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 re-visit 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

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**Additional Thoughts**

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

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New Mexico Project Leads  
(click image to see opportunity)

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NMDOT  
Statewide  
Issued 05-20-2019  
Consultant Design Program RFP

NM General Services Depart.  
Statewide  
90-00000-19-00063  
Highway and off-road heavy
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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