

MINUTES OF THE

SANTA FE COUNTY

LA BAJADA RANCH STEERING COMMITTEE

April 24, 2014

This meeting of the Santa Fe County La Bajada Ranch Steering Committee was called to order by Vice Chair Peter Weiss at approximately 4:00 on the above-cited date in the La Cienega Community Center, 136 Camino San Jose, Santa Fe New Mexico.

A quorum was achieved with the following members present:

Members Present:

Peter Weiss, Vice Chair
Commissioner Kathy Holian
Maria DeAnda-Hay
Camilla Bustamante
John Nye
Claire Fulenwider
Paul White

Member(s) Absent:

Eric Blinman, Chair
Jay Lazarus
Commissioner Robert Anaya

Staff Present:

Mark Hogan, Projects & Facilities Director
Tony Flores, County Manager's Office
Mia Gallegos, Project & Facilities Staff
Chris Barela, Constituent Liaison

Others Present:

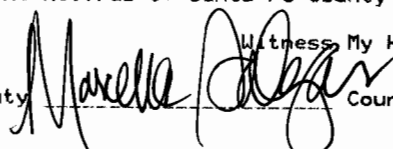
Dianne Strauss
Carl Dickens
J.J. Gonzales
Sue Murray
Ross Lockridge
Don Van Doren



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

LA BAJADA RANCH STEERI
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I Hereby Certify That This Instrument Was Filed for
Record On The 31ST Day Of October, 2014 at 08:46:31 AM
And Was Duly Recorded as Instrument # **1749747**
Of The Records Of Santa Fe County

Deputy  Witness My Hand And Seal Of Office
Geraldine Salazar
County Clerk, Santa Fe, NM

Approval of Agenda

Upon motion by Commissioner Holian and second by Ms. DeAnda-Hay, the agenda was unanimously approved.

Approval of Minutes: March 27, 2014

Upon motion by Commissioner Holian and second by Ms. Fulenwider, the motion was unanimously approved.

Subcommittee Reports

Strategic Plan & Evaluation Subcommittee

Ms. Bustamante distributed an updated systematic process for the solicitation and evaluation of recommendations for the proposed uses of the ranch property.

The committee commended Ms. Bustamante on her work.

Ms. Fulenwider suggested additional language outlining the process through which solicitations will be received. She said it was important that the community understand they are invited to respond. A grammatical error was noted.

Mr. Hogan said he would discuss correct language with the Procurement Division.

Mr. Weiss suggested advertising in the publication of Rocky Mountain proposal sites. He learned from County Procurement that along with the *New Mexican* and the *Albuquerque Journal* that construction related opportunities are listed in the *Construction Reporter*. He questioned the adequacy of those publications.

Mr. Hogan said he would check the budget and determine if other publications are available including the AIA Newsletter.

Mr. Nye recommended selecting specific industries or associations that the solicitation can be forwarded to.

Mr. White recommended a billboard at the ranch entrance advertising the community project, announcing the solicitation process with the website address.

A realistic turnaround time for responses to the solicitation was necessary for successful responses.

A discussion ensued regarding the procedures for an RFC (Request for Concept) versus an RFP (Request for Proposal). Stating he was unsure whether the County used RFCs, Mr. Hogan suggested the solicitation be an RFP at the conceptual level.

Ms. Fulenwider moved to accept the flow chart [*Exhibit 1*] changing RFC to RFP and making other minor modifications. Commissioner Holian seconded and the motion passed by unanimous voice vote. [Later in the meeting, RFP was changed to RFC throughout the matrix, see page 4,]

Criteria Subcommittee

Ms. DeAnda-Hay said the document is still evolving and any corrections can be made on the document itself.

Mr. Hogan said required funding may be an appropriate bullet point for the document. Mr. Nye pointed out that was addressed in the first criterion under “economic” and could be expanded, “Describe the total investment and funding required sources.” This was added to the orange section of the document.

Ms. Fulenwider agreed that the respondent should fully articulate the sources of revenue or funding to the project and if they are looking for public funding.

My Nye said the document should address the investment and funding source required. This could be included under 11. He anticipated the County website would have an interactive component so interested parties could ask questions.

Ms. Bustamante moved to accept the criteria document with grammatical corrections. Her motion was seconded by Mr. Nye and passed by unanimous voice vote.

Commissioner Holian moved to add under Section 11 the investment, funding requirement and sources required. Ms. Bustamante seconded and that motion passed without opposition.

Ms. Fulenwider said many times there are pre-response meetings where the interested parties can ask questions and those can be answered at a meeting or online and those inquiries and responses are available to all interested parties.

Infrastructure Discussion

The following issues were mentioned:

- The BCC should be made aware of the problematic access to the property as well as a range of infrastructure problems
- Right-of-way access was clearly an issue for discussion.
- Review of the master plan to assess the access was necessary.
- No less than three scheduled site visits and also by-appointment site visits would be offered to interested respondents.
- Concern was raised about a power line close to the ground.
- The property could be considered as two separated by the creek.
- Sensitive environmental issues will need to be addressed by respondents.
- Easements and rights-of-way require additional review.

The Committee agreed that the above issues should be included in the report to the BCC as an addendum to the report.

Mr. Nye said the issues mentioned above are imperative for an interested respondent to know about.

Commissioner Holian advised that the BCC responds well to updates, presentation of criteria, solicitation process, evaluation and items that require investigation, followed by a recommendation for action.

A discussion about the calendar of events occurred and Mr. Hogan explained how much lead time is necessary for agenda items for a BCC meeting, issuing the RFP, holding meetings for interested respondents, etc.

Speaking from the audience Dianne Strauss said 60 days would be adequate to prepare a response.

Mr. Hogan said the Procurement Division will manage the process, and review the applications for MQs (minimum qualification) and responsiveness.

At this point, a discussion as to whether this was a Request for Proposal (RRP), Request for Concept (RFC), or Request for Information (RFI) occurred. Ms. DeAnda-Hay expressed concern that RFP is the wrong term and could lead to legal issues. It needs to be clearly communicated to the public what is being requested. Ms. Fulenwider said the Procurement Division provides for a central location for logging in receipt of proposals.

Tony Flores, County Manager's Office and former Purchasing Director for the County, agreed that an RFP may not be the proper process, however, proposals must go through the Procurement Division to allow the proposer/offeror the opportunity to appeal and avoid any risk to the County. There needs to be a basis for not selecting a proposer if the process is not formalized which is part of the procurement process.

Ms. DeAnda-Hay said the process is a hybrid and more of a request for a concept.

Don Van Doren suggested the Committee compile ideas from the public, select an idea then go out for a formal RFP.

Mr. Van Doren's recommendation was met with Committee approval. Ms. Fulenwider pointed out that the established criteria can be used to evaluate concepts/proposals without attaching a ranking.

Mr. Hogan said he would discuss with the Legal Department the level of formality that is necessary, whether executive session is necessary once concepts are received and how an evaluation will occur.

Mr. Nye moved to modify the matrix and all approved documents changing ~~RFP~~ to RFC. Mr. White seconded and that motion passed by unanimous voice vote.

Staff was asked to clarify the Procurement Division's role in this RFC process.

There was agreement that concepts should be received at the County by August 1, 2014. The selection process would occur during August with a recommendation by the end of September.

Ms. Fulenwider said she has been involved in proposal solicitation where it starts with a concept issuing an RFQ or RFI and those concepts are put out for public debate. That process informs the issuance of an RFP.

Ms. DeAnda-Hay said these meetings serve as the public venue to discuss and air

concepts.

The timetable was tentatively slated as follows:

- August 1 proposal concepts due date
- During August, review and evaluate concept proposals in preparation for LBRSC meeting
- Late August/early September LBRSC to hold an all-day meeting for concept proposal review and reduce to a short list
- Invite short list/preferred subset to interviews with LBRSC
- Late September, develop a recommendation and forward to BCC for action in October

Mr. Hogan said the proposal concepts need to be from a group that can carry through on the project. He suggested that at the end of August there would be two or three proposals – good imaginative ideas that are solid with fiscal seriousness and the means to be successful: “That they are credible proposals.”

Ms. DeAnda-Hay recommended that this committee request direction/clarification from the BCC and ask what they want this committee to do: proposals or concepts? The enabling resolution requires more specificity. The resolution calls for the committee’s project alternatives, plural.

Mr. Weiss said he would ask for clarification. Working with staff, Mr. Weiss said he would develop a status report that will outline: the timeline, criteria, process, infrastructure concerns, possibility of public information signage at site and request for clarification of enabling resolution. The report will be created in a memo format.

Ms. Bustamante offered to reformat the matrix into a Word document.

Agenda Items: Continue on timeline; discuss BCC information; staff to share legal and procurement information

- A. Time: 4:00
- B. Date: May 29, 2014 [this date was changed]
- C. Location: To be announced

Adjournment

Having completed the items on the agenda, this meeting was declared adjourned at 6:00.

Approved by:



La Bajada Ranch Steering Committee

ATTEST TO:



GERALDINE SALAZAR
COUNTY CLERK

10-28-2014

Respectfully submitted

Karen Farrell, Wordswork