overview of the project for presentation of no more than 3 minutes, and then the rest of the time will be for questions.

Mr. Rodarte said while the Subcommittee is interviewing, "if something hits you, score it right away." He said we will be going at a rapid pace for the interviews.

Mr. Taggart asked if the Subcommittee will be given printed score sheets.

Ms. Noble said she will get those for the members.

Mr. Rodarte said the Subcommittee should listen to the bidders/presenters, narrow them down and then see who goes in the direction we want to go.

Mr. Brackley said then you have pre-screened these bids for us.

Mr. Rodarte said yes. He said no bidders outside of the area submitted bids, so the local preference will come into play. He said there was one bidder who did not submit the paperwork necessary to claim the preference, therefore they aren't eligible for the local preference.

Mr. Roybal said then all of the bidders qualify for the local preference..

Mr. Rodarte said no, reiterating one of the bidders didn't submit the paperwork for local preference, commenting they must do this to qualify for the local preference.

Mr. Brackley said then the Subcommittee will go into Executive Session and do the interviews.

Mr. Rodarte said the Subcommittee will make the selection Executive Session, then come out of Executive Decision and officially vote on your selection.

Mr. Taggart said then the vote will be a public record, and Mr. Rodarte said yes.

Ms. Noble said the idea is to be able to take our recommendation to the Business and Quality of Life ["BQL"] Committee at its meeting on January 28, 2015.

Mr. Brackley asked if the BQL has the power to overrule our recommendation.

Ms. Noble said yes.

Mr. Roybal asked if this has to go to the City Council for approval.

Ms. Noble said, depending on the amount of the contract, it will go either to the City Council or to the City Manager for final approval.

Mr. Rodarte said if the contract is less than \$50,000, the City Manager will sign and approve the contract. He recommends however that it go to the Council. He said in the future if "something else pops up down the line," the contract is already approved, noting the contract can be for up to four years.

Mr. Brackley said Santa Fe is a small town, and we all have relationships with people here. He said, "I should make it clear that neither I, nor the chamber, is in any position to benefit in any way from the decision we make today."

Mr. Rodarte asked if anyone else has a disclosure.

Mr. Brackley asked if there are further questions from the Committee.

Ms. Noble said the Subcommittee also can ask questions during the Executive Session.

Mr. Rodarte asked how many groups are to be interviewed.

Mr. Brackley said there are 7.

**A. EXECUTIVE SESSION: IN ACCORDANCE WITH THE NEW MEXICO OPEN MEETINGS ACT, §10-15-1(H)(6) NMSA 1978, DISCUSSION REGARDING COMPETITIVE SEALED PROPOSALS FOR RFP #15/21/P**

**MOTION:** Buddy Roybal moved, seconded by Kathy Keith, to go into Executive Session for the purpose of discussion regarding competitive sealed proposals for RFP #15/21/P, in accordance with §10-15-1(H)(6) NMSA 1978.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Simon Brackley, Kathy Keith, Damian Taggart and Cervantes "Buddy" Roybal.

**Against:** None.

The Sub-Committee went into Executive Session at 3:45 p.m.

**MOTION TO COME OUT OF EXECUTIVE SESSION**

**MOTION:** At 6:50 p.m., Buddy Roybal moved, seconded by Kathy Keith, that the Economic Development Review Sub-Committee come out of Executive Session, and stated that the only items which were discussed in executive session were those items which were on the agenda, and no action was taken.

**VOTE:** The motion was approved unanimously on a voice vote.

**B. RECOMMENDATIONS(S) FOR RFP #15/21/P**

Mr. Brackley said, having discussed all of the bidders, the Sub-Committee will reassemble next week to complete our selection process.

**MOTION:** Kathy Keith moved, seconded by Buddy Roybal, to recommend that the Economic Development Review Subcommittee reconvene on Tuesday, January 20, 2015, to perform a second round of interviews with the top 2 teams.

**VOTE:** The motion was approved unanimously on a voice vote.

**V. INFORMATIONAL ITEMS**

There were no informational items.

**VI. ITEMS FROM THE COMMITTEE**

There were no items from the committee.

**VII. ITEMS FROM STAFF**

There were no items from staff.

**VIII. NEXT MEETING DATE**

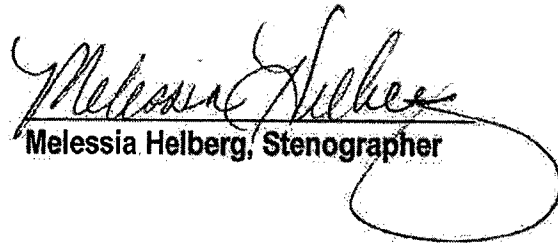
The committee will meet again next week, on January 20, 2015.

**IX. ADJOURN**

There was no further business to come before the membership, and the meeting was adjourned at approximately 7:00 p.m.



**Simon Brackley, Chair**



**Melessia Helberg, Stenographer**