

City of Albuquerque

Request for Proposals Design-Build

Solicitation Number: RFP 04-2014

De Anza Motor Lodge
4301 Central Avenue NE
Albuquerque, NM 87108



Issuance Date: August 14, 2014

Due Date: January 9, 2015 at 5 p.m. Mountain Standard Time
(Due date and time shall be strictly observed.)

Site Tour

9:00 A.M.

September 10, 2014
4301 Central Avenue NE
Albuquerque, NM 87108

RFP Website: <http://www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/de-anza-rfp>

City of Albuquerque Planning Department
Metropolitan Redevelopment

TABLE OF CONTENTS

Glossary of Terms	Page 3
PART I: Project Overview and Background	
A. Overview and RFP Objective for the Site	4
B. Project Goals	4
C. Suggested Reuses	6
D. Context of the Subject Site	6
E. The State Metropolitan Redevelopment Code and the Creation of an MR Area and MR Plan	6
F. The Central/Highland/Upper Nob Hill Metropolitan Redevelopment Plan	7
G. Offering of the Site	7
PART II: Project Assistance and Incentives and Master Developer Responsibilities	
A. Project Assistance and Incentives	9
B. Master Developer Responsibilities	10
PART III: Proposer Submittal	
A. Schedule for Response to RFP	10
B. RFP Contact and Communication	11
C. Formal Inquiries	11
D. Preparation of Proposal	12
E. Proposal Format and Requirements	12
PART IV: Submittal Content	
A. Development Overview	13
B. Consistency with the City's Project Goals	13
C. Benefit to the Surrounding Community	14
D. Financial Structure	14
E. Financial Capacity	15
F. City Assistance	17
G. Project Details	17
PART V: Evaluation and Selection	
A. Ad Hoc Selection Committee	17
B. Evaluation Process	17
C. Evaluation and Scoring	18
D. Protest Procedures	18
PART VI: Submission of Proposal	18
Proposal Evaluation Criteria Matrix	19

APPENDICES

Exhibit A: Plat, Contextual and Aerial Maps, different site views, ALTA Survey
Exhibit B: Map Identifying Buildings by Letter
Exhibit C: The Secretary of Interior Standards for Rehabilitation
Exhibit D: De Anza Market Study
Exhibit E: Nob Hill Sector Development Plan
Exhibit F: Central/Highland/Upper Nob Hill Metropolitan Redevelopment Plan
Exhibit G: CCR-2 Zoning Ordinances (Central Commercial/Residential-2 Zone)
Exhibit H: Phase 1 Environmental Site Assessment
Exhibit I: Havona 2007 Asbestos Survey
Exhibit J: GranCor Enterprises Report
Exhibit K: CSA Architects Facility Condition Assessment: De Anza Motor Lodge – 2014 Report
Exhibit L: Landmarks and Urban Conservation Ordinance
Exhibit M: Specific Development Guidelines for De Anza Motor Lodge
Exhibit N: De Anza Courtyard Homes (Construction drawings from previous developer)
Exhibit O: Available Funding Incentives
Exhibit P: Formal RFP Inquiry Form
Exhibit Q: Personal Financial Statement
Exhibit R: Evaluation Matrix

ALL EXHIBITS CAN BE VIEWED AT <http://www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/De-Anza-rfp>

Glossary of Terms

Throughout this RFP the terms that begin with capitalized letters are defined below:

Ad Hoc Selection Committee	A committee of five members that will evaluate and score the proposals based on the evaluation criteria and make a recommendation to the ADC.
ADC:	Albuquerque Development Commission. The Commission for the Metropolitan Redevelopment Agency.
City:	The Incorporated City of Albuquerque.
City Project Manager:	The City Staff responsible for overseeing the issuance and awarding the RFP. For this RFP, the City Project Manager is Chris Hyer – 924-3927, chyer@cabq.gov.
Development Agreement:	The awarded contract terms between the City and successful Proposer.
FTE:	Full Time Equivalent. The number of work hours produced by the redevelopment each year divided by 2,080 hours.
Highlands MR Area:	The area between Copper Avenue on the north, Zuni Road on the south and roughly between Carlisle Boulevard on the west and San Mateo Boulevard on the east (See the Highlands MR Plan for a map).
Highlands MR Plan:	The Central/Highland/Upper Nob Hill Metropolitan Redevelopment Plan, adopted in 2003 and revised in 2005.
Master Developer	The Proposer that is selected by the ADC and enters into a Development Agreement with the City.
LUCC:	Landmarks and Urban Conservation Commission. The City's oversight body responsible for the conservation of historic or otherwise deemed significant sites and developments.
MRA:	Metropolitan Redevelopment Agency. A governmental entity that is housed in the Planning Department and is responsible for partnering with developers in redeveloping blighted areas of the City.
MR Area:	A defined area of the City determined to be blighted by the City Council.
MR Plan:	The required documentation that guides the redevelopment of the defined MR Area. An MR Plan must be in place before the State's laws governing the MRA are allowed to be applied.
NPS	The National Park Service, the federal agency responsible for certification of federal historic rehabilitation tax credit projects.
Project:	The Proposer's planned program of work, including development and/or redevelopment of buildings and improvements on the Subject Site.
Proposer:	A person or entity responding to this RFP. Anyone that puts forth a proposal for this request.
RFP:	Request for Proposals. This document providing information and specifying the requirements for interested parties to bid on the Project.
Subject Site:	The City-owned property on the northwest corner of Central Avenue and Washington Boulevard in Albuquerque, New Mexico. The proposed Subject Site is shown in Exhibit A and is further described as all of Block 4 and the alley running through Block 4 of the Mesa Grande Addition, Section 23, Township 10-N, Range 3-E, New Mexico Principal Meridian, Town of Albuquerque Grant, City of Albuquerque, Bernalillo County, New Mexico, located in the northwest quadrant of the intersection of Central Avenue NE and Washington Street NE, containing 2.056-acres.
Zoning Code:	The City of Albuquerque Comprehensive Zoning Code. This is the Code of Ordinances controlling land development in the City of Albuquerque. This Code of Ordinances is Chapter 14, Article 16 of Albuquerque's City Charter.

Part I: Project Overview and Background

A. Overview and RFP Objective for the Site

The City through its MRA is requesting redevelopment proposals to partner with one Master Developer to redevelop the Subject Site, which is the historic De Anza Motor Lodge located at 4301 Central Avenue NE (northwest corner of the intersection of Central Avenue NE and Washington Street NE).

The Subject Site includes 2.05686 acres and consists of seven separate buildings: five single story buildings with motel guest rooms; one two-story building with an office/front desk area and an on-site residential unit (manager's quarters); and one two-story building (and basement with conference room) that consists of additional guest rooms. A basement room in one of the buildings contains murals of cultural significance painted by a notable artist that depict a Native American ceremonial procession (the "Zuni Murals"). The treatment of the Zuni Murals will require special consideration. In order to encourage redevelopment of the site to achieve the City's project goals, the City will offer the Subject Site through a sale or long-term ground lease to the selected Master Developer for "fair value," which takes into account the community, economic, and social benefits of the planned redevelopment.

In addition to being economically feasible, any proposed (re)development of the Subject Site should complement the community, the historic Central Avenue corridor and the neighborhood, and meet the City's Project Goals described below.

B. Project Goals

The following goals have been established for the Project:

Historic Significance

The entire property is listed on the State Register of Cultural Properties and on the National Register of Historic Places. The entire property is also a designated City of Albuquerque Landmark. The De Anza Motor Lodge is historically and culturally significant for its association with historic Route 66 and with its original owner and developer, noted Native American trader Charles Garrett Wallace. While the rehabilitation and adaptive re-use of the existing historic buildings is the most desirable outcome for redevelopment of the site from the historic preservation perspective, the City recognizes that it may not result in an economically feasible redevelopment project.

In order to retain a degree of the historic character of this iconic Route 66 motel, the City will require, at a minimum, that the Master Developer save and rehabilitate the existing buildings that front Central Avenue, including Building A, Building E with the porte-cochere, and the Turquoise Café at the southern end of building G along with the pole mounted De Anza sign. Please see Exhibit B for identification of the buildings. While saving and rehabilitating these buildings is a minimum requirement, the City encourages Proposers to save and rehabilitate as many buildings as possible. The rehabilitation of these buildings should be in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (See Exhibit C). The treatment of the buildings on the balance of the site (Buildings B, C, D, F and a portion of Building G) is up to the successful Proposer.

The Zuni Murals will need special consideration (Please see Part II.A for incentives related to the murals). The successful Proposer may choose to propose one of the following options for the Zuni Murals:

- Preserve the Zuni Murals in place, which can be accomplished either by leaving the building above intact or demolishing the building and leaving an accessible basement with the Zuni Murals intact;
- Remove the Zuni Murals and give them to the Zuni; or
- Complete a full historical record of the Zuni Murals (including presenting a high-quality, full-size image of the murals to the Zuni) and encapsulate them, which may not provide access.

The Zuni Tribe will attend the site visit outlined in Part III.A of this RFP to discuss the Zuni Murals and answer questions from potential Proposers. The City encourages Proposers to consider the Zuni Tribe's views and/or consult further with the Zuni Tribe on the future of the Zuni Murals and how the images will be preserved. The City will not take any ownership or continuing responsibility for the Zuni Murals after the Subject Site is transferred to the Master Developer.

Quality Design

The City seeks proposals that feature a high quality and well-designed urban development that fits in Albuquerque's central core. The redevelopment should reflect the urban form of surrounding properties (i.e. showcase the design of automobile oriented developments from the mid-20th Century era), while inviting pedestrianism with direct pedestrian connections to Central Avenue.

If the Proposer opts for demolition of the structures identified as Buildings B, C, D, F and the portion of Building G that does not include the Turquoise Café, the new development must complement the existing buildings and be designed in a way that reflects the De Anza Motor Lodge. The design must also respect the Upper Nob Hill commercial corridor along Central Avenue and the single-family residential neighborhoods north of the Subject Site. Finally, service areas for the (re)development should not negatively affect the public realm.

Vitality & Catalytic Economic Redevelopment

The De Anza Motor Lodge is located on Central Avenue in Upper Nob Hill. City Landmarks and other historic properties in Nob Hill include the Highland Theater, the Modern Auto Court/Nob Hill Motel, Jones Motor Company (Kelly's Brew Pub), Monte Vista Fire Station, White's Department Store, the former J.C. Penny Store, the Zia Lodge and the Firestone Store. Central Avenue has traditionally been the main commercial corridor and economic hub of Albuquerque.

Redevelopment proposals should build off of the emerging energy of Upper Nob Hill and help create a corridor full of vitality and excitement. Additionally, the proposed redevelopment should be of such quality that it adds and integrates into the Upper Nob Hill community and catalyzes economic growth and redevelopment in the surrounding area.

Experience

The project team shall be experienced and professional, with a demonstrated expertise and track record in the redevelopment of sites with historic significance in urban environments that have revitalized communities and furthered economic redevelopment.

Timing

Time is of the essence in proceeding with this important catalytic project. The City encourages proposals with a realistic redevelopment plan that can be completed in a timely manner. The

Development Agreement between the City and the Master Developer will tie performance and claw back provisions to a redevelopment timetable.

C. Suggested Re-Uses

The City commissioned a De Anza Market Study, prepared by Housing Resources Ltd., in 2004 (See Exhibit D). Its applicability to the local real estate market in 2014 is uncertain. Although this document contains dated market material, it also contains useful background information. A summary of the findings and recommendations is of value in understanding the surrounding area.

Both residential and lodging were found to be viable re-uses of the De Anza. However, the City is **not** requiring that these suggestions be followed. The City encourages proposals that the Proposer feels meet the project goals described in Section 1.B.

D. Context of the Subject Site

The Subject Site faces Central Avenue, which was a well-traveled, primary corridor for commerce before the construction and gradual popularity of Interstate 40. Although the area remains historically significant, many modern day uses now occupy the older buildings creating an eclectic mix. Some stores offer unique artistry crafts, while others sell antiques. There is also a large array of unique restaurants interspersed utilizing older spaces.

Washington Street provides north-south connectivity between residential neighborhoods north of Central Avenue and a various mix of uses south of Central Avenue, including residential, office and retail uses as well as Highland High School. Approximately 1 ¼ miles west of the Subject Site is the University of New Mexico, and 1 ½ miles to the east is Expo New Mexico (also known as the State Fairgrounds).

The Subject Site is subject to the Albuquerque/Bernalillo County Comprehensive Plan, the Nob Hill Highland Sector Development Plan (See Exhibit E), the Highlands MR Plan (See Exhibit F) and the Zoning Code. The City is currently finalizing a Route 66 Action Plan that focuses on supporting development/redevelopment along Central Avenue. This plan is expected to be adopted in the fall of 2014.

E. The State Metropolitan Redevelopment Code and Creation of an MR Area and MR Plan

As defined by the State of New Mexico Redevelopment Code §3-60A-7, a MR Area may be established by a local governing body, such as the Albuquerque City Council, with the adoption of a finding that “rehabilitation, conservation, slum clearance, redevelopment or development, or a combination thereof, of and in such area or areas **is necessary** in the interest of the public health, safety, morals or welfare of the residents of the municipality.”

Following adoption of an MR Area, the local governing body may adopt a MR Plan. Under State of New Mexico Redevelopment Code § 3-60A-9, it must be found that:

- (1) *The proposed activities will aid in the elimination or prevention of slum or blight;*
- (2) *A feasible method is included in the plan to provide individuals and families who occupy residential dwellings in the metropolitan redevelopment area, and who may be displaced by the proposed activities, with decent, safe and sanitary dwelling accommodations within their means and without undue hardship to such individuals and families;*
- (3) *The plan conforms to the general plan for the municipality as a whole; and*
- (4) *The plan affords maximum opportunity consistent with the needs of the community for the rehabilitation or redevelopment of the area by private enterprise or persons, and the objectives of the plan justify the proposed activities as public purposes and needs.*

Once an MR Area is designated and the respective MR Plan adopted, the local governing body may utilize § 3-60A-12 of the New Mexico State Code to dispose of property under municipal control:

*A municipality may sell, lease or otherwise transfer real property or any interest therein acquired by it in a metropolitan redevelopment area and may enter into contracts with respect thereto for residential, commercial, industrial or other uses, or for public use, or may retain such property or interest for public use, in accordance with the plan. The purchasers or lessees and their successors and assigns shall be obligated to devote the real property only to the uses specified in the metropolitan redevelopment plan for a period of years as set out in the sale or lease agreement and may be obligated to comply with other requirements which the municipality may determine to be in the public interest, including the obligation to begin within a reasonable time any improvements on real property required by the plan. The real property or interest shall be sold, leased, otherwise transferred or retained at not less than its **fair value** [emphasis added] for uses in accordance with Redevelopment Law as determined by the governing body of the municipality or by the metropolitan redevelopment agency, if so authorized.*

F. The Central/Highland/Upper Nob Hill MR Plan

The City designated the Highlands MR Area in 2002 and adopted the associated Highlands MR Plan via City Council action in 2003. The City amended the Highlands MR Plan in November 2005 to include the Highlands MR Area as eligible for tax increment financing.

The Highlands MR Plan seeks to create a neighborhood that is both identifiable for its unique U.S. Route 66 character and is a livable, walkable, vibrant part of Albuquerque. The goals of the Highlands MR Plan are to:

- Improve the aesthetics, vitality, and public image of the plan area;
- Encourage the development of a fine-grained mix of pedestrian-oriented land uses, including both residential and commercial;
- Attract public and private investment to stimulate commercial revitalization;
- Attract businesses that complement and expand the range of existing goods and services;
- Redevelop or find adaptive re-uses for vacant and underutilized properties;
- Provide a wide range of viable transportation choices, including high-quality public transit, walking, bicycling and vehicular systems;
- Provide a safe and secure environment for residents, businesses and visitors;
- Identify and preserve the existing desirable characteristics of adjacent residential areas; and
- Recognize and preserve buildings and areas of architectural and environmental significance.

The De Anza Motor Lodge is identified as a “catalytic project” in the Highlands MR Plan with a high potential to contribute to the revitalization of the Highlands MR Area. The Highlands MR Plan also identifies public-private partnerships as the most likely vehicle for redevelopment opportunities to occur (See Exhibit F).

G. Offering of the Site

- **Current Ownership:** City of Albuquerque
- **Location:** The Subject Site is shown on the plat, maps and ALTA survey attached hereto as Exhibit A. It is located on the northwest corner of the intersection of Central Avenue NE and Washington Street NE, encompassing all of Block Number

4 and the alley running through Block 4 of the Mesa Grande Addition. The Subject Site has approximately 244 feet of frontage along Central Avenue.

- **Legal Description & Size:** All of Block 4 (Lots 1-17) and the alley running through Block 4 of the Mesa Grande Addition, Section 23, Township 10-N, Range 3-E, New Mexico Principal Meridian, Town of Albuquerque Grant, City of Albuquerque, Bernalillo County, New Mexico, containing 2.056-acres.
- **Zoning:** CCR-2 (Community Commercial/Residential-2), which is zoned for commercial uses (similar to the C-2 zone) and residential uses (similar to the R-3 zone) with exceptions (see Exhibit G).
- **General Conditions.** The De Anza Motor Lodge was initially built in 1939 with four buildings. Over the following two decades, additional buildings were added, which contributes to the varying construction methods used. The earlier construction was wood frame and the later construction substituted concrete masonry walls. Common construction methods used still resulted with stucco finished exterior, wood or steel bar joist roof framing, concrete foundations, and flat built-up roofs. Over the years, age, weathering and vandalism have been factors resulting in various conditions of the buildings.

The City has commissioned several reports over the years on the Subject Site. Before the purchase of the De Anza, a Phase 1 Environmental Site Assessment was performed in 2002 (Exhibit H). After the purchase of the site, Havona Environmental provided an asbestos and environmental hazard report (See Exhibit I). In 2008 GranCor Enterprises, Inc. produced a report that identified asbestos removed (See Exhibit J).

In 2014 the City commissioned a Capital Needs Report (see Exhibit K) that was led by Cherry/See/Reames Architects, and their analysis includes evaluations performed by electrical, mechanical, structural and environmental engineers. This report provides a thorough, unbiased view of the current state of the property with cost estimates for various projects that are required to bring the state of the buildings to different stages of redevelopment. Section 1.4 of the Cherry/See/Reames assessment report presents a chart on page 6 that provides a summary of the estimated costs needed to bring each building to an identified level of repair. The levels of repair that are necessary to obtain a Certificate of Occupancy include “Stabilization,” “Exterior Historic Improvements,” and “Improvements for Occupancy.” The report also includes a level of repair beyond these three categories called “Projects for Future Improvements,” which are not required for a Certificate of Occupancy to be issued but may be necessary from a preservation or marketing standpoint. This report does not purport to be a full representation of the costs needed to rehabilitate the site. Instead, it is meant to provide Proposers guidance on the condition of the property and the approximate cost of minimum upgrades necessary to obtain a Certificate of Occupancy for each building.

- **Special Conditions.** As described in Section 1.B, the successful Proposer is **not required** to save and rehabilitate all of the buildings on the site, but is encouraged to do so. If state or federal historic tax credit programs are an intended source of project funding, the Secretary of the Interior’s Standards for the Treatment of Historic Properties must be met. These standards will require the retention of all of

the existing buildings with minimal modification to the buildings and the site. Proposals that include such tax credit programs in the project financing must substantially reflect the Secretary's Standards (as determined by the City's historic preservation planner in consultation with the SHPO), and certification of the project by the National Park Service must be in a timely manner.

The De Anza Motor Lodge is also a City Landmark property; any alterations/modifications to the exterior of the buildings or the site overall will require a Certificate of Appropriateness approved by the LUCC per the Landmarks and Urban Conservation Ordinance (See Exhibit L). Although the guidelines adopted by the LUCC in 2012 for the De Anza Motor Lodge specify the retention of all buildings on the site, the guidelines may be revised by the LUCC at their discretion (See Exhibit M).

Part II: Project Assistance and Incentives and Master Developer Responsibilities

A. Project Assistance and Incentives

The City is open to a public-private partnership to obtain growth and investment in the area. The MR Area designation and the MR Plan allow the MRA to find alternative solutions to revitalizing the area under State Laws as defined in the New Mexico Redevelopment Code, §3-60A. Due to this section of the Redevelopment Code, the City offers the following framework for this project:

1. **Cost of the Site:** All sale prices and ground lease rates will be considered as long as the City can show **fair value** was obtained as described in NMSA §3-60A-12. The terms regarding the site's acquisition will be negotiated in the Development Agreement process.
2. **MR Financial Assistance:** If the Master Developer preserves the Zuni Murals in place and provides access to the murals, the MRA will contribute \$400,000 to the redevelopment of the Subject Site. This funding can be used to reimburse the Master Developer for specified improvements to the Subject Site as development progresses, provided the work performed fits the following scope of work approved by the City Council:

Plan, design, and construct improvements for the redevelopment of the De Anza property, including but not limited to: site improvements, street improvements and other renovation and rehabilitation costs.

3. **Architectural Drawings:** Through a previous development contract, the City possesses architectural drawings that could be used to rehabilitate the Subject Site into multifamily housing (See Exhibit N). These drawings may be used or modified by Proposers in their proposal. The information provided in this set of drawings is complete and can be used for construction, if approved by the LUCC, and the Development Review Board.
4. **Low Income Housing Tax Credits:** There may be federal low income tax credits for new development or redevelopment available through the State's Mortgage Finance Authority. If this funding is desired, it is the Proposer's responsibility to research and apply for this financial incentive. Additional information can be found at:
<http://www.housingnm.org/low-income-housing-tax-credits-lihtc-allocations>.
5. **Investment Tax Credits:** Both Federal and State tax credits are available for qualified rehabilitation of registered historic buildings if the redevelopment of the site follows the

Secretary of Interior's Standards for Rehabilitation. These financial programs are administered through the State of New Mexico Historic Preservation Division. Additional information can be found at: www.nmhistoricpreservation.org/PROGRAMS. Minor changes to the architectural drawings referenced in Part II.A.3 may result in qualification for Federal and State tax credits.

6. **Assistance with City Development Process:** Upon selection of the development team, the MRA will assist the successful Proposer by co-sponsoring any associated land use approvals necessary to accomplish the project. Services will include advice and assistance with zoning review, site plan or subdivision approvals, and plan check and building permits, expediting when possible. The successful Proposer, at his expense, will be responsible for the preparation of all documentation to obtain any associated approvals and/or permits required to complete the project. The City may waive the impact fees, as well.
7. **Public Funding Sources:** City public funding sources are not exhaustive, and it should not be assumed that any or all of the sources can be applied simultaneously to the redevelopment. Listed incentives are subject to possible future amendments to applicable local, state and federal laws, regulations and policies that govern those incentive programs (see Exhibit O).

B. Master Developer Responsibilities

The selected Master Developer will be responsible for all aspects of the redevelopment of the Subject Site, including, but not limited to:

- Visioning, subject to the City's approval;
- Replatting of the Subject Site, if required;
- Budgeting and Financing;
- Environmental Analysis and Remediation;
- Design and Plan Review Processes;
- Contractor Selection and Oversight;
- Construction;
- Close-Out;
- Oversight/Management; and
- Zuni Murals.

Part III: Proposer Submittal

A. Schedule for Response to RFP

The following listing of important deadline dates below applies to this RFP. The City reserves the right to revise this schedule in the event that it is needed. If a revision to this schedule must occur, the addenda will be posted to the City's website: <http://www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/de-anza-rfp>

- | | |
|---|--------------------------------------|
| ▪ Issue RFP | August 14, 2014 |
| ▪ Site Tour | September 10, 2014 (9:00 am at Site) |
| ▪ Deadline for submitting RFP questions
(City responses due within 5 business days of submittal) | December 12, 2014 |
| ▪ Proposals Due | January 9, 2015 at 5 p.m. MST |
| ▪ Ad Hoc Committee Evaluation | January 12, 2015-February 18, 2015 |

B. RFP Contact and Communication

For this solicitation, direct all communication to the City Project Manager, Chris Hyer:

**City of Albuquerque Planning Department
Metropolitan Redevelopment Agency
Attn: Chris Hyer
Plaza del Sol, 3rd Floor
600 2nd Street NW
Albuquerque, NM, 87102**

Direct contact information for the City Project Manager is **(505) 924-3927 or chyer@cabq.gov**.

Interested Proposers may download a copy of this solicitation from: <http://www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/de-anza-rfp>.

It is the responsibility of all Proposers to examine this entire RFP and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal may result in the submittal being deemed non-responsive in the City's sole discretion. The Proposer shall be responsible for fully understanding the requirements of the RFP and subsequent documents.

If there are questions about the RFP or the RFP process, please contact the City Project Manager listed above. Note that the City Project Manager may answer informal technical questions regarding the RFP orally. The City makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this RFP.

It is the Proposer's responsibility to keep apprised of answers to questions and any amendments to this RFP by frequently checking the following website: <http://www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/de-anza-rfp>. Failure to submit timely proposals pursuant to the RFP and any addendums may be grounds for deeming a submittal non-responsive.

Any protests to any portion of this RFP or the procedure in selecting the successful Proposer will be handled as described in Part V.D.

C. Formal Inquiries

During the Project awarding process, commencing with issuance of this RFP and continuing until award of a contract for the Project (or cancellation of the award), no employee, member or agent of any Proposer shall have any ex-parte communications regarding this award with any member of the City, their advisors or any of their contractors or consultants involved with the awarding, except for communications expressly permitted by the City Project Manager and this RFP.

Any Proposer engaging in such prohibited communication may be disqualified at the sole discretion of the City.

All formal inquiries or requests for significant or material clarification or technical interpretations or notification to the City of errors or omissions relating to this RFP must be directed, in writing, to the City Project Manager. Requests must be submitted on the Inquiry Form (Exhibit P) provided on the City's website. All questions must be delivered to the City Planning Department's reception desk at the City Planning Department, Plaza del Sol building, 3rd Floor reception desk, attention Chris Hyer,

600 2nd Street NW, Albuquerque, NM, 87102 or e-mailed to the City Project Manager at chyer@cabq.gov. The City Project Manager will post these inquiries and affiliated responses to the website within 5 business days of receipt of the inquiry. The source of the question will not be disclosed until the contract has been awarded.

D. Preparation of Proposal

- All responses shall be in the format described below in Section E, Proposal Format and Requirements. Facsimiles or electronic mail proposals will not be considered.
- Erasures, interlineations, or other modifications of the proposal shall be initialed in original ink by the authorized person signing the proposal.
- Periods of time, stated as a number of days, shall be in calendar days.
- The City will not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation. All materials and proposals submitted in response to this solicitation become the property of the City and will not be returned.

E. Proposal Format and Requirements

The proposal shall provide the name, title, address, telephone number and email of individuals with authority to contractually bind the Proposer and who may be contacted during the period of the contract negotiations. The written proposal shall be signed by an individual authorized to bind the Proposer. Required Format is:

1. Proposals shall be submitted as **an original and 6 additional hard copies (plus one electronic copy in pdf format)** formatted on 8-1/2" x 11" loose leaf paper in a three-ring binder and tabbed, for ease of reference, by sequential sections as identified in Part IV: Submittal Content. Proposals should address the proposal requirements and must NOT exceed 40-single sided typewritten pages (or 20-double sided pages), inclusive of any illustrations, images, and other pertinent documents. Items excluded from the 40 page limit are as follows: title/cover page; table of contents; tab pages; information that is asked for in Sections IV.E.1, IV.E.4, and IV.E.5; and resumes.
2. Any Proposer submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the RFP and any addenda. Proposals should include all criteria for selection to be considered complete. Any proposal that does not meet this requirement may be considered non-responsive.
3. Proposers submitting proposals which meet the Evaluation Criteria and which are deemed to be the most advantageous to the City may be requested to give a presentation to the Ad Hoc Selection Committee and/or the ADC.
4. All responses and accompanying documentation to the RFP will become the property of the City at the time the proposals are opened.

PART IV: Submittal Content

All Proposer's responses shall address each of the items listed herein, but may also include any other items which the Proposer believes may be important to the project. The organization of the submittal information shall follow the order of the Submittal Content in this RFP.

A. Development Overview

1. Contact Information

Provide the primary contact information for the principal individual(s) representing the Proposer. This section of the proposal should also identify the Proposer's company or organization that will enter into contracts with the City and the individuals that will sign on behalf of the Proposer.

2. Project Summary

Provide a concise summary of the overall proposal.

B. Consistency with the City's Project Goals

1. Historic Significance

Provide an overview of how the developer will approach historic rehabilitation of the site. Explain the Proposer's plan for Buildings B, C, D, F and the portion of Building G that does not include the Turquoise Café. Describe how the Proposer will preserve the historic character of the Subject Site and rehabilitate the buildings in accordance with the Secretary of Interior's Standards for the Treatment of Historic Properties.

For any physical exterior alterations, explain what the modifications are, how that will affect the historic listing of the property, and why a favorable Certificate of Appropriateness is expected from the LUCC.

Explain the Proposer's plans for the Zuni Murals in the basement of Building D on the Subject Site. Describe how Proposer is considering the Zuni Tribe's views and/or has consulted with the Zuni Tribe on the future of the Zuni Murals. Affirm Proposer's understanding that the City will not take any ownership or continuing responsibility for the Zuni Murals after the Subject Site is transferred to the Master Developer.

2. Quality Design

Provide design information for the Project in the form of color drawings and exhibits suitable for study.

At a minimum, include a conceptual site plan and elevation renderings that demonstrate the proposal.

Describe whether or not the Proposer intends to rehabilitate all of the buildings. If not, describe the design of any new development or buildings on the Subject Site and how this development complements the saved and rehabilitated buildings on the Subject Site. Describe how the new buildings maintain the presence of the original De Anza Motor Lodge and respect the historical and cultural significance of the Subject Site.

Explain how the design reflects the urban form, includes a vibrant streetscape and provides pedestrian connections to Central Avenue, Graceland Street and Copper Avenue. Explain how the design respects the Upper Nob Hill commercial corridor along Central Avenue and the single-family residential neighborhoods north of the Subject Site. Describe how the design will support public access and a continuation of the public realm. Finally, describe how the service areas and design plans do not negatively affect the public realm.

3. Vitality & Catalytic Economic Redevelopment

Describe the proposed use(s) for the Subject Site and any potential tenants. Describe how the proposed redevelopment will add energy into this area creating a corridor full of vitality and excitement. Explain how the proposal will catalyze a resurgence of economic growth and continued economic development. Describe the importance of and synergistic energies with established businesses in the Upper Nob Hill area.

4. Experience

Proposer must provide a brief description of their team's demonstrated expertise and track record in the redevelopment of historic properties in urban environments that have revitalized communities and furthered economic development. This description should include the team's experience in financing, developing, leasing and managing.

Provide at least one example of a past successful urban and/or mixed-use development that the Proposer was involved in or a redevelopment project for which the Proposer took the lead that exemplifies the quality of work that can be expected.

5. Timing

Provide a proposed schedule of development performance in a Gantt chart format, including, but not limited to, project benchmarks such as: obtaining all entitlements for the intended use; approvals of design; submittal, review, filing and receipt of building permits; commencement of construction/rehabilitation work; and completion of construction. Please also address any proposed phasing involved with this project and related schedule or business operation impacts.

***Note: A schedule based on this submission will be incorporated into the Development Agreement. However, the City recognizes that the actual start date (and subsequent benchmark dates) may change based on when the Development Agreement is executed.**

C. **Benefit to the Surrounding Community**

1. Benefit to the Community

Briefly describe the proposed benefits to the community as compared to the City's investment in the proposed Project. Benefits could include, but are not limited to, removal of blight, creation of jobs and promotion of economic development along with the creation of housing.

Additionally, provide the Proposer's expectations of the number of construction-related FTEs created if the redevelopment is selected and the number of permanent FTEs created on the Subject Site for each year of the ten years following obtaining a Certificate of Occupancy for the Subject Site. This information will be used to measure performance in an executed Development Agreement.

D. **Financial Structure**

1. Project Budget

Provide a full, detailed description of the proposed financing structure for the Project.

Provide sources- and uses- tables for both the construction and permanent periods. The uses/expenditures listed in the proposal should include, but not be limited to, the following line items:

- a. Sale or Ground Lease Cost
- b. Hard Costs
 - i. Construction Cost
 - ii. Construction Contingency
- c. Soft Costs
 - i. Architectural/Engineering
 - ii. Accountant
 - iii. Administrative Expenses
 - iv. Permanent Loan Costs
 - v. Construction Loan Costs
 - vi. Survey
 - vii. Appraisal
 - viii. Market Study (if applicable)
 - ix. Legal
 - x. Title
 - xi. Consultants (if any)
 - xii. Soft Cost Contingency
 - xiii. Developer Fee
- d. Reserve Set-Up Costs

2. Financial Pro-Forma

Provide a ten-year financial pro-forma, including expected costs, expected income, the Proposer's expected profit or return, and the assumptions used in preparing the pro-forma, including revenue and expenditure percentage increases over time. The pro-forma should include, but not be limited to, the following line items:

- a. Any gross and net residential rental income (showing vacancy assumptions)
- b. Any gross and net commercial rental income (showing vacancy assumptions)
- c. Any other source of income
- d. Administrative expenses (accounting and audit; advertising; legal; property management fee; management salaries and taxes; other administrative costs)
- e. Operating expenses (Gas; Electricity; Water and Sewer; Garbage/Trash; Other)
- f. Maintenance Expenses, including landscaping (Third party maintenance costs, including labor and materials; Maintenance/Janitorial staff salaries and taxes; Maintenance supplies; Repairs; Decorating; Other)
- g. Fixed Expenses (Real Estate Taxes; Insurance; Other)
- h. Reserves (Replacement, Operating, Other)
- i. Debt payments

E. **Financial Capacity**

1. Letters of Interest

Provide letters of interest from all financial sources listed in the project budget, except for the MRA financial assistance described in Part II.A.2, if applicable. The letters of interest should clearly identify the amount and terms of proposed

financing. As all proposals are evaluated as a complete package, it is imperative that the Proposer provide letters of interest from all financial sources in order to give a complete response to this RFP.

2. Proposer Financial Risk

Identify the financial risks associated with the Project that the Proposer expects to take, including Proposer's contribution to the pre-development costs and/or personal equity in the Project. The City expects the Proposer to take personal financial risk in the development of the Project.

3. Other Financial Obligations

Identify any current or pending financial obligations of the Proposer that may impact the Proposer's ability to complete the proposed redevelopment in a timely manner. Identify other projects that the Proposer is contemplating and/or working on. Then, provide an analysis of the impact of other financial obligations and projects on the completion of the proposed redevelopment of the Subject Site.

4. Financing References

Provide two reference letters from banks, financial and lending institutions, individuals who have provided financial assistance to the Proposer or team members, or who have participated financially in any of the Proposer's or team member's projects, during the last five years. Proposer may also provide other pertinent documentation or evidence of financial capacity and ability to provide guarantees required during the development process.

5. Financial Statements

****The following information shall be submitted separately and marked confidential: ****

The selected Proposer must have the financial capacity to successfully complete and operate the proposed Project. Each Proposer must submit an accountant reviewed or audited financial statement (including balance sheet, income statement, cash-flow statement, and accompanying notes prepared according to generally accepted accounting principles) for the most recent fiscal year for the developer and all partners owning 10% or more share of the development entity. If the Proposer or a partner is an individual rather than an entity, that individual may submit a statement of financial capability from the individual's bank and a personal financial statement in the format seen in Exhibit Q, rather than an accountant reviewed or audited financial statement.

In the event of a Request for Public Records, the City will notify the Proposer first in order to allow them to determine if they deem it necessary to file a request for legal injunction. In any event, every effort will be made by the MRA to maintain the confidentiality of the above information. However, if a Request for Public Records is received, and no injunction prohibiting the release of the information is ordered, the MRA must comply.

F. City Assistance

1. State if the Proposer plans to utilize MRA financial assistance described in Part II.A.2 and if the Proposer will comply with the City's requirements for this funding. Describe how the Proposer will utilize the MRA financial assistance.

G. Project Details

1. City Policies

Describe how the proposed redevelopment is compatible with the City's adopted plans, including the Comprehensive Plan, the Nob Hill-Highland Sector Development Plan, the Zoning Code and the Highlands MR Plan.

If a variance or a zone change is required, the Proposer should describe: 1) how the request is more advantageous to the City; 2) the Proposer's outreach and evaluation of the neighborhood's support for the request; and 3) what the results for the proposed redevelopment would be/what other proposal should be considered if the Proposer does not obtain the requested variance or zone change.

2. Other Information

Clearly identify the terms of sale or ground lease being offered to the MRA for the property.

Proposer may also submit any other relevant information to this proposal, but must stay within the total page limit as described in Section III.E above. Any extra pages will not be reviewed or may render the proposal to be non-responsive to this RFP.

PART V: Evaluation and Selection

A. Ad Hoc Selection Committee

The Ad Hoc Selection Committee will consist of five members.

B. Evaluation Process

Below is the process for determining the most qualified and compatible developer.

1. The Ad Hoc Selection Committee will review all proposals against the Evaluation Criteria listed on the Proposal Evaluation Criteria Matrix, page 19 (also Exhibit R).
2. Interviews by the Ad Hoc Selection Committee of the top Proposers may follow after the initial review. The City may request supplemental information during the selection process.
3. The top Proposers may be requested to make a presentation to the ADC. A recommendation will be made to the ADC based on the Evaluation Criteria.
4. The ADC makes the selection, and negotiation of the Development Agreement will follow.

The City reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received. Nothing in this RFP implies a contractual obligation with any firm, nor will the City reimburse costs for submittal requirements.

Per the MR Code, Section 3-60A-12 (C), if no proposals are accepted by the ADC, the MRA may try to negotiate an agreement with any of the Proposers who had submitted a proposal, or may negotiate terms with any other non-submitter.

C. Evaluation and Scoring

The Ad Hoc Selection Committee will evaluate all responsive RFPs and measure each Proposer's response against the selection criteria set forth in Exhibit R in this document, resulting in a numerical score for each proposal. There are a total of 300 points available in the categories listed. All properly submitted proposals are subject to these evaluation criteria.

The Ad Hoc Selection Committee will score each proposal and make a recommendation to the ADC. However, the ADC may make an alternative selection or can choose to not select any Proposers and direct the MRA to enter negotiations with another party.

D. Protest Procedures

Within 15 days after the ADC's final selection, any Proposer not selected may appeal the decision to the City Council.

PART VI: Submission of Proposal

Proposals may be submitted at any time during normal City business hours until this RFP is closed. Proposals must be delivered to the City Clerk's Office, 7th floor of the Plaza del Sol building located at 600 2nd Street NW, Albuquerque, New Mexico, 87102. No telephone, email or facsimile proposals will be considered. **Any late submissions will not be accepted.**

Proposals must be submitted in a sealed envelope and the following information should be noted on the outside of the envelope:

Name of Proposer: _____
Attention: Chris Hyer, Metropolitan Redevelopment Agency
Title of Proposal: **DE ANZA SITE REDEVELOPMENT PROPOSAL**

EXHIBIT R - PROPOSAL EVALUATION CRITERIA MATRIX

Criteria	Maximum Points	Points Received
1. Consistency with the City's Project Goals as Outlined in Part 1.B - The proposed redevelopment respects the historic and cultural significance of the Subject Site, including the Zuni wall murals in the basement of Building D. - The design of the redevelopment project supports urbanism and the public realm, complements the historic buildings remaining on the Subject Site, and respects the Upper Nob Hill commercial corridor and the single-family residential neighborhoods north of the Subject Site. - Redevelopment increases vitality in the Upper Nob Hill area and catalyzes further economic redevelopment. - Past performance of individuals or project team on similar projects. - Evaluation of the achievability of the Proposer's time schedule and the Proposer's ability to complete the project satisfactorily in a timely manner.	40 25 25 25 15	_____ _____ _____ _____ _____
2. Benefit to the Surrounding Community Proposed benefit to the community, as compared to the City's investment in the project. (Removal of blight, creation of jobs, promotion of economic development, creation of housing, etc.)	30	_____
3. Financial Structure - Evaluation of project budget, including (but not limited to) construction, soft costs, developer fee, initial reserve amounts, and financial feasibility. - Evaluation of operating pro-forma, including income expenses, reserve contributions, debt payments, etc.	40 20	_____ _____
4. Financial Capacity - Provided adequate information showing evidence of interest from all proposed financial sources for the Proposer's redevelopment. - Proposer demonstrates adequate financial risk in the Project. - Proposer demonstrates adequate financial capacity to develop the proposed Project (evaluated through information provided in Other Financial Obligations, Financing References, and Financial Statements)	10 20 30	_____ _____ _____
5. City Assistance Proposer accepts the conditions related to obtaining the requested MRA financial assistance as described in Part II.A.2	10	_____
6. Project Details Compatibility with City's adopted plans, goals and objectives for the area. * If variances are required, they should be readily achievable. If not, points will be reduced.	10	_____
TOTAL POINTS	300	_____

Completeness of the proposal will be evaluated within all of the above criteria.