

CITY OF ALBUQUERQUE
Department of Family and Community Services
RFP-DFCS-CD-AHD-20-03-BROWN

QUESTIONS AND ANSWERS

(updated 10/16/2020)

1. Is it the City's goal to have single family units to be for sale or rentals?

A: The RFP calls for both single-family **homeownership** (on the west portion) and **rental** housing (on the east portion).

2. If for sale, is the City receptive to a proposal that solely focuses on the East parcel with an affordable restricted rental development with divisible commercial space on the first floor?

A: It has been envisioned that the commercial use would accompany the rental development closest to 4th Street. In addition to the RFP, please refer to the Exhibit B: Brown Property Public Process Report for more details.

3. Does the Ranking Matrix need to be filled out for the RFP response (it is not on the Proposal Checklist, but mentioned in the body that this is how the response will be ranked)?

A: Yes, the Ranking Matrix must be completely filled out and self-scored with the proposal.

4. If we use HOME/WHTF as a source in our model, do we submit that application when we submit the application for the 9% tax credits (also in our model)?

A: The application for Workforce Housing Trust Funds (WHTF) is part of this RFP and shall be submitted within the proposal response by the October 21, 2020 deadline, whether or not the rental development portion will be submitting an application for Low Income Housing Tax Credits (LIHTC) or not. No federal HOME funds are allocated under this RFP.

5. Is there a requirement to distribute the low-income units between both the single-family and multi-family components of the project? In other words, if 100% of the multi-family units are below 60%, could all the single family dwellings be market-rate?

A: No. All affordable units are not required to be distributed across single-family and multi-family developments. If the multi-family development is able to satisfy the WHTF requirements within the RFP, then the single-family dwellings can be market rate. However, there are incentive points within the matrix for the affordability within the single-family development.

6. Does the \$3.5M WHTF need to be used for both the single-family and multi-family components of the project?

A: No. The \$3,500,000 can be used for just one component of the development. However, that single component must still meet WHTF requirement of a 4:1 ratio. Therefore, the WHTF investment should not be more than 20% of the Total Development Cost for that development type.

7. If all the WHTF are used for the multi-family component of the project, can all the single-family dwelling units be market-rate

A: Yes. As previously mentioned in #3 above, as long as the WHTF requirements are met based

on the total units, one component can contain the required percentages of restricted units.

8. Will the City provide a copy of the plat survey for the project site?

A: If available, the City will post the requested survey on the RFP website. Notification of such posting will be send out to the RFP listserv.

9. Can the neighborhood outreach meeting required by the RFP be accomplished via ZOOM?

A: Yes, given the challenges for the COVID-19 pandemic, a Zoom meeting will satisfy letter d. (below), provided that there is adequate evidence that the meeting occurred and includes details of those in attendance. Please keep in mind that all other documentation listed under Evidence of Neighborhood Outreach are threshold items and therefore, are also required.

Evidence of Neighborhood outreach by providing the following documentation (must be 6 months current):
a. Map of Neighborhood Associations from the City's Office of Neighborhood Coordination and their proximity to the potential Project.
b. Fliers disseminated in immediate neighborhood of project.
c. Notification in the form of e-mails and/or letters to neighborhood association(s) or area residents within ¼ mile of the project.
d. Agendas, meeting minutes, and sign-in sheets from Community Meeting(s) with area residents. Sign-in sheets should identify neighborhood represented, and physical address, and signed surveys about the Project).

10. Does the amount of WHTF funds used to purchase the land need to be added included in the 20% leverage calculation? If it does, what dollar amount should be used.

A: Yes, all WHTF contributed to the project must be reflected in this calculation. Per the Workforce Housing Ordinance: *(d) Projects receiving funding or land under the Workforce Housing Opportunity Act shall leverage non-city funds by at least a 4:1 ratio (non-city to city resources). The Affordable Housing Plan may make exception to this ratio for certain hard to develop projects as defined in the Affordable Housing Plan and that would otherwise be financially impacted without such an exception. Federal and state funds flowing through the city are not considered city funds for purposes of this requirement.* Section H. of the RFP indicates that the City contributed \$902,595.

11. If all the required unit affordable percentages are met by the multifamily portion of the project, will the single family homes be free of all affordability period requirements required in the WHTF ordinance?

A: Yes. If the affordability requirements of the RFP and Workforce Housing regulations are satisfied by one component of development, the other housing component would not have WHTF affordability period associated with it.

12. Option 5 in the Brown Property Process Report, which was the most favored by most the participants, requires the extension of the Northfield Court north into the Brown property. This will require a consent to a dedication of additional Right of Way for this to happen by the property owners of Lots 9 & 24. The Report also states that residents living on the Northfield Court cul-de-sac were not in favor of Option 5. I suspect that losing the feature of being at the end of the cul-de-sac and increased traffic plays into their preferences. Assuming owners of Lot 9 and 24 are unwilling to grant the ROW dedication or to sell the small area of property needed, can the City in its power, acquire the property for ROW to enable Option 5 to be built?

- A: Unfortunately, City acquisition of ROW was not provided for in the RFP. Therefore, it is up to the developer to select a site design that best suits its proposed development, as the City will not commit to such a request ahead of the RFP deadline.
13. Question #1 in Part 1 of the Ranking Matrix has the following question it asks me to affirm: Does this project contain the required percentage of units (30%) at or below 80% of the Area Median Income (AMI) and at least 20% of the rental housing units at or below 50% AMI? The RFP states that the affordability rent requirements are: 30% of the units to households at 80% AMI, 40% of the units to households at 60% AMI, and in addition, 20% of the SF to be used for economic activities. I would like clarification as I assume the RFP is correct and the Matrix is not.
- A: The RFP is correct and there was an inconsistency in the Ranking Matrix. However, the matrix has been revised and posted on the RFP webpage for developer's use.
14. Does the Rental Development Application have to be a separate submission to the City Clerk rather than to City Hall?
- A: No, the Rental Development Application should be within the submission binder to City Hall. Any inconsistencies referenced in that portion of the application have been updated to clearly state that it should be delivered to City Hall between 9:00 a.m. and 4:00 p.m. on October 21, 2020.
15. Does there need to be 8 or 9 binders submitted to City Hall?
- A: There needs to be nine (9) binders in total (one original and eight copies). The reason for so many is that there are 9 members on the Ad Hoc committee which will review each proposal.
16. As you know, the WHTF application is a complex funding request. Further, there are no tab instructions for those in the RFP. The app for WHTF requires site documentation information – evidence of site control, evidence of utilities – that we do not currently have and cannot obtain as we do not yet have as the City retains site control. How would you like us to handle this?
- A: Since the City owns the property, site control will be provided to the project awarded under this RFP. Only a statement from the developer stating such, shall be necessary to fulfill the site control section. No further documentation is needed for evidence of site control.
17. In essence, we have to respond to this RFP, the WHTF application and work to obtain MRA infrastructure support to have a viable application. Can the timeline for submittal be extended so that these can be thoroughly responded to? This will ensure that the applicant will have a "Ready/Go" plan that is feasible. We respectfully ask for an extension of the submittal of another 30 days.
- A: After considerable discussion of the timing necessary for a 2021 Low Income Housing Tax Credit application to the New Mexico Mortgage Finance Authority by its January 15, 2021 deadline, the City has determined that proposals review, recommendation of award, negotiating a Development Agreement, and obtaining City Council approval is not feasible. The City prefers that proposal are well developed, well designed, and address all aspects of the RFP. Therefore, the City is granting an extension of the RFP due date to **December 4, 2020**. All RFP documents will be updated on the City's website to indicate that proposals will only be accepted on that date, with all other details of submitting proposals remaining the same.