

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

**June 3, 2016
Room 311, State Capitol
Santa Fe**

The second meeting of the Capitol Buildings Planning Commission (CBPC) for the 2016 interim was called to order by Edwynn L. Burckle, secretary of general services, on June 3, 2016 at 10:15 a.m. in Room 311 of the State Capitol.

Present

Edwynn L. Burckle, Secretary of General Services, Co-Chair
Mike Delello, Designee for Veronica Gonzales, Secretary of Cultural Affairs
Sen. Stuart Ingle
Matt Kennicott, Designee for Tom Church, Secretary of Transportation
Sen. Michael Padilla, Designee for Sen. Mary Kay Papen, Senate President Pro Tempore
Duffy Rodriguez, Acting Secretary of Finance and Administration
Clarence Smith, Designee for Tim Eichenberg, State Treasurer

Absent

Rep. Don L. Tripp, Speaker of the House of Representatives, Co-Chair
Aubrey Dunn, Commissioner of Public Lands
Rep. Brian Egolf
Barbara J. Vigil, Chief Justice, New Mexico Supreme Court

Staff

Raúl E. Burciaga, Director, Legislative Council Service (LCS)
Michelle Jaschke, Researcher, LCS
Kathleen Dexter, LCS
Pam Nicosin, Deputy Director, Facilities Management Division, General Services Department (GSD)

Guests

The guest list is in the meeting folder.

Handouts

Handouts from the meeting are in the meeting file and are posted at www.nmlegis.gov.

Friday, June 3

Approval of Agenda and Minutes

Ms. Jaschke called the roll for the commission, confirming a quorum. On motions duly made, seconded and unanimously adopted, the commission approved the agenda for the meeting as well as the minutes for meetings held on January 13, 2016 and May 9, 2016.

Master Planning Consultant Contracts Update

Mr. Burciaga reviewed the commission's recent work regarding master planning consultant contracts and further commission action needed at this time. At its January 13, 2016 meeting, the commission authorized the LCS to finalize and issue a request for proposals (RFP) for master planning and statewide inventory consultant services. At its subsequent meeting on May 9, the commission accepted both respondents to the RFP as potential vendors: Architectural Research Consultants, Incorporated (ARC), which submitted its response in partnership with the architectural design firm Dekker/Perich/Sabatini; and CBRE, which responded in partnership with FBT Architects; Bridgers and Paxton Consulting Engineers; Ironbridge Systems, Incorporated; Balis and Company; and Bohannon Huston, Incorporated.

LCS staff drafted "task order contracts" covering the necessary services and submitted those contracts to the contractors and the GSD for review and comment. Once the contracts are approved, the LCS will issue Requests for Task Order Assignment Proposals for tasks the commission has elected to pursue in 2016. A total of \$100,000 is available for master planning and statewide inventory development this year.

On a motion duly made, seconded and unanimously approved, the commission authorized the LCS to finalize the contracts with the vendors in compliance with the provisions of the Procurement Code.

Staff Recommendations for 2016 Master Planning Consultant Contract Tasks and Deliverables

Mr. Burciaga presented an overview of what the current metropolitan area master plans encompass and the issues affecting area master plan updates and statewide inventory development. Ms. Nicosin joined Mr. Burciaga to discuss staff recommendations for tasks and deliverables for the statewide inventory and master planning for the Albuquerque (including Los Lunas), Santa Fe and Las Cruces areas.

In the ensuing discussion, commission members noted the importance of maintaining an accurate inventory of all state assets for master planning purposes. Commissioners acknowledged the considerable resources and effort that have gone into producing the existing statewide inventory. Members considered the merits of moving the inventory, developed by and currently housed with ARC, to a state host. It was noted that the work that has been completed on the inventory will quickly become dated without ongoing maintenance and that any legislation

supporting relocation of the inventory to a state host should include a mandate for regular updates to the inventory.

Members also discussed prioritizing an update of the Albuquerque (including Los Lunas) area master plan, consistently noting that the Children, Youth and Families Department facility needs in Albuquerque should be included in that plan. One of the commissioners pointed out the importance of assessing facility conditions prior to purchasing any facilities and of conducting life cycle cost analyses to determine the best use of taxpayer money with respect to buying, leasing or constructing facilities.

Discussion also covered:

- ▶ the need for all agencies to update their asset inventory on a regular basis;
- ▶ the need to develop a procedural manual to maintain and update the statewide inventory;
- ▶ the need to better use the state's current facilities before acquiring new ones;
- ▶ state agencies' lack of information on assets held by other agencies;
- ▶ security concerns with respect to public access to inventory information; and
- ▶ possible landscaping and accessibility improvements at the State Capitol.

At the commission's direction, Mr. Burciaga will identify up to five commission members to serve as an ad hoc committee to consider the best way to proceed with task orders for the state asset inventory for 2016.

On a motion duly made, seconded, amended and unanimously adopted, the commission authorized staff to issue work orders, limited to 2016, for statewide inventory and master planning services pursuant to the provisions of the Procurement Code.

Calendar

Mr. Burciaga presented a tentative schedule for the 2016 interim, with tentative meeting dates on August 1 and October 3. Final meeting dates will be determined after members are surveyed via email for availability on those or other dates.

Legislative Initiatives

Members discussed the need for enabling legislation for the CBPC to review and make recommendations for real property transactions before such transactions are enacted in the legislature. Mr. Burciaga will send members a memo outlining previous efforts in this regard, including a copy of similar legislation introduced by Senator Papen in 2015. The memo will include a discussion of other possible legislative initiatives as well. The legislative topics will be included as a discussion item on the next meeting agenda.

Adjournment

There being no further business before the commission, the second meeting of the CBPC for the 2016 interim adjourned at 11:20 a.m.