

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

**July 30, 2012
Santa Fe, NM**

D The second meeting of the Capitol Buildings Planning Commission (CBPC) was called to order by Secretary Edwynn L. Burckle, co-chair, on July 30, 2012 at 1:42 p.m. in Room 311 of the State Capitol.

Present

Edwynn L. Burckle, Secretary of General Services, Co-Chair
Alvin C. Dominguez, Secretary of Transportation
Anne Green-Romig, designee for Veronica Gonzales, Secretary of Cultural Affairs
Sen. Stuart Ingle, Senate Minority Floor Leader
Sen. Timothy Z. Jennings, Senate President Pro Tempore
Elaine Olah, designee for Ray Powell, Commissioner of Public Lands
Angela Pacheco-Chavez, designee for Tom Clifford, Secretary of Finance and Administration
Patrick Simpson, designee for Petra Jimenez Maes, Chief Justice of the New Mexico Supreme Court
Clarence Smith, designee for James B. Lewis, State Treasurer
Rep. Thomas C. Taylor, House Minority Floor Leader (participating via conference call)

Absent

Rep. Ben Lujan, Speaker of the House, Co-Chair

Staff

Raúl E. Burciaga, Director, Legislative Council Service (LCS)
Roxanne Knight, LCS
Lisa Sullivan, Staff Attorney, LCS
Tom Pollard, LCS
Cassandra Jones, LCS
Chuck Gara, Director, Property Control Division (PCD), General Services Department (GSD)
Lemoyne Blackshear, Staff Architect, PCD

Guests

The guest list is in the meeting file.

Handouts

Handouts and written testimony are in the meeting file.

Monday, July 30

Action Item: Adoption of the Agenda

D The agenda was adopted without objection.

Action Item: Adoption of Minutes

Upon a motion by Ms. Olah, seconded by Mr. Smith, the commission approved the minutes from the first meeting of the CBPC for the 2012 interim.

Presentation of Statewide Inventory Database

John Petronis and Andy Aguilar, commission facilities planners, Architectural Research Consultants (ARC), presented to the commission the statewide inventory database. (See handout in the meeting file and on the legislative web site.)

The database is an inventory of capital assets owned by the state that can be accessed through a web-based application, which allows for the extraction of facility information in a variety of formats. Mr. Petronis told the commission that the responsibility for state buildings and land is split among many different agencies; however, the CBPC has recognized the importance of and supported efforts toward assembling a comprehensive and unified inventory of accessible facilities and other assets (e.g., land and water).

In 2007, the CBPC sponsored successful legislation to fund additional PCD staff to maintain hardware and software for master planning. During subsequent budget cuts, some of the staff positions were eliminated. In 2009, the CBPC directed its staff to create a consistent and comprehensive database of state assets and leased properties.

The inventory in the database is from many different sources and resides in a web-based open source relational database. On the date of the presentation, the database is populated with 3,700 total records. Many more are expected, and critical verification will be needed from the state agencies.

The web-based application ties separate data tables into reports and makes information accessible and easy to update. The data are compiled from the best sources available, including GSD data maintained by the Risk Management Division of the GSD and the PCD, ARC research, ARC surveys and Department of Health data. The data fidelity, defined as data comprehensiveness, consistency and accuracy, is best for leased buildings and worst for land. The consultants stressed that the database is still a work in progress. It has little or no data regarding staffing per building and facility condition.

The consultants explained that the facility code is a key tie between data tables. The facility code is an 11-digit number composed of a two-digit county code, a three-digit site code

and a six-digit building number. Buildings are also assigned a space-type code, which is indicative of a use category, as well as a status code.

The consultants projected a demonstration of the "live" database and presented examples to the commission. The consultants discussed the search tool, which allows users to search for buildings and land in the inventory that meet specific criteria defined by the user. Standard reports are separated into categories such as owned land, leased land, inventory by county and inventory by agency. Mr. Aguilar reminded the commission that colleges, universities and State Land Office trust lands are not included in the database. Right-of-way land that belongs to the Department of Transportation is also not included.

CBPC members discussed the database and asked questions. Senator Jennings expressed concern about maintaining uniformity in the data entry, with particular regard to condition assessment data. Senator Ingle expressed concern that agencies should use similar software. In response, the consultants clarified that much of the condition assessment information in the database is from a study conducted in 2010 by the ISES Corporation. Mr. Gara told the commission that it would be much easier to maintain this database if all state agencies use the same facility management software. Each agency could then input and verify its own information. The commission members discussed the challenges and rewards of a statewide facility condition assessment on all state properties.

Action Item: Directives to Staff

Members of the commission requested that LCS staff and ARC provide the commission with a breakdown of how much time the consultants spent creating a database.

Representative Taylor expressed interest in keeping data current, particularly because of the considerable investment made to create and populate the database.

Action Item: Staff Authorization to Share Data

Ms. Green-Romig made a motion to allow commission staff to share the information in the statewide inventory database with state agencies and other interested parties. The motion was seconded by Mr. Smith. Members of the commission voted unanimously in favor of the motion.

Commission Staff Reports

1-Subcommittee Appointments

Ms. Knight told the CBPC that the co-chairs had named commission members to a subcommittee established at the first 2012 meeting of the CBPC for the purpose of acting as a liaison between the commission and the governor regarding vetoed legislation from the 2012 legislative session. The staff reported that Executive Order 2012-023 serves a similar purpose as the vetoed legislation except there is no funding.

Action Item: Directions to Staff

Secretary Burckle made a motion to temporarily suspend any action by the subcommittee. The motion was seconded by Senator Jennings. Members of the commission voted unanimously in favor of the motion.

2-Executive Order

Ms. Blackshear told the CBPC that the GSD and the Department of Finance and Administration (DFA) are putting together a preliminary planning task force to develop the procedures for implementation of Executive Order 2012-023. The agencies will create a plan for identifying, evaluating and prioritizing projects and will establish a schedule to pull in other agencies. Initial representatives from the DFA, GSD, LCS, Legislative Finance Committee and PCD have been invited to a meeting to discuss the best way to proceed.

Senator Ingle inquired if any projection of the costs to implement the executive order had been made. Secretary Burckle told the commission that the key costs involved with implementing the executive order are associated with a facility condition assessment. The GSD has asked the DFA for four additional full-time employees to conduct the assessment.

Ms. Green-Romig told the commission that the Cultural Affairs Department (CAD) has been working with the DFA to develop a facilities and assets database system for assessing and tracking facilities and their conditions. The CAD is looking at the possibility of using the same software that the PCD already uses, rather than to start using a new and different system with different software.

3-Contract with ARC

Ms. Knight told the commission that, on average, ARC services have cost approximately \$125,000 per year. Because of the work that has been done to create and populate the statewide inventory database, the contractors have used most of the funding allotted in their contract. There are sufficient appropriations to amend the ARC contract so that ARC will be able to continue providing services to the CBPC.

Action Item: Directions to Staff

Senator Ingle made a motion to increase the contract by \$115,000 plus gross receipts tax for the entire contract. The motion was seconded by Secretary Dominguez, and the commission members voted in favor of the motion. Mr. Simpson abstained from voting.

4-GSD/PCD Regional Project Updates

- Mr. Gara told the commission that in Las Vegas, New Mexico, phase two of the Meadows Long-Term Care Facility is in progress. Contractors have been selected, and the PCD is finalizing the contract.
- The New Mexico Behavioral Health Institute Forensic Sally Port construction project is 40 percent complete, and a substantial completion date is projected to be November 16, 2012.
- The Department of Public Safety (DPS) District 5 office construction project is 85 percent complete and is projected to be completed around September 15, 2012.
- In Las Cruces, the DPS District 4 office construction project is 78 percent complete, and the projected final completion date is September 1, 2012.
- Security upgrades are under way at all New Mexico Corrections Department facilities.

- The Southern New Mexico Corrections Facility is in the process of upgrading the heating, ventilation and air conditioning (HVAC) system for units 4 and 5, and a pre-bid meeting is scheduled for August 9 regarding a kitchen remodel.
- The Central New Mexico Corrections Facility (CNMCF) is in the process of upgrading the HVAC system for unit 2, which should be completed in August 2013.
- NCA Architects has been selected to do kitchen renovations at the CNMCF.
- The Western New Mexico Corrections Facility is in the process of issuing a request for proposals for HVAC upgrades.
- In Albuquerque, the Youth Diagnostic and Development Center demolitions have been completed.
- In Santa Fe, the PCD is working with the City of Santa Fe to develop design parameters for the Executive Office Building.
- The Lujan Building renovation in Santa Fe began on July 7, 2012; it is scheduled for completion on December 31, 2013.
- The Runnels renovation and HVAC system upgrade is 99 percent complete.
- Regarding the Las Soleras contract, due diligence on the purchase has been extended by the State Board of Finance to November 15, 2012.

Public Comment

Marc Bertram, director of sales and marketing at SF Brown, requested additional information regarding the Las Soleras contract amendment. Mr. Gara clarified that the project will not be funded until after the legislature meets and appropriates a portion of funds that were reauthorized for a different project during the 2012 legislative session.

Senator Jennings reminded the commission that Ms. Knight will be retiring soon. Senators Jennings and Ingle expressed thanks to Ms. Knight for her many years of service to the commission, the legislature and state government.

Mr. Simpson suggested that commission members read a publication produced by the Judicial Council of California titled California Trial Court Facilities Standards 2011.

Ms. Knight reminded the commission that the October 4 meeting of the CBPC has been tentatively rescheduled for October 18 as a morning rather than a usual afternoon meeting. Notices will be sent to members with the specific start time.

Adjournment

There being no further business before the commission, the second meeting of the CBPC for the 2012 interim adjourned at approximately 4:15 p.m.