

City of Albuquerque
Request for Proposals (RFP)
RFP-DFCS-CD-18-02

Single Site
Permanent Supportive Housing Project

Offered by:
Department of Family and Community Services

Submittal Due Date:
June 4, 2018
Stamped "Received" Prior to
4:00pm, Local Time

Request for Proposals
Affordable Rental Housing Development Project

SUBMITTAL DUE DATE

Date: June 4, 2018
Time: 4:00 p.m. Local Time
Place: City Clerk
City Of Albuquerque
600 2nd NW, 7th Floor, Room 720
Albuquerque, New Mexico 87102

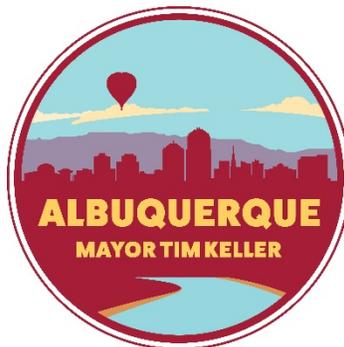
RETURN RESPONSES

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

Contact: Doug Chaplin, Operations Manager
Department of Family and Community Services
(505) 786-2870
E-mail: dchaplin@cabq.gov

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

Department of Family and Community Services
Single Site Permanent Supportive Housing Project
RFP-DFCS-CD-18-02
Developer Submittal



PART 1

REQUEST FOR PROPOSALS LEGAL NOTICE

CITY OF ALBUQUERQUE

The Department of Family and Community Services Invites Proposals for a

Single Site Permanent Supportive Housing Development (SS-PSH)

The City of Albuquerque's Department of Family and Community Services ("DFCS" or the "Department") is inviting non-profit developers to submit proposals for the development of a SS-PSH to be located in Bernalillo County.

Definitions for the purposes of this RFP:

Single-Site: Single-site Housing First programs offer residents housing units that are centralized within a single housing project. These programs provide onsite supportive services, 24-hour staffing, and case management services. In addition, such programs aim to optimize the health, recovery, independence, and housing stability of residents.

Permanent Supportive Housing (PSH): is decent, safe, affordable, community-based housing that provides tenants with the rights of tenancy and links to intensive supportive services using the Housing First model as well as Harm Reduction and Trauma-informed approaches. PSH is prioritized for people who are homeless or precariously housed and are in need of intensive supportive services to maintain housing.

I. LOCATION:

The SS-PSH will be located in Bernalillo County. Additional location considerations include access to amenities and public transportation.

II. DEVELOPMENT:

DFCS will allocate up to \$1.97 million in City Fund dollars (R-17-168) and up to \$2 million from the County towards the construction of a SS-PSH. This project will have a required period of affordability which will be specified in the agreements with the selected developer.

The City and County will work together to identify the target population in order to ensure that the project targets the most vulnerable individuals with behavioral health needs and a high need for housing and supportive services. A priority population will include individuals with many or all of four criteria: homelessness or severe housing instability, frequent admissions to the Metropolitan Detention Center's Psychiatric Services Unit, frequent utilization of detoxification services, and frequent use of emergency medical services for Behavioral Health needs, as detailed in the recommendations from the Behavioral Health Initiative Single-Site Permanent Supportive Housing Proposal approved by the Albuquerque Bernalillo County Governing Commission (ABCGC).

In addition, this housing is expected to be a minimum of forty (40) efficiencies and/or one bedroom units with an occupancy standard of one person per unit. Proposed projects need to demonstrate the capacity to obtain additional project financing from available sources such as the Low Income Housing Tax Credit (LIHTC) Program, Housing Trust Fund, Federal Home Loan Bank, etc. The project should be designed with the above target population in mind, ensuring trauma informed care design, on-site programming, community space and security.

City Funds may be used as outlined in City Council Resolution R-17-168, including to purchase land and/or property, plan, design, construct and otherwise improve a single site behavioral health services center with associated supportive and transitional affordable housing for those suffering from behavioral health issues and who are in need of shelter.

County Funds may be used solely for direct costs incurred for professional design services of an architect/engineer and/or direct construction services of a general contractor for the Facility.

III. ELIGIBLE RESPONSE ENTITIES

Nonprofit organizations 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 and must have not-for-profit status under 501(c)(3) of the U.S. Internal Revenue Service Code. In addition, the non-profit must be Certified or Re-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 overall design, amenities, proximity to services, etc. respond to the needs of people who are homeless or precariously housed and in need of intensive behavioral health and other supportive services in order to maintain housing.
- B. Demonstrate the capacity of the Development Team to obtain all necessary project financing.
- C. Demonstrate the capacity of the Development Team to implement the Project and maintain the project as a SS-PSH.

V. SELECTION PROCESS:

Development selection will involve a two-stage process:

- First Stage: Application Submissions and Developer Selection
- Second Stage: Contract Negotiations with selected Developer

VI. SELECTION CRITERIA:

- Project's ability to meet threshold as referenced in the *DFCS Evaluation Criteria and Scoring Document*.
- Criteria specified in the *DFCS Evaluation Criteria and Scoring Document*. Each of the six sections will have a maximum number of points that can be earned for that section. Maximum total points awarded is 100.

VII. PROPOSAL SUBMISSION:

Sealed proposals for the development of the property 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 June 4, 2018**.

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 May 7, 2018 on the City of Albuquerque, Department of Family and Community Service's 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: Doug Chaplin, Operations Manager, (505) 768-2870, dchaplin@cabq.gov

PART 2

GENERAL INFORMATION AND REQUIREMENTS

A. INTRODUCTION

The City of Albuquerque (the “City”), Department of Family and Community Services (“DFCS” or the “Department”) wishes to promote development of Single-Site Permanent Supportive Housing in Albuquerque. This Request for Proposals is intended to solicit creative SS-PSH proposals, resulting in the construction of a SS-PSH Development.

Please submit all questions by email to:

Doug Chaplin, Operations Manager
City of Albuquerque
Department of Family and Community Services
E-mail: dchaplin@cabq.gov

Questions from all Developers will be accumulated, and responses will be sent in writing simultaneously to all Developers. The Department will take reasonable steps to ensure that any modification shall be distributed in writing to all who have notified the Department.

The City reserves the right to accept or reject any and all proposals based on the Department’s evaluation of the Developers’ responses to this request. All costs incurred by the Developers associated with this process are the sole responsibility of the Developers.

B. DEVELOPMENT INTENT AND DESIGN CONSIDERATIONS

The City prefers proposals which incorporate amenities appropriate to the target population taking into account Trauma Informed Care design as well as accessibility to amenities and public transportation, utilizing the recommendations from the Behavioral Health Single Site Permanent Supportive Housing Proposal approved by the Albuquerque Bernalillo County Governing Commission (ABCGC).

The desired development in the SS-PSH is affordable, subsidized rental housing that is not time limited and has services on site with the intention of housing people who are homeless or precariously housed and in need of intensive behavioral health and other supportive services to remain house. The targeted income for the project is people at or below 60% AMI, who will pay no more than 30% of their adjusted income for housing costs.

C. SELECTION PROCESS

Stages In Developer Selection:

Developer selection for the SS-PSH will involve a two-stage process.

First Stage: In the first stage, the City has released and is seeking responses to this Request for Proposals, which will be used to select a SS-PSH proposal. Developers will submit their proposals by the deadline. The City encourages all interested Developers to present a simple, straightforward statement of their qualifications for review. Proposals will require submission of detailed written financial and design proposals described below. Assessment of the written proposals will be used to select one Developer to undertake the Project. Responses will be initially reviewed, evaluated, and scored according to Criteria provided in the *Evaluation Criteria and Scoring Document* by City and County Staff to determine compliance and eligibility within the requirements of this RFP. Based on the scoring criteria, applicants can receive a maximum of 100 points. The staff will recommend final selections based on score to the Director of the Department of Family and Community Services.

Second Stage: This stage will consist of negotiations between the City and the selected Developer, culminating in a Development Agreement for the project. During this stage, the Developer may be required to provide additional information on financial, program, design, and other aspects of the proposed project. The Developer will be asked to respond to comments, indicate his/her willingness to make appropriate modifications and make a "best and final" offer in response to issues raised and final terms established during negotiation. Following preparation of the Development Agreement by City staff, it will be submitted to City Council for final approval.

D. APPEALS PROCESS

Responders whose proposals are not selected may submit a written appeal. Letters of appeal must be submitted and arrive in the office of the Department Director not later than ten (10) working days after receipt of the notice of non-selection. Letters must be specific as to the matter being appealed. Appeals not submitted in writing, not specific in nature, or which arrive late may not be considered. The Department Director's decision concerning the appeal is final and will be provided within 10 days of receipt of the appeal letter. Letters must be addressed as follows:

Carol M. Pierce, Director
Department of Family and Community Services
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103

The envelope must clearly indicate:

APPEAL
RFP-DFCS-CD-18-02

All appeals will be responded to by the Department Director in writing.

E. QUALIFICATIONS & DEVELOPMENT PROPOSAL SUBMITTAL

Proposal Submission – General Requirements:

Proposal Format and Contents: Submit one (1) original and five (5) copies of the entire application package, all of which are three-hole punched, including all items below, with these exceptions: Submit only one copy of the appraisal if requesting funds for land acquisition or rehabilitation (must have been completed in last six months). Each Developer must respond to all requested information below and complete the attached forms. Each category of proposal requirements are detailed below, including the forms, and must be separated by tabs and identified by numbered pages corresponding to a table of contents. Proposals shall be limited to 10 pages, singled spaced, not including attachments. **All items listed are required, including the narrative described below.**

Proposal Narrative:

General: The Proposal Narrative must address each of the following topics:

1. Identification of Developer Entity. Describe the type of organization and provide name and contact information for the primary RFP Contact Person, as well as names and titles of other key principals.
2. Developer’s Organizational Capacity. Describe the overall expertise of the organization. Provide a resume of relevant experience and education for each principal in the firm. Identify the key personnel and their roles in the project. Include an organizational chart that shows how the Development staff will work together and the lines of responsibility. Describe the organization’s experience in developing relationships with diverse and sometimes competing interests leading to support for a project. Include organizational documents and financial statements, including most recent audit. Discuss how Developer will contribute financially to this project.
3. Development Team Members. Identify co-developers, contractor, primary sub-contractors if known, architect, and other team members in the narrative.
4. Experience. Provide an overview of the Developer’s prior history of performance in similar housing development projects. Start with the latest project and go back three years by project and indicate the following:
 - a. Project name and address;
 - b. Project Team, specifically Architect, Contractor(s), Construction and Mortgage Lenders, and Homeowner Education /Counseling Provider;
 - c. Project type, with income target mix and sales schedule/experience;
 - d. Number of square feet of developed space, dollar amount of real estate valuation created;
 - e. Evaluation of completed project and whether it was completed according to the original project schedule and original project budget, and community benefits derived;
 - f. Summary of partnerships with government and/or other entities;
 - g. Elevation drawings or photographs of previous projects, for the purpose of illustrating the quality of architectural design (all drawings and photos will be retained by the City);
 - h. Detailed explanation of all sources of funding for the project, both public and private, debt and equity. Including conventional financing, equity, bond financing, government loan guarantees, or other government assistance required in the projects. Developers may provide additional information that illustrates the Developer’s capacity to deliver project financing from public and private sources in an effective manner.

- i. State names, telephone numbers and addresses of owners, government officials or others knowledgeable of the projects for verification purposes; and
 - j. Describe and problems encountered during the planning, design, development and sales and the ways in which such problems were solved.

5. Property Management Experience and Operating Budget: Describe the experience and capabilities of the Management Team in managing affordable multifamily rental housing including SS-PSH. **NOTE:** If management company does not have specific SS-PSH experience, describe plan to build capacity to gain this type of experience. Provide experience with Housing Choice Vouchers, Continuum of Care (CoC) funds or other operating subsidies. Submit a proposed Management Plan that describes policies and procedures and details the coordination between the Property Manager, Service Provider and Owner. **NOTE:** Operating costs for property management, security and maintenance will be the responsibility of the property owner(s). Provide operating budget with description of the proposed project including the number of units by size and bedroom count and what type of operational subsidies are requested.

6. Development Approach with Preliminary Site Plan, Typical Building Elevations and Outline Specs. Provide evidence of site control including option agreements, sales contracts or proof of current ownership. Provide a narrative overview of the proposed conceptual plan and development approach including the general rationale for the site layout, the locations of various building types, the proposed architectural style and concept for the building facades, the types and locations of public space and open space, landscaping and any other amenities, and any other key features of the development plan. The proposal should describe how the proposed development responds to the development intent of this RFP, and how the development interacts with the existing neighborhood and adjacent developments. This narrative will be accompanied by a preliminary site development plan indicating all the general requirements of a site development plan required by the City, number of units, square footage, lot layout, parking, ingress and egress and traffic circulation within the site. Typical Building Elevations should include representations of each housing type. Provide description of location that includes neighborhood characteristics and availability of services including: public transportation, shopping, employment, healthcare facilities, etc. What are the proposed contract rents? What onsite amenities are available to residents? **NOTE:** Once a proposal is selected, a complete site development plan will be required for approval by the City.

7. Development Budget. Submit a detailed financial project budget, with an estimate of total development costs broken out by hard and soft costs, sources of funds, including equity, construction financing, permanent financing, and any public incentives required to complete the project. This project budget must include all costs associated with completing the development, including the cost of any on-site or off-site infrastructure improvements, grading, drainage and utility relocation. **NOTE:** Please use attached development budget forms.

8. City Requested Funding. Provide a written rationale of the need for the City and County funds included in the development budget.

9. Project Feasibility/Readiness to Begin Construction: Project has a significant percentage of finance sources committed and there is a detailed plan identifying the remaining funding, including an explanation of the status and commitment timelines for each source. Who is the contractor? What is the anticipated construction start date? Provide project schedule for closing, securing development approvals, construction and occupancy. Describe the timing of key phases of the work and state the total time period required for completion. Provide a detailed task analysis with timeline of the

proposed services offered by the Developer and the proposed time period for completing the development on the vacant parcels.

10. Targeted Population, Plan for Services and Budget: Describe what Target Population and/or subpopulations(s) are being served by the Project. Attach a plan demonstrating how this project will provide intensive wrap around services to the intended target population. Describe how the Project design, marketing, and services will be provided to the target population. Submit a services budget showing sources and uses that demonstrates how this project will fund supportive services.

F. SELECTION CRITERIA

All proposals will be considered for selection based on the following criteria:

The Developer's responses and supporting documentation. See application threshold requirements and scoring matrix provided within the DFCS *Evaluation Criteria and Scoring Document*.

G. NEGOTIATIONS WITH DEVELOPER

The City will review and analyze all complete proposals. The City at its option, will award proposal on the basis of the written response to this RFP.

Once the selectee is determined, a final Development Agreement will be negotiated with the non-profit developer.

H. SPECIAL NOTES

In the interest of a fair and equitable process, the Department retains the sole responsibility to determine the timing and arrangement throughout the Developer selection process. Developers are cautioned not to undertake any activities or actions to promote or advertise their proposal. If teams have questions concerning their proposal, they may direct them in written form to the Department, and answers will be distributed in writing to all Developers. Violation of these rules by a Developer may be grounds for disqualification of the offending Developer. The Department may choose to terminate this RFP process at any time for any reason. The Department has the sole discretion to determine if a proposal is not complete, the proposal may be disqualified. If the Developer is disqualified for any reason, the key contact will be notified in writing.

Bernalillo County and the City of Albuquerque's Department of Family and Community Services are working together to establish a single-site permanent supportive housing program in an effort to increase supportive housing for individuals who are homeless or precariously housed and in need of intensive behavioral health and other supportive services in order to maintain housing in Bernalillo County. This is a City RFP utilizing City and County funds. Bernalillo County will issue a separate RFP with service and operating dollars for the single site permanent supportive housing project. Bernalillo County Housing Department is also committed to providing Project Based Housing Choice Vouchers to some or all units.

City of Albuquerque
 Department of Family and Community Services
 Single Site Permanent Supportive Housing (SS-PSH) Development
**Applications for Predevelopment, Land Acquisition, Rehab Construction
 and New Construction**

Evaluation Criteria

A. MINIMUM APPLICATION THRESHOLDS:

The following are the minimum threshold requirements for a complete application. Please check the appropriate answer in the column to the right.

CRITERIA	YES	NO
1. Does this project serve a population that is at or below 60% AMI?		
2. Does the project serve highly vulnerable individuals with behavioral health needs and a high need for housing and supportive services?		
3. Is applicant a not-for-profit or is the not-for-profit a controlling partner in the applicant partnership? <u>Not-for-profit must be authorized to do business in New Mexico and have received a 501 (c)(3) determination from the IRS.</u>		
4. Is the not-for-profit a city approved Affordable Housing Development Organization (AHDO) or Community Housing Development Organization (CHDO)?		
5. For new construction of units required to comply with the Fair Housing Amendments Act Guidelines, does the project comply with these requirements? Submit Certification as Attachment.		
6. For new construction, project is not located in a floodplain or will be constructed in a manner that it can be removed from the floodplain. Attach FEMA Map.		
7. Evidence of Neighborhood outreach and efforts to inform the neighborhood of project, by providing any of the following documentation: <ul style="list-style-type: none"> a. Notification in the form of e-mails and/or letters to neighborhood association(s) or area residents within 1 mile of the project. b. Fliers disseminated in immediate neighborhood about the project (attach the flyer and list of addresses). c. 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. 		
8 Compliance plan to ensure that Federal and State regulations and reporting will be met, including but not limited to: <ul style="list-style-type: none"> a) Federal Labor and Construction Standards, including Davis Bacon Wages, as applicable. b) Section 3 and MBE/WBE, as applicable. c) Fair Housing and Civil Rights, including Section 504, as applicable. 		

d) Residential Anti-displacement and Relocation, as applicable. e) State or Federal procurement requirements, as applicable f) Lead Based Paint and other environmental hazards, as applicable.		
9. Applicant reporting and pay requests are timely and accurate (for previous recipients of City Funds only) a) Applicant is current with all DFCS required reporting b) Pay requests must be timely, accurate and current before processing a new grant or loan.		
10. Appraisal completed within the past 6 months (Only required for land acquisition or rehab projects). Submit as Attachment.		
11. Scope of work for rehabilitation projects that, at a minimum, addresses the critical repairs identified in the Capital Needs Assessment and meets the minimum requirements of the Department of Family and Community Services Multi-Family Rehabilitation Standards. (ONLY required for rehab projects).		
12. Does the project incorporate permanent affordability mechanisms?		

Scoring Criteria

B. COMPLETED APPLICATIONS: If applicant answered Yes to all of the questions in Part A, proceed to Proposal Submission – General Requirements - on page 8 of the RFP.

Maximum points allowed for each of the six sections are below.

1. Owner/Developer Experience and Capacity (Questions 1-4 of proposal narrative)	15 Points Max
2. Property Management Experience and Operating Budget (Question 5 of proposal narrative) The proposed operating budget should include funds for recurring <i>Housing Vouchers</i> .	15 Points Max
3. Site Location and Design (Question 6 of proposal narrative)	20 Points Max
4. Proposed Development Budget (Questions 7-8 of proposal narrative)	15 Points Max
5. Project Feasibility/Readiness to Begin Construction (Question 9 of proposal narrative)	15 Points Max
6. Target Population, Supportive Services Plan and Budget (Question 10 of proposal narrative) The proposed budget should include funds for recurring <i>Supportive Services</i> .	20 Points Max

Application for: Single Site Permanent Supportive Housing Grant

GRAY SHADED AREAS ARE FOR STAFF USE ONLY

Date Received

Project #

AMOUNT REQUESTED: \$ _____ Grant

APPLICANT INFORMATION

Organization Name and Address:

Core Development Team

**Development Entity:
Lead Service Provider:
Property Management Company:**

Chief Executive Officer, Executive Director, or President:

Applicant Federal Tax ID #:

**Name:
Title:
Address (if different from above):
Phone #:
Email:**

DUNS #:
To register: <https://fedgov.dnb.com/webform>

Type of Organization *(check as many as apply)*

Designated Contact Person for Application:

Not for Profit 501 (c) (3)

**Name:
Title:
Address (if different from above):
Phone #:
Email:**

CHDO (Community Housing Development Organization)

AHDO (Affordable Housing Development Organization)

PROJECT OR PROGRAM INFORMATION

Project Name: _____

Project Location:

Street Address: _____ *(If not available, please describe the specific location)*

City _____ County _____ Zip _____ # Acres _____

PROJECT INFORMATION		TYPE OF ACTIVITIES (check all of the activities involved in project or program)	
# of Affordable Units:		<input type="checkbox"/>	Pre-Development
# of Permanent Supportive Housing Units:		<input type="checkbox"/>	New Construction
Unit Mix (bedrooms):		<input type="checkbox"/>	Acquisition
Square Footage of Service Space/Community Space:		<input type="checkbox"/>	Rehabilitation
		<input type="checkbox"/>	Other (Specify) _____

PROJECT INFORMATION SHEET			
PROJECT DESCRIPTION (100 words or less): 			
SITE CONTROL STATUS: (choose one and attach documentation)	<input type="checkbox"/> OWN	<input type="checkbox"/> UNDER CONTRACT Expiration Date: _____	<input type="checkbox"/> LEASED Term: _____
ZONING AND SITE PLAN STATUS: Site is presently zoned (fill in zoning type and attach documentation): _____ Is the present zoning conforming? Yes _____ No _____ If nonconforming, when will zoning change or PUD be granted? (provide target date) _____ Is the site plan for your project approved? Yes _____ No _____ If not, when will site plan be approved? (provide target date) _____			
SERVICES TO SITE: Are utilities and infrastructure in place to service site?			
Street access?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, expected completion date _____
Gas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, expected completion date _____
Electric?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, expected completion date _____
Water?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, expected completion date _____
Sanitary sewer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, expected completion date _____
Storm sewer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, expected completion date _____

AUTHORIZED SIGNATURE SHEET

Signature
Name (Typed or Printed)
Title
Date