



**REQUEST FOR PROPOSALS**  
**LEGAL NOTICE**

**CITY OF ALBUQUERQUE**

The Department of Family and Community Services Invites Proposals for an

**2023 Affordable Rental Housing Utilizing GRT Funding for 4% LIHTC**  
**Project (RFP-2023-413-FCS-RG)**

The City of Albuquerque's Department of Family and Community Services (DFCS) is inviting non-profit developers to submit proposals for the development of Affordable Rental Housing in Albuquerque.

**I. LOCATION:**

Based on the available sources of funding, the development of such an Affordable Housing project must be located within the Albuquerque city limits.

The City of Albuquerque desires to provide gap funding towards the new construction or acquisition/rehabilitation and/or preservation of new units of multi-family, rental housing for persons at or below 80% of the Area Median Income.

**II. DEVELOPMENT:**

The purpose of this Request for Proposals (RFP) is to solicit effective proposals from qualified non-profit organizations and government entities interested in developing an multi-family rental project that is affordable to low and moderate households and will leverage the 4% Low Income Housing Tax Credits (LIHTC) program. The City of Albuquerque's Department of Family and Community Services (DFCS) has allocated up to \$8,000,000 in City of Albuquerque Gross Receipts Tax (GRT) Bond funds for this RFP.

Proposed affordable housing development projects need to demonstrate the capacity to obtain additional project financing from available sources such as the Low Income Housing Tax Credit Program, other HUD Programs, bank loans, etc. The development should be pedestrian friendly and designed to create a sense of community through a site plan including building arrangement, amenities, onsite service coordination, and open space appropriate to the needs of populations to be served.

### **III. ELIGIBLE RESPONSE ENTITIES**

Non-profit organizations or governmental entities, along with their development team, such as for-profit corporations, limited liability companies, and partnerships which have demonstrated capability in providing the services for which they are applying are eligible to respond as Applicants to this RFP. Lead applicant organizations must be duly registered and in good standing with the State of New Mexico Public Regulation Commission, and must either be a governmental entity or have not-for-profit status under 501(c)(3) or equivalent non-profit status provided under the U.S. Internal Revenue Service Code and which has demonstrated capability in providing the services for which it is applying is an eligible responder for award of a contract pursuant to this RFP. Basic eligibility requirements are identified in the [\*Administrative Requirements for Contracts Awarded Under the City of Albuquerque Department of Family and Community Services\*](#) (*Administrative Requirements*), § 10 (A)(1).

### **IV. SCOPE OF SERVICES:**

This request for proposals is focused on developing a multi-family rental project that is affordable to low and moderate income households that will leverage the 4% Low Income Housing Tax Credits (LIHTC) program.

The percentage of units affordable to low- and moderate-income households must meet these minimum criteria, in order to be aligned with 4% LIHTC program requirements:

At least 20% of the Units in the Project will be rent-restricted to and occupied by households whose income is at or below 50% of the Area Median Income (AMI).

At least 40% of the Units in the Project will be rent-restricted to and occupied by households whose income is at or below 60% of the AMI

The selected Offeror will comply with all applicable statutory and/or regulatory requirements, including but not limited to:

Administrative Requirements for Contracts Awarded Under the City of Albuquerque DFCS City of Albuquerque's Social Services Contracts Procurement Rules and Regulations Integrated Development Ordinance (IDO) and the drainage requirements for developing an Affordable Housing parcel, exclusive of any other adjacent parcel; and Any applicable Federal or State statutory and/or regulatory requirements.

## **V. SELECTION PROCESS:**

Developer selection will involve the following process:

- Qualification of applicants as non-profit or governmental entity;
- Review of Project Proposals by Ad Hoc committee for recommendation of award(s);
- Review and approval of Ad Hoc recommendation by DFCS Director;
- Funding allocation for Development Agreement subject to City Council approval;
- Final approval of Council-approved Development Agreement subject to CAO approval.

## **VI. SELECTION CRITERIA:**

The City's Ad Hoc committee will review and score all projects received by the deadline that meet threshold criteria. The project with the highest overall score will receive a recommendation of funding award. Depending on the funding levels requested, multiple projects may be selected. Any resources not allocated under this RFP may be rolled over into future RFPs.

DFCS staff and the City's Ad Hoc Committee will use the following appendices to evaluate the proposed projects and determine if each proposal meets the intent of the RFP:

- DFCS Project Application (Appendix A); and
- DFCS Multifamily Underwriting Template (Appendix B); and
- DFCS Project Scoring Matrix (Appendix C); and
- Supporting Documentation (Appendix D); and
- Preference Points (up to 10% of total) May be obtained on this project.
- Vendor Preference Point Form is found online at:  
<https://www.cabq.gov/dfa/documents/vendor-documents/vendor-preference-affidavit-of-eligibility-final.pdf/view>

## **VII. PROPOSAL SUBMISSION:**

The RFP containing all information and instructions to Developers, copies of planning documents relevant to this Request for Proposals, and the forms required to be filled out and submitted as part of the proposal will be available on or before February 19, 2023.

An optional Pre-Proposal conference will be held on Tuesday, February 28, 2023 at 10:00 am local time, virtually via Zoom through the following link or by dialing: +1 669 900 6833; Join Zoom Meeting <https://cabq.zoom.us/j/85428024182>; Meeting ID: 854 2802 4182

**Submission of Proposals:** The Offeror's Proposal must be submitted **electronically** through the eProcurement system pursuant to the following requirements: Complete Proposal including all forms, attachments, exhibits, Technical Proposal, Cost Proposal, etc. using the eProcurement System at: <https://cabq.bonfirehub.com/portal/?tab=openOpportunities>.

**Proposals must be received by the City's eProcurement system no later than 4:00 pm local time on Friday, April 28, 2023.**

DFCS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO END THE SELECTION PROCESS AT ITS DISCRETION.

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