



**City of Albuquerque
Request for Proposals (RFP)**

RFP Number: RFP-DFCS-CD-AHD-19-02-HOMEOWNERSHIP

**Affordable Housing Development
For Single-Family Home Ownership
Project**

Offered by:

Department of Family and Community Services

Contact:

Rick Giron II, Community Services Project Manager

E-Mail: rickgiron@cabq.gov

Phone: (505) 768-2698

Submittal Due Date:

October 4, 2019

**Stamped "Received" Prior to,
4:00pm, Local Time**

Request for Proposals

**Affordable Housing Development for Single-Family Home Ownership
Project**

PRE-PROPOSAL CONFERENCE (Optional)

Date: June 13, 2019
Time: 10:00 am Local Time
Place: Department of Family and Community
Services 5th Floor Conference Room
400 Marquette, NW
Albuquerque, New Mexico, 87102

SUBMITTAL DUE DATE

Date: October 4, 2019
Time: 4:00 p.m. Local Time
Place: City Clerk
City Of Albuquerque
600 2nd NW, 7th Floor, Room 720
Albuquerque, New Mexico 87102

RETURN RESPONSES

Hand Deliver to: City Clerk
City Of Albuquerque
600 2nd NW, 7th Floor, Room 720
Albuquerque, New Mexico 87102

Mail To: City Clerk
PO Box 1293
Albuquerque, New Mexico 87103

Contact: Rick Giron, Community Services Project Manager
Department of Family and Community Services
(505) 768-2698
E-mail: rickgiron@cabq.gov

All proposals should be provided to the City Clerk in a Sealed Box marked:

**Department of Family and Community Services
Affordable Housing Development for Single-Family Home Ownership Projects
RFP-DFCS-CD-AHD-19-02-HOMEOWNERSHIP
Developer Submittal**



REQUEST FOR PROPOSALS
LEGAL NOTICE

CITY OF ALBUQUERQUE

The Department of Family and Community Services Invites Proposals for an

AFFORDABLE HOUSING DEVELOPMENT for SINGLE-FAMILY PROJECTS
(RFP-DFCS-CD-AHD-19-02-HOMEOWNERSHIP)

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 Single-Family Housing in Albuquerque.

I. LOCATION:

The City of Albuquerque is offering the City-owned property located just north of Ellison NW on Cibola Loop NW, Albuquerque, NM 87114, at Tract C-1, Bulk Plat Tracts A-1, A-2& C-1 Cibola Loop Subdivision, and the available sources of funding for the development of a single-family, Affordable Housing project as described in the City's 2018-2022 Consolidated Plan and 2019 Annual Action Plan submitted to the U.S. Department of Housing and Urban Development (HUD).

The City of Albuquerque desires to provide funding and City-owned land towards the new construction to develop new units of single-family, home ownership housing for low- and moderate-income households at or below 80% of the Area Median Income.

II. DEVELOPMENT:

DFCS will allocate up to **\$2,355,996.79** of HOME Investment Partnerships Program funding and **Real Property Conveyance**, towards the new construction single-family housing development. The development shall leverage the City's contribution by maximizing the total units of housing to be

developed, and provide that a minimum of 51% of all units are affordable to households at/or below 80% AMI, and any other applicable statutory and/or regulatory requirements of 24 CFR Part 570, related to the Community Development Block Grant (CDBG) funds which were used to acquire the property. Additionally, the development must also meet the applicable statutory and/or regulatory requirements of 24 CFR Part 92, related to the available HOME Investment Partnerships grant funds, if used by the project and 2 CFR Part 200 related to the Uniform Administrative Requirements for federal awards. Proposed affordable housing development projects need to demonstrate the capacity to obtain additional project financing from other federal or state programs, private 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, and open space appropriate to the needs of populations to be served.

III. ELIGIBLE RESPONSE ENTITIES

Nonprofit 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. In addition, non-profits must submit documentation to be certified by DFCS as a Community Housing Development Organization (CHDO) or an Affordable Housing Development Organization (AHDO), prior to award of contract.

IV. SCOPES:

- A.** Using both primary and secondary assessment tools and data, demonstrate how the proposed project's unit-mix, overall design, amenities, respond to the needs of the income-eligible populations, and provide a HUD-935.2B- Affirmative Fair Housing Marketing Plan indicating how the developer plans to market to groups least likely to apply, such as: minority populations, elderly, persons with disabilities, families with children, etc.
- B.** Demonstrate the capacity of the Development Team to obtain all necessary project financing.
- C.** Demonstrate the capacity of the Development Team to implement a plan to administer City mortgages pursuant to City Resale or Recapture provisions, in addition to homebuyer's ability to obtain a Qualified Residential Mortgage as defined by the Consumer Financial Protection Bureau or equivalent First Mortgage, ensuring that the project meet the required Affordability Period.
- D.** Demonstrate how the proposed project fits within the overall programing priorities of the Department's 2018-2022 Consolidated Plan and 2019 Action Plan.

V. SELECTION PROCESS:

Developer selection will involve the following process:

- Qualification of applicants as CHDO or AHDO 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 project proposals that are received by the deadline and that also meet the threshold criteria. The project with the highest overall score will receive a recommendation of funding award. If there is more than one high scoring project, the committee may choose to award funding to multiple projects, based on available funding. It is the desire of the City to fully leverage its available funding and therefore, no one project shall receive the entire amount available under this RFP. Any funding not allocated under this RFP may be rolled over into future RFPs. The review and scoring of the project proposals is based on the following:

- Project's ability to meet the affordable housing needs of low-income residents in Albuquerque in accordance with the City's 2018-2022 Consolidated Plan and 2019 Action Plan, based on the information provided in the *DFCS Project Application*;
- Project's ability to meet the all Threshold Requirements listed in Part 1 of the *Ranking Matrix for Home Ownership Development Applications*;
- Financial Feasibility of the Project, based on the information provided on the *DFCS Single-Family Underwriting Template*;
- Highest Overall Project Score, as assessed by City Ad Hoc committee in Part 2 *DFCS Project Ranking Matrix*.

VII. PROPOSAL SUBMISSION:

An optional Pre-Proposal conference will be held on Thursday, June 13, 2019, 10:00 am local time, at City Hall, 5th floor Room 504, 400 Marquette, and NW Albuquerque, New Mexico, 87102.

Sealed proposals for the Affordable Housing projects will be received in the office of the City Clerk of the City of Albuquerque, 600 2nd NW, 7th Floor, Room 720, Albuquerque, New Mexico, 87102 until **4:00 pm local time on Friday, October 4, 2019.**

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 June 3, 2019, on the City of Albuquerque, Department of Family and Community Website <http://www.cabq.gov/family/>.

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

CONTACT PERSON: Rick Giron II, Community Services Project Manager (505) 768-2968;
rickgiron@cabq.gov