

**MINUTES
of the
FOURTH MEETING
of the
CAPITOL BUILDINGS PLANNING COMMISSION**

**January 13, 2016
Room 311, State Capitol
Santa Fe**

The fourth meeting of the Capitol Buildings Planning Commission (CBPC) was called to order by Edwynn L. Burckle, secretary of general services, on January 13, 2016 at 1:30 p.m. in Room 311 of the State Capitol.

Present

Edwynn L. Burckle, Secretary of General Services, Co-Chair
Rep. Don L. Tripp, Speaker of the House of Representatives, Co-Chair
Tom Clifford, Secretary of Finance and Administration
Michael Delello, Designee for Veronica N. Gonzales, Secretary of Cultural Affairs
Loren Hatch, Designee for Tom Church, Secretary of Transportation
Craig Johnson, Designee for Aubrey Dunn, Commissioner of Public Lands
Sen. Mary Kay Papen, Senate President Pro Tempore
Arthur W. Pepin, Designee for Barbara J. Vigil, Chief Justice, New Mexico Supreme Court
Clarence Smith, Designee for Tim Eichenberg, State Treasurer

Absent

Rep. Brian Egolf
Sen. Stuart Ingle

Staff

Raúl E. Burciaga, Director, Legislative Council Service (LCS)
Michelle Jaschke, Researcher, LCS
Alexandria Tapia, Contractor, LCS
George Morgan, Director, Facilities Management Division (FMD), General Services
Department (GSD)
Pam Nicosin, Deputy Director, FMD, GSD
Andy Aguilar, Facility Planner, Architectural Research Consultants, Inc. (ARC)
John Petronis, Principal, ARC

Guests

The guest list is in the meeting file.

Handouts

Handouts from the meeting are posted at www.nmlegis.gov.

Wednesday, January 13

Approval of the Agenda

After discussion by members of the commission, agenda item three was moved to become the first item of regular business. On a motion duly made and seconded, the commission voted to approve the agenda, with the amended order, of the fourth meeting of the CBPC.

Approval of Minutes from November 9, 2015 Meeting

On a motion duly made and seconded, the commission voted to approve the minutes from the November 9, 2015 meeting.

Children, Youth and Families Department (CYFD): Child Wellness Center and Albuquerque Office Space

Mr. Morgan provided an update for the CYFD's Child Wellness Center. The proposed Child Wellness Center will provide trauma-informed care to children who are victims of child abuse or neglect and intends to provide facilities and services designed to reduce any additional trauma the children may experience when entering the protective services system. At the last commission meeting, the CYFD had requested a business case to look at purchasing a building for the center. Mr. Morgan explained that the FMD has released a request for proposals (RFP) for a leased facility to accommodate the CYFD's space needs in the Albuquerque area.

Ms. Nicosin presented a schedule for the RFP, with the proposal deadline set for February 25, 2016. The new center plans to combine several current sites and steps in the intake process under one roof. Ms. Nicosin explained that the proposed lease phases included in the RFP are set to coincide with the termination dates of the various existing leases for CYFD facilities in Albuquerque.

Members of the commission asked questions about the overall plan for the center. Mr. Morgan responded that the GSD and the CYFD are looking for the best approach to get all of the elements of the protective services system into one location. A consolidated location would improve services to families and increase operational efficiency. In response to inquiries regarding the change from a proposed purchase to leasing, Mr. Morgan explained that leasing is believed to be the best option at this time for the state and for the CYFD.

A member of the commission commended the GSD staff for its work on this issue. It was noted that advertising for the RFP has begun.

RFP for Master Planning Contract Subcommittee Recommendations

Mr. Burciaga provided an update regarding the RFP for a master planning contract. The current master planning contract with ARC expires on January 26, 2016. In response to the commission's request at a previous meeting, a subcommittee was formed to expand the scope of the new contract to encompass master planning throughout the state. As a result, the RFP has been refined, and a revised scope of work has been drafted. Mr. Burciaga recommended that the

commission enter into executive session to discuss the RFP. Mr. Delello moved that the commission enter into a closed executive session to discuss details of the draft RFP. The motion was seconded by Senator Papen. Mr. Burciaga called the roll, and the members present voted unanimously to enter into closed session.

Representative Tripp moved that the commission be released from the executive session and enter back into an open session, noting that the discussion during the closed session stayed within the scope of the original motion and no additional motions were made during the closed session. Mr. Delello seconded the motion, and the meeting was reopened without objection.

Action Item: Authority to Issue RFP for Master Planning Contract

Mr. Delello moved that the commission grant authority to the LCS to finalize and issue the master planning RFP. The motion was seconded by Senator Papen and passed without objection. Mr. Burciaga noted that a review committee, including staff from the LCS and the FMD, will evaluate the proposals received and make recommendations to the commission for issuing a new contract. The LCS will also work with ARC to assure access to the statewide inventory during the interim of the current contract and the issuance of a new contract.

Public Comment

Mr. Petronis thanked the commission for the opportunity to serve the commission. Members of the CBPC thanked Mr. Petronis and Mr. Aguilar for their work.

Adjournment

The next meeting of the CBPC will be held subject to the call of a co-chair. The next meeting will likely be held in March 2016 following the legislative session and the governor's signing deadline. There being no further business before the commission, the fourth meeting of the CBPC adjourned at 2:37 p.m.