



SPECIAL MEETING A G E N D A

Carlsbad City Council Special Meeting
Janell Whitlock Municipal Complex
114 S. Halagueno Street
Carlsbad, New Mexico

September 19, 2023 at 4:00 p.m.

Invocation – Pledge of Allegiance

1. Approval of Agenda
2. Routine and Regular Business

All matters under this heading are considered routine by the City Council and will be acted upon in one motion. There will be no separate discussion of these items. If discussion is desired on a particular item, upon request, that item may be removed from the Routine and Regular Business and be considered separately.

- A. Consider Approval to Rescind RFP 2023-09 for Cemetery Grounds Maintenance and Grave Opening/Closing and Resolicit Revised RFP
3. Consider Approval of Resolution 2023-58, a Resolution authorizing submission of a New Mexico 2023 Community Development Block Grant to the New Mexico Department of Finance and Administration and approval of Project Selection
4. Adjourn



FOR INFORMATION ONLY

Agendas and City Council minutes are available on the City web site: cityofcarlsbadnm.com or may be viewed in the Office of the City Clerk during normal and regular business hours.

CARLSBAD CITY COUNCIL MEETING SCHEDULE

- Regular Meeting -Tuesday, September 26, 2023 at 6:00 p.m.
- Regular Meeting -Tuesday, October 10, 2023 at 6:00 p.m.

If you require hearing interpreter, language interpreters or auxiliary aids in order to attend and participate in the above meeting, please contact the City Administrator's office at (575) 887-1191 at least 48 hours prior to the scheduled meeting time.

CITY OF CARLSBAD

**AGENDA BRIEFING MEMORANDUM
PURCHASING RECOMMENDATION**

Council Meeting Date: **9/19/23**

Department: Cemetery	BY: Matt Fletcher, CPO	Date: 9/15/23
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SUBJECT: Services
Description:
Rescind Award of RFP for Cemetery Grounds Maintenance and Grave Opening/Closing and Resolicit Revised RFP

SYNOPSIS:	Qty <u>1</u>	Total Est. Cost	<u>\$ 443,720.00</u>	Total Actual Cost	<u>\$ 412,980.00</u>
	Budgeted Yes	Est. City Share	<u>\$ 443,720.00</u>	Actual City Share	<u>\$ 412,980.00</u>
	Account # <u>10161-61200</u>		<u>\$ 443,720.00</u>		
	Account # _____		_____		
	Account # _____		_____		
	Account # _____		_____		
	TOTAL		<u>\$ 443,720.00</u>		

BACKGROUND, JUSTIFICATION AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

The City solicited proposals for the Cemetery Grounds Maintenance and Grave Opening and Closing Services contract.

The City received two proposals from Garden Mart Inc. and Orlando Garza dba, Guadalupe Pest Control. The proposals were evaluated and scored by a six person committee based on a 100 point scale and was awarded to Orlando Garza, dba Guadalupe Pest Control, at the August 8, 2023 City Council Meeting.

However, the City received a protest from Garden Mart Inc., which requested an award to the remaining bidder or to resubmit the RFP.

After review of the scope of work required in the RFP, the City finds it is in the best interest of the City to rescind both offers received and solicit proposals to a revised RFP.

Requested action to be taken by Council: Select one	Council Action Taken: Select one	Date:
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Reviewed by City Administrator:

POST BID/RFP RECOMMENDATION	Council Meeting Date:
Requested action to be taken by Council: Other: Rescind and Re-Solicit RFP 2023-09	Council Action Taken: Select one Date:
ADDITIONAL INFORMATION:	
Reviewed by City Administrator: /s/John Lowe	09/15/2023

ATTACHMENT(S): Specifications Bid/RFP Summary Other: _____

CITY OF CARLSBAD

AGENDA BRIEFING MEMORANDUM

Council Meeting Date: 9/19/2023

DEPARTMENT: Municipal Services	BY: Angie Barrios-Testa, Director <i>Angie Barrios-Testa 9/14/2023</i>	DATE: 9/14/2023
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SUBJECT: Approve Project Selection and Resolution Authorizing Submission of a New Mexico 2023 Community Development Block Grant to the New Mexico Department of Finance and Administration

BACKGROUND, ANALYSIS AND IMPACT: (Safety and Welfare/Financial/Personnel/Infrastructure/etc.)

On October 27, 2022, August 30, 2023, and September 13, 2023, Municipal Services held three public hearings to solicit project ideas from Carlsbad citizens. The October date was a closeout hearing as well as soliciting input for future projects. The City staff recommends the following for possible funding from the State of New Mexico Community Development Block Grant program (CDBG):

Alejandro Ruiz Senior Center Phase III Renovations – This phase includes renovations to the old library, computer lab, and storage rooms to be converted to multi-purpose program and media rooms. The larger facility requires more ADA restrooms and unisex/ambulatory restrooms. The plan is to add a fire sprinkler system in conjunction with a modern fire detection system as well as a public address system to augment safety for senior patrons and staff.

The project selected under CDBG must benefit principally low and moderate low-income families, aid in the prevention or elimination of slum and blight, and/or “meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community where other financial resources are not available to meet such need”.

The proposed project serves a portion of the population that the CDBG Program defines as “Limited Clientele”. This facility serves the aging population in this area of the City with the understanding that the majority of the targeted clientele for this facility are within the Low to Moderate-income brackets.

DEPARTMENT RECOMMENDATION: Based on the criteria of the grant application and from those present at public hearings, the Alejandro Ruiz Senior Center facility was recognized as the most needed project in the community. If it is the will of the City Council, staff recommends approving the selection, adopting the Resolution, and designating the Mayor's signature authority for the resolution and related grant documents.

BOARD/COMMISSION/COMMITTEE ACTION:

<input type="checkbox"/> P & Z	<input type="checkbox"/> Lodgers Tax Board	<input type="checkbox"/> Riverwalk Rec Center Board	<input type="checkbox"/> APPROVED
<input type="checkbox"/> Museum Board	<input checked="" type="checkbox"/> Alejandro Ruiz Board	<input type="checkbox"/> Water Board	<input type="checkbox"/> DISAPPROVED
<input type="checkbox"/> Library Board	<input type="checkbox"/> N. Mesa Board	<input type="checkbox"/> Beautification Committee	

Reviewed by: City Administrator: /s/John Lowe	Date: 09/14/2023
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Resolution No. 2023-58

A RESOLUTION OF THE COUNCIL OF THE CITY OF CARLSBAD, NEW MEXICO, AUTHORIZING THE SUBMISSION OF A NEW MEXICO COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION/LOCAL GOVERNMENT; AND AUTHORIZING MAYOR DALE JANWAY TO ACT AS THE CITY OF CARLSBAD'S CHIEF EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY OF CARLSBAD'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the need exists within the City of Carlsbad for the design and completion of Phase III the of Alejandro Ruiz Senior Center, and the City of Carlsbad desires to apply to the Housing and Urban Development's Community Development Block Grant Program to obtain funding for the Phase III design and construction of a public facility which serves a Senior Center; and

WHEREAS, the City of Carlsbad's Planning Department has held three public meetings for public input and comment on October 27, 2022, August 30, 2023, and September 13, 2023, during the 2023 application process; and

WHEREAS, the Carlsbad City Council finds that there is a significant need to undertake the Phase III planning, design, and construction of the Senior Center to meet the needs of the community; and

WHEREAS, the Carlsbad City Council determines that the Senior Center project meets the requirements of the Community Development Block Grant Program.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CARLSBAD, NEW MEXICO, that

1. The City of Carlsbad is hereby authorized to prepare and submit a Community Development Block Grant application to the New Mexico Department of Finance and Administration/Local Government Division for an additional phase to the Senior Center;
2. That the Carlsbad City Council directs and designates Mayor Dale Janway as the City of Carlsbad's Chief Executive Officer and Authorized Representative to act in all

matters in connection with this application and the City of Carlsbad's participation in the New Mexico Community Development Block Grant Program.

3. The City of Carlsbad's officials and staff are directed to do any and all acts necessary to carry out the intent of the Resolution.
4. Per the CDBG program, The City of Carlsbad is required to submit an application for a full and phased version of the project.
 - a. That the full application amount be for \$750,000.00 of grant funds and the City of Carlsbad will commit the required 10% cash match of \$75,000 for the Senior Center renovation project.
 - b. That the phased project grant application request amount is up to \$700,000 and the City of Carlsbad will commit the required cash match of 10% for the Senior Center renovation project.

PASSED, ADOPTED AND APPROVED this ___ day of _____, 2023.

Mayor Dale W. Janway

ATTEST:

City Clerk, Nadine Morales

Adjourn