

June 2019

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Manager's Memo

June - Time to Adjust

As we enter June, the sixth month of the year, it is time to reflect and adjust. If you are working through the business plan you started at the beginning of the year, now is the perfect time to revisit that plan and adjust as necessary. If you don't yet have a plan, perhaps now is the time to work on one for the balance of the year and for next year. If you need some help, plan to attend our special webinar on July 3 to learn more about developing your own simple and useful business plan.

- Tom Fulcher, STAR Program Consultant

Upcoming Events

June 20

Las Cruces PTAC –
G2B speed dating with agencies

[Click here for more information.](#)

June 26

TAOS (WESST).
Master Your Cash FlowAlbuquerque.

[Click here for more information.](#)

July 3

STAR Program Exclusive. Building your
Simple Business Plan

[Click here for more information.](#)

What topic would you like to learn more about?

Let Us Know Here

Business Buzz

Six Tips for Running an Effective Meeting

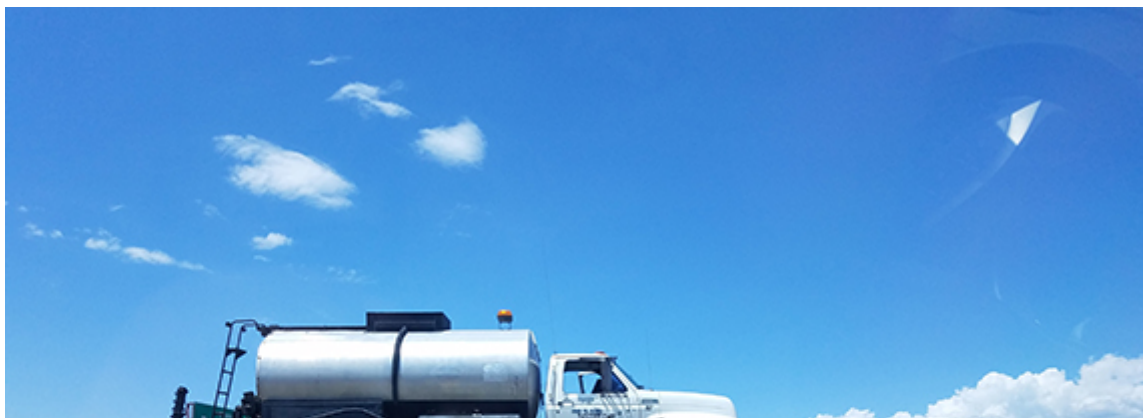
Business days can be fast-paced, deadline-driven and stressful. Better ensure meetings you manage are productive and lead to ROI by implementing six effective meeting tips.

1. **Lead by example.** Arrive to the meeting room on time with any phone and hand-held devices silenced or turned off. If taking notes for yourself on a computer,

tell participants you are doing so rather than indicate using electronic devices for any other purpose during the meeting is not appropriate.

2. **Share the Plan.** Distribute the written meeting agenda even if done so in advance. Simple key thoughts in a readable format are best so not to potentially overwhelm participants with written details.
3. **Connect the dots.** Ensure those in the meeting know each other and why they are participating. Make introductions so all are comfortable and appropriate with respective comments.
4. **Document key points.** State who will be taking meeting notes for the group and distributing post-meeting. Concentrate on documenting actionable items, those responsible and any associated deadlines.
5. **Encourage conversation.** Enable time to hear from those participating but stay on topic. Encourage topics requiring longer meeting time be continued outside the meeting.
6. **Note the next steps.** Verbally summarize any actionable items and identify the person(s) responsible along with associated deadlines. Use actionable items as the basis for the next related meeting agenda.

Source: [Organized Affair LLC](#)





Industry News

Public Invited to Comment on Changes to Current and Future Projects

NMDOT strives to keep the public informed and cares about their opinions. The department's State Transportation Improvement Program (STIP) is amended quarterly and always open for viewing on the NMDOT website. The public is welcome to review the list of current and proposed road and bridge projects then post comments. Kindly note, a 7th Amendment to the 2018-2023 STIP has been made and is now posted at <https://estip.dot.state.nm.us>. Click on the eSTIP Amendment tab to post a public comment until June 16, 2019. The NMDOT STIP Personnel will receive the comments.

The STIP is required under federal legislation. Projects on the list are on federal and state highways (roads with I, U.S. or NM designations). The STIP is a collaborative state, local, regional and tribal transportation planning effort, developed by NMDOT. Projects included in the STIP are funded with a combination of federal, state and/or local funds.

Meet The Team

Each Newsletter will introduce another NMDOT team member.
This month, we are happy to introduce **Jeffrey E. Martinez**.

Title: Engineer Manager

Location: Santa Fe

Joined NMDOT: 1999

Work Role: The PSE Bureau manages the NMDOT's competitive bidding process for our highway/bridge construction program. This includes establishing the contractual documents for our DBE program.

Favorite Ice Cream Flavor: Vanilla

Additional Thoughts

"A goal without a plan is just a wish"
–Antoine de Saint-Exupéry

New Mexico Project Leads

(click image to see opportunity)



NMDOT

Statewide

Issued 05-20-2019

Consultant Design Program RFP



NEW MEXICO
GENERAL SERVICES DEPARTMENT

NM General Services Dept.

Statewide

90-00000-19-00063

Highway and off-road heavy

Schedule

equipment and truck repairs



City of Santa Fe

Santa Fe

RFP 19/49/P

Electrical Engineering Services, On-call



City of Santa Fe

Santa Fe

Bid Number: 19/41/P

On-Call Professional Design Services

[Civil Rights Bureau](#) | [Procurement Services](#) | [Prequalification Requirements](#) | [RFP Schedule](#) | [DBE Directory](#) | [Statewide Transportation Improvement Program](#)

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