



**City of Albuquerque
Department of Health, Housing & Homelessness
Community Development Division**

**Request for Proposals from Non-Profit or Governmental Agencies for
Affordable Housing Development for Program Year 2025**

**HOME INVESTMENT PARTNERSHIPS PROGRAM
RFP Number: RFP-2025-724-HHH-RG**

REQUEST FOR PROPOSALS

Contents:

- 1.0 Background**
- 2.0 Purpose, Deadline and Submission Method**
- 3.0 Administrative Requirements and Guiding Regulations**
- 4.0 Outcome Measures and Scope of Services**
- 5.0 Eligible Responders**
- 6.0 Eligible Beneficiaries**
- 7.0 Technical Assistance**
- 8.0 Instructions for Completing Proposal**
- 9.0 Compliance with Social Services Contract Procurement Rules and Regulations**
- 10.0 Review Criteria and Scoring Process**
- 11.0 Submission Process**
- 12.0 Proposal Checklist**

1.0 Background

The City of Albuquerque has established priorities for funding and they include the following goals:

Goal 1: Human and Family Development: People of all ages have the opportunity to participate in the community and economy and are well sheltered, safe, healthy, and educated.

Goal 2: Public Safety: The public is safe and secure, and shares responsibility for maintaining a safe environment.

The Department of Health, Housing & Homelessness (HHH), (formerly Department of Family and Community Services) mission is to provide quality health and social services, affordable housing development and opportunities, and homeless services to improve the quality of life for the entire Albuquerque Community.

In addition, the Department of Health, Housing & Homelessness has established a priority to fund projects that address the Social Determinants of Health to achieve greater well-being and equity for all. Substantial evidence confirms the link between social, economic and physical conditions and health outcome disparities. Social Determinants of Health include access to healthcare services, availability of services to support housing and behavioral health stability, lifelong education options, public safety and social services¹.

The City of Albuquerque Department of Health, Housing & Homelessness adopted a process to solicit and review project proposals through the promulgated rule update October 10, 2019, as specified in the [*FCS Social Services Contracts Procurement Rule*](#) available on the Department's website at:
(<https://www.cabq.gov/health-housing-homelessness/partner-resources>).

Funds for projects in this RFP are subject to final approval of the City Council and availability of City General Funds and where applicable, receipt of state and/or federal grant funds.

1.1 City Acknowledgement of Federal Funding

A contract awarded pursuant to this RFP will include federal funds as follows: 100% of the total funds (**\$2,267,538.48**) allocated by this RFP are from the U.S. Department of Housing and Urban Development (HUD). Any applicant awarded funds under this RFP shall comply with the requirements of **APPENDIX #13**.

2.0 Purpose, Deadline and Submission Method

The purpose of this Request for Proposals (RFP) is to solicit effective proposals from qualified non-profit organizations and government entities interested in developing a multi-family rental project that is affordable to low and moderate households and will leverage funding from the Low Income Housing Tax Credits (LIHTC) program.

Proposals will be accepted until **4:00 p.m. MST on September 10, 2025** and must be submitted online through the City's Bonfire portal at:

<https://cabq.bonfirehub.com/portal/?tab=openOpportunities>

In order to submit, responders must be registered in the Bonfire system. Registration takes some time to complete. It is recommended responders register in advance of the

¹ U.S. Department of Health and Human Services. Healthy People 2020 "Social Determinants of Health." 2015

deadline as late proposals will not be accepted. For information on how to access and interact with Bonfire, please visit <https://cabq.bonfirehub.com/portal/support> or contact support@gobonfire.com

3.0 Administrative Requirements and Guiding Regulations

Potential responders to this RFP are strongly advised to become familiar with the content of the most current version of the publication entitled ***Administrative Requirements for Social Services Contracts Awarded Under the City of Albuquerque*** (hereinafter referred to as the “*Administrative Requirements*”). The publication contains uniform administrative rules for contracts awarded pursuant to the Department’s Social Services Program. Contractors are expected to understand and comply with all applicable rules contained within the publication, including but not limited to, appropriate accounting software systems producing a general ledger; adequate documentation retention of payables and receivables; and a payroll reporting system that demonstrates approval of timesheets and labor distribution reports.

The *Administrative Requirements* are available on the Department’s website at:

<https://www.cabq.gov/health-housing-homelessness/partner-resources>

Certain priority areas detailed below may also be required to comply with applicable sections of the most recent version of the [*Albuquerque Minimum Standards for Substance Abuse Treatment and Prevention Services*](#) (hereinafter referred to as the “*Minimum Standards*”), depending on the proposal. Contractors are expected to understand and comply with all applicable rules contained within the publication. The *Minimum Standards* are available on the Department’s website at:

<https://www.cabq.gov/health-housing-homelessness/partner-resources>

4.0 Outcome Measures and Scope of Services

4.1 Outcome Measures and Social Determinants of Health

The City of Albuquerque is focused on improving the well-being of all people and has identified racial equity as a priority goal to address longstanding, racially disparate economic and social outcomes. In addition, the Department of Health, Housing & Homelessness prioritizes investment in services that can demonstrate improved outcomes related to the customer’s needs.

The City of Albuquerque Department of Health, Housing & Homelessness is committed to providing cost effective services that will improve the well-being of participants and Albuquerque as a whole. Respondents will be required to participate in evaluation activities that will be designed to protect individual privacy and aligned with the service delivery.

The Department of Health, Housing & Homelessness has established a priority to fund projects that lead to improved outcomes to 1) Increase Behavioral Health Stability, 2)

Increase Housing Stability, 3) Increase Public Safety, 4) Increase Individual and Family Resilience, and 5) Seniors are Able to Age with Dignity. This involves a focus on addressing the Social Determinants of Health to achieve greater well-being and equity for all. Substantial evidence confirms the link between social, economic and physical conditions and health outcome disparities. Social Determinants of Health include access to healthcare services, availability of services to support housing and behavioral health stability, lifelong education options, public safety and social services². Entities contracting with the Department of Health, Housing & Homelessness may be expected to collect Social Determinants of Health data in a uniform manner to inform the City and public on unmet needs that need attention and aggregate progress of city-funded services.

Community Building

In addition to the above outcomes, the City is dedicated to helping all our residents and neighborhoods to be their best selves. Contractors are expected to engage with the community and build productive relationships with their neighbors as they provide services to improve outcomes for all of Albuquerque. Examples include, but are not limited to, joining the local Neighborhood Association, updating neighbors on services and progress, maintaining their surroundings as clean and litter free, reminding participants to maintain respect of the neighborhood and promptly responding to any 311 inquiries.

4.2 Scopes of Services

This request for proposals is focused on leveraging HOME funds by awarding gap funding to one or more multi-family rental projects that are affordable to low and moderate income households at or below 80% of the Area Median Income (AMI). Projects must abide by the **Income and Rent Limits** for Albuquerque published by the U.S. Department of Housing and Urban Development referenced in **APPENDIX H** and will leverage either the 4% or 9% Low Income Housing Tax Credits (LIHTC).

- At minimum, the selected 2025 HOME INVESTMENT PARTNERSHIPS Project shall:
- Develop an Affordable Rental Housing project for low- to moderate-income populations that complies with the regulatory requirements of HUD HOME Investment Partnerships grant funding including but not limited to: Provide affordable housing units that meet current HOME Rent Limits to income-eligible households and in accordance with HUD Income Limits, as published by HUD.
- Comply with all applicable statutory and/or regulatory requirements, including but not limited to: 24 CFR Part 92; 2 CFR Part 200; 24 CFR Part 75; 2 CFR 184; The Administrative Requirements for Contracts Awarded Under the City of Albuquerque; Social Services Contracts Procurement Rules and Regulations; Conform to the City's zoning requirements per its Integrated Development Ordinance (IDO) and the drainage requirements for developing Affordable

² U.S. Department of Health and Human Services. Healthy People 2020 "Social Determinants of Health." 2015

Housing parcel, exclusive of any other adjacent parcel; Any applicable Federal or State statutory and/or regulatory requirements; and

- Respond to the RFP by the stated deadline, by submission of the Project Application (Appendix A), HOME Multi-Family Underwriting Template (Appendix B), Ranking Matrix assessment tool (Appendix C), CHDO/AHDO Application (Appendix D), Supporting Documentation (Appendix E), and HOME Cost Allocation Tool (Appendix F) to demonstrate how the proposed project's unit-mix, overall design, and amenities respond to the needs of the income-eligible populations.
- Demonstrate the capacity of the Development Team to obtain all necessary project financing to implement a plan to administer the project, which will meet the required HUD HOME Affordability Period.
- Demonstrate how the proposed project fits within the overall programming priorities of the Department's 2023-2027 Consolidated Plan and 2025 Action Plan.
- Meet the Threshold Criteria and Scored Criteria stipulated in the RFP.

4.2.1 Amount Available and Related Federal Requirements

HHH has allocated up to **\$2,267,538.48** of HOME Investment Partnerships grant funding from the U.S. Department of Housing and Urban Development, towards the new construction, acquisition/rehabilitation, and/or preservation of multi-family rental housing within the Albuquerque city limits. The 2025 HOME INVESTMENT PARTNERSHIPS project, shall leverage the City's contribution by maximizing the total units of housing to be developed, and providing housing units are affordable to households at/or below 80% AMI. 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 (HOME) funds, 2 CFR Part 200 related to the Uniform Administrative Requirements, 24 CFR Part 75 regarding HUD Section 3 requirements direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community, and any other applicable requirements for federal awards.

Additionally, all proposed projects must comply with the 2 CFR Part 184 related to the Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States.

All housing units which utilize HOME funding and are designated as "affordable" to households at or below 80% AMI, must also comply with the HOME Maximum Per-Unit Subsidy Limits as found in **APPENDIX G**.

The 2024 HOME Maximum Per-Unit Subsidy Limits for Albuquerque are as follows:

0 BR<\$181,488.00; 1 BR<\$208,048.80; 2 BR<\$252,993.60; 3 BR<\$327,292.80; 4+ BR<\$359,263.20.

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.

4.3 Service Period

Services funded by this RFP are to commence upon execution of a City Council approved development agreement and continue through the term of construction and occupancy of the project.

5.0 Eligible Responders

5.1 General Eligibility

An agency which is a unit of state or local government and/or an agency currently incorporated as a nonprofit corporation, duly registered and in good standing with the State of New Mexico Secretary of State, which has not-for-profit status under 501(c)(3) of 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 Social Services Contracts Awarded Under the City of Albuquerque*](#) (*Administrative Requirements*), § 10 (A)(1).

Ineligible entities as defined in Section 7 (C) of the [*Social Services Contracts Procurement Rules*](#) of the Department are restricted from submitting a proposal.

Entities that have had an Agreement terminated by the City for cause for a period of two (2) years beyond the date of Agreement termination, are not eligible to submit a proposal, unless such entities request and receive written authorization of eligibility from the Director of the Department, based upon adequate, written justification for allowing an exception. Such written justification will include an explanation of how the previous cause for termination will not impact the project for which funding is being requested due to specific remedial actions taken by the entity. The written request and Director determination shall be maintained on file with the relevant RFPs, RFQs and/or contracts within the two-year timeline.

Ineligible entities as defined in Section 7 (C) of the [*Social Services Contracts Procurement Rules*](#) of the Department are restricted from submitting a proposal.

The *Administrative Requirements* and *Social Services Contracts Procurement Rules* are available on the Department's website at:

<https://www.cabq.gov/health-housing-homelessness/partner-resources>

5.2 Affordable Housing Development Capacity

An applicant must demonstrate capacity, experience and commitment to develop, own, and operate affordable housing, including a stated housing mission in its organizational documents.

Applicants that lack capacity or direct experience in these areas may demonstrate capacity by partnering with an entity that provide essential expertise to the project. In these cases, HHH will evaluate the proposed partnership to ensure it meets the needs of the project and is sustainable for an appropriate length of time. Applicants may partner with a for-profit entity. The Applicant must hold a 51% or greater interest in a Partnership. The Applicant must materially participate in the Project, meaning that the organization must be involved on a regular, continuous and substantial basis in both the development and operation of the Project during the term of the Compliance Period. The Applicant must receive a minimum of 10% of the developer fee as identified in the project budget.

5.3 Limitations on Assistance to Primarily Religious Organizations

Contractors are required to assure that no funds awarded through the program will be used for sectarian religious purposes. Independent, not-for-profit entities established by primarily religious organizations, however, may be assisted as long as: a) there is no religious test for admission for services; b) there is no requirement for attendance at religious services; c) there is no inquiry as to a client's religious preference or affiliation; d) there is no proselytizing; and e) services provided are secular and non-sectarian. See *Administrative Requirements*, § 10 (C) (4) (c). This provision does not prohibit a primarily religious organization from carrying out the eligible activities as long as such activities are carried out in a manner free from religious influences pursuant to conditions prescribed in the Representations and Certifications form (Appendix #8) attached to this RFP and required as an attachment to the responder's proposal.

5.4 Minority and Women's Business Enterprises § 5-6-1 et seq. ROA 1994

It is the policy of the City to take affirmative action to assure that a fair share of City purchases of goods and services is made from enterprises owned and controlled by minorities and women.

As part of this policy, the City undertakes to assure there are no undue or unnecessary requirements imposed by the City that inhibit or prevent purchases of goods and services from businesses that are otherwise qualified to provide such goods and services. It is further City policy to impose similar affirmative action upon prime contractors providing goods and services to the City with regard to subcontractors involved in such work to assure a fair share of business for minority and women's business enterprises.

As part of the above-described policy, the City shall directly solicit bids and offers of goods and services from minority and women's business enterprises to the extent necessary to ensure that they are aware of the opportunities in this RFP. § 5-6-6 ROA 1994. The City uses the following website to identify minority and women's business enterprises, and solicits bids from the enterprises identified: https://web.sba.gov/pro-net/search/dsp_dsbs.cfm.

In addition to the requirements of § 5-6-1 *et seq.* ROA 1994, the City will implement and fulfill any Federal requirements applicable to the City with regard to minority and women's business enterprises. § 5-6-10 ROA 1994.

5.5 Pay Equity Documentation.

All bids and proposals shall include a Pay Equity Reporting Form or Certificate which can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative> or in the Solicitation Instructions. Offerors who believe they are exempt because they are an out-of-state contractor that has no facilities and no employees working in New Mexico are not required to report data, but must still submit a Pay Equity Reporting Form with the box verifying their exempt status checked. **Any Proposal that does not include a Pay Equity Reporting Form or Certificate shall be deemed nonresponsive**, as stated in the Public Purchases Ordinance, 5-5-31 (A). **NOTE: THE PAY EQUITY REPORTING FORM REQUIRED BY THIS PROVISION IS NOT A PAY EQUITY CERTIFICATE, NOR DOES IT QUALIFY YOU FOR THE PAY EQUITY PREFERENCE. PAY EQUITY CERTIFICATES ARE AUTOMATICALLY ISSUED TO QUALIFYING VENDORS WITHIN TWO BUSINESS DAYS OF SUBMITTING THE PAY EQUITY REPORTING FORM. PLEASE VISIT THE WEBSITE LISTED ABOVE WITH QUESTIONS.**

5.6 ADA Compliance

Contractors must agree to meet all the requirements of the Americans with Disabilities Act of 1990 (ADA), and all applicable rules and regulations which are imposed directly on the Contractor or which would be imposed on the City as a public entity. The Contractor must agree to be responsible for knowing all applicable requirements of the ADA.

5.7 Additional Requirements

a. Personnel Policies:

Organizations applying for a contract under this solicitation must have a written set of personnel policies and procedures that have been formally adopted by its governing board. This document must specify policies governing terms and conditions for employment; compensation and fringe benefits; holidays, vacation and sick leave; conflict of interest; travel reimbursement; and employee grievance procedures.

b. Conflict of Interest Policies:

Organizations submitting proposals under this solicitation must have in force a written conflict of interest policy that at a minimum:

- i. Applies to the procurement and disposition of all real property, equipment, supplies, and services by the agency and to the agency's provision of assistance to individuals, businesses, and other private entities.

- ii. Provides that no employee, board member, or other person who exercises any decision-making function with respect to agency activities may obtain a personal or financial benefit from such activities for themselves or those with whom they have family or business ties during their tenure with the agency or for one year thereafter.
- c. **Accounting Policies:**
Responder organizations must have in place a set of financial, accounting, and procurement policies and procedures that meet the standards established by the City in the *Administrative Requirements*, §13, Accounting for HHH Social Services Contract Funds.
- d. **Active Board:**
Nonprofit responders must be able to document that its governing board is constituted in compliance with approved bylaws and that it actively fulfills its responsibilities for policy direction, including regularly scheduled meetings for which minutes are kept. The organization must verify board compliance with the City Open Meeting ordinance ROA, 1994, §2-5-1, et. seq.
- e. **Nepotism:**
The organization shall not employ “immediate family” or any “close relative” of any board member, officer or managing employee and shall not employ any two people who are immediate family or close relatives of each other. See definitions contained in the *Administrative Requirements*, § 10 (A)(3)(c).
- f. **Background Checks:**
If the Social Services provided require the contractor selected through this RFP to work with or be in proximity to children, or other vulnerable populations, the contractor will not employ any person or volunteer who is registered as a sex offender in any United States jurisdiction, or who has a criminal background unacceptable to the City. The contractor shall ensure that all its employees, interns and volunteers directly involved in performing services have been screened for a criminal background and reference checks, finger-printing, and interviews. See *Administrative Requirements*, § 10 (A)(2).
- g. **Reporting Requirements**
The final contract between the successful responder(s) and the City will contain specific reporting requirements that include, but may not be limited to, quarterly program data and data regarding outcomes for program participants. A critical component of initiatives funded through the City of Albuquerque, Department of Health, Housing & Homelessness will be a rigorous evaluation to determine program success and cost-effectiveness. Selected Offerors must comply with participant data reporting requirements conducted by the City or evaluation and research partners as part of ongoing evaluation activities.

6.0 Eligible Beneficiaries

Programs supported, in whole or in part, with funding awarded as a result of this RFP must be targeted to residents of Albuquerque.

7.0 Technical Assistance

It is the responsibility of the Offeror to stay up to date with any clarifications to this RFP that will be issued through the bonfire portal.

Technical Assistance will be provided through the Bonfire eProcurement system. **No RFP correspondence with City staff is permitted outside of the Bonfire portal.** Requests for technical assistance must be submitted through the Bonfire portal up until five days prior to submission deadline. Questions and Answers will be made public within the Bonfire portal for all interested to review.

An optional Pre-Proposal conference will be held on **Monday, September 15, 2025** at 10:00 am local time, virtually via Zoom through the following link <https://cabq.zoom.us/j/83373152935> Meeting ID: 833 7315 2935 or by dialing: +1 669 900 6833; Meeting ID: 86291084636

8.0 Instructions for Completing Proposal

8.1 Proposal Format

Proposals will be submitted through the City's Bonfire eProcurement portal and must address all required areas listed in this section, in the order requested.

8.2 APPENDIX A – Application. Responders must complete the attached **APPENDIX A** and respond to the following:

Section 1: Applicant Information- respond to requested data fields in this section.

Section 2: Project Information- respond to requested data boxes/fields in this section.

Section 3: Threshold Criteria- respond in a Narrative form. Any supporting evidence cited in the Narrative should be provided in **APPENDIX D – Supporting Documentation.**

Section 4: Scored Criteria- respond in a Narrative form. Any supporting evidence cited in the Narrative should be provided in **APPENDIX D – Supporting Documentation.**

Section 5: Disclosures, Release of Information, and Certification- respond to all data fields and signature by an authorized official of the governmental agency or of the policy board of a non-profit agency to whom agency staff are responsible must sign the form (electronic signatures are acceptable).

8.3 APPENDIX B – Multifamily Underwriting Template (Project Budget Schedules). Applicant must complete all spreadsheets tabbed in APPENDIX B, which contains relevant project financial information necessary to underwrite the project.

8.4 APPENDIX C – Project Scoring Matrix. Applicant must complete APPENDIX C for the proposed project. APPENDIX C will be utilized by City staff to evaluate the Threshold Criteria and Scored Criteria listed. There is also an *Applicant*

Checklist Section that allows applicants to Self-Score, compare narrative responses and their supporting evidence submitted to Threshold Criteria and Scored Criteria.

8.5 APPENDIX E – Supporting Documentation. This will be an empty folder in the Bonfire eProcurement portal for the applicant to submit any necessary evidence cited in the other appendices. Documents may include but not be limited to: agreements, letters, resumes, architectural plans, studies, assessments, audits, by-laws, policies, procedures, examples, etc. Although there may not be a stated limit on number of documents or format type, please refer to the Bonfire system for more information.

8.6 APPENDIX F – HOME Cost Allocation tool. This document contains spreadsheets to determine a maximum project subsidy that can be provided with HOME funds. Spreadsheets should be completed to justify the total amount of HOME funds requested under this RFP. Information regarding the tool can be found on the HUD Exchange at: (<https://www.hudexchange.info/programs/home/using-the-home-cost-allocation-tool-case-studies-and-demonstration/>).

9.0 Although not required with the application, should a project receive an award it must comply with the following City requirements and will be required to in the terms of the awarded contract.

9.1 Insurance Requirements

All contractors selected pursuant to this RFP will be required to procure and maintain, through the life of each of their contracts, a commercial general liability and an automobile liability insurance policy with limits detailed below. If any part of the contract is sublet, the contractor must include the subcontractor in its coverage or require the subcontractor to obtain all necessary coverage. Policies must be written by companies authorized to write such insurance in the State of New Mexico.

A. Commercial General Liability Insurance (“CGL”): A CGL insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$ 2,000,000	Per Occurrence
\$ 2,000,000	Policy Aggregate
\$ 1,000,000	Products Liability/Completed Operations
\$ 1,000,000	Personal and Advertising Injury
\$ 5,000	Medical Payments

The CGL insurance policy must include coverage for all operations performed for the City by the Contractor, and the contractual liability coverage shall specifically insure the hold harmless provisions of the City’s contract with the Contractor. The City shall also be listed as an “additional insured” by endorsement onto the CGL policy. Proof of this additional insured relationship shall be evidenced on the Certificate of Insurance (COI) and on the insurance endorsement.

B. Commercial Automobile Liability Insurance (“CAL”): A CAL policy with not less than a \$1,000,000 combined single limit of liability for bodily injury, including death,

and property damage in any one occurrence. The CAL policy must include coverage for the use of all owned, non-owned, and hired automobiles, vehicles and other equipment both on and off work. This CAL policy cannot be a personal automobile liability insurance policy as most personal automobile liability policies exclude coverage for work related losses.

C. Workers' Compensation Insurance: Workers' Compensation Insurance for the Contractor's employees when required by, and in accordance with, the provisions of the Workers' Compensation Act of the State of New Mexico ("Act"). The Contractor must have three (3) or more employees to trigger the Act's workers' compensation insurance requirement. Per the Act, this number includes the owner of the business. If the Contractor is not required to carry Workers' Compensation coverage, the Contractor will need to sign and return the Worker's Comp Statement enclosed in this packet.

ADDITIONAL INSURANCE COVERAGES

The following coverages should be considered based on the course and scope of the individual contract:

D. Professional Liability (Errors and Omissions) Insurance: Professional liability (errors and omissions) insurance in an amount not less than \$1,000,000 combined single limit of liability per occurrence with a general aggregate of \$1,000,000.

Professional liability insurance cannot be waived for medical directors, psychologists, psychiatrists, mental health counselors, laboratories.

E. Sexual Abuse Molestation Coverage: Sexual abuse molestation insurance in an amount not less than \$1,000,000 combined single limit of liability per occurrence with a general aggregate of \$1,000,000. This coverage should be required, unless specific circumstances that eliminate potential risks indicate otherwise, if the vendor/contractor will be working with, or in physical or virtual contact with, children under the age of 18 or a compromised client base (deaf and hard of hearing, blind, senior and older adults, persons with mental disabilities, intellectual disabilities and/or have a developmental disability).

F. Cyber Liability Coverage: Cyber liability insurance in an amount not less than \$2,000,000 combined single limit of liability per occurrence with a general aggregate of \$2,000,000. This coverage should be required, unless specific circumstances that eliminate potential risks indicate otherwise, if the vendor/contractor may have cybernetic access to the City's confidential information, taxpayer data, information technology, personnel, healthcare, accounting, or finance systems.

Policies must include coverage for all operations performed for the City by the contractor, coverage for the use of all owned and all non-owned hired automobiles, vehicles, and other equipment both on and off work, and contractual liability coverage shall specifically insure the hold harmless provision of the contract. The City must be named an additional insured on commercial general liability and the policies must

provide that 30 days written notice will be given to the City before a policy is canceled, materially changed, or not renewed.

The contractor shall ensure that all staff for whom professional liability is required by their licensing agent, including but not limited to, professionals providing health and behavioral health services, maintain professional liability insurance, errors and omissions coverage, or other additional coverages the city deems necessary, in amounts not less than required by the New Mexico Tort Claims Act as it is amended from time to time, for single limit of liability per occurrence and for the general aggregate.

The contractor must also comply with the provisions of the Worker's Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law.

During construction, if any, a contractor must maintain Builders Risk Insurance in an amount equal to the full construction cost to cover the construction work for fire, theft, extended coverage, vandalism and malicious mischief.

If, during the life of the contract, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (Section 41-4-1 through 41-4-27 NMSA 1978), the City may require the contractor to increase the maximum limits of any insurance required.

Proof of insurance is not a requirement for submission of a proposal, but responders should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the City. Before submitting a proposal, the agency should contact its insurance agent to determine if it can obtain the required coverage.

9.2 Other Assurances:

a. Compliance with Civil Rights Laws and Executive Orders

Contractors are required to comply and act in accordance with all federal laws and Executive Orders related to the enforcement of civil rights. In addition, recipients will be required to comply with all New Mexico State Statutes and City of Albuquerque Ordinances regarding enforcement of civil rights (APPENDIX #8).

b. Assurance of Drug Free Facilities

Applicants for funding must submit an assurance that they will administer a policy designed to ensure that the assisted program is free from the illegal use, possession or distribution of drugs or alcohol by its staff and beneficiaries (APPENDIX #10).

c. Certification of Receipt of Administrative Requirements

Applicants for funding must submit a certification signed by an authorized board official and the organization director of receipt and adherence to the *Administrative Requirements* (<https://www.cabq.gov/health-housing-homelessness/partner-resources>).

d. Audit Requirements

Contractors who expend \$750,000 or more of federal funds during the year must have an audit conducted in accordance with the Federal Government's 2 CFR Part 200 subpart F. The audit shall be made by an independent auditor in accordance with generally accepted government auditing standards. Contractors who receive \$25,000 or more in funding from the City, and who do not fall under A-133, must have a financial statement audit conducted by an independent auditor in accordance with generally accepted auditing standards. If the contractor is not subject to this requirement because it has not previously had a contract with the City, the Contractor must provide Form 990. Additional audit requirements are set out in the *Administrative Requirements*.

e. Goods Produced Under Decent Working Conditions

It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The responder certifies, by submittal of its proposal in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines "under decent working conditions" as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees can speak freely about working conditions and can participate in and form unions.

f. Construction Contracts and Davis-Bacon Prevailing Wages

It is the policy of the City and the U.S. Department of Housing and Urban Development (HUD), to pay adequate wages on Public Works (construction) projects. The responder represents, by submittal of its proposal in response to this solicitation, that the Project will abide by Davis-Bacon Wage Rates for HUD-funded Construction contracts and maintain/provide all compliance documents as requested by the City. Davis-Bacon and Related Acts Wage Rate information can be found at the U.S. Department of Labor website:

<https://www.dol.gov/agencies/whd/government-contracts/construction>

10.0 Compliance with Social Services Contracts Procurement Rules and Regulations

Applicants must comply with all applicable procurement rules and regulations, including, but not limited to, the City of Albuquerque Procurement Rules and Regulations for the Department of Health, Housing & Homelessness, found at:

<https://www.cabq.gov/health-housing-homelessness/partner-resources>.

Applicants should also be guided by the Albuquerque Code of Ordinances, Article 5, which may be found at:

[http://library.amlegal.com/nxt/gateway.dll/New%20Mexico/albuqwin/cityofalbuquerque/newmexicocodeofordinanc?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:albuquerque_n_m_mc\\$anc=JD_TopofInfobase](http://library.amlegal.com/nxt/gateway.dll/New%20Mexico/albuqwin/cityofalbuquerque/newmexicocodeofordinanc?f=templates$fn=default.htm$3.0$vid=amlegal:albuquerque_n_m_mc$anc=JD_TopofInfobase)

11.0 Review Criteria and Scoring Process

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.

HHH 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:

- Project Application (**APPENDIX A**); and
- Multifamily Underwriting Template (**APPENDIX B**); and
- Project Scoring Matrix (**APPENDIX C**); and
- CHDO/AHDO Application (**APPENDIX D**); and
- Supporting Documentation (**APPENDIX E**); and
- HOME Cost Allocation Tool (**APPENDIX F**).

11.1 Review Process/Deadlines

a. Preliminary Staff Review

Proposals will be initially reviewed by staff of the Department of Health, Housing & Homelessness to determine if the proposal is complete and conforms to this RFP. Completeness means that all required forms and attachments are included and comply with the *FCS Procurement Rule* and *Administrative Requirements*. Conformity means that the proposal has been prepared according to guidelines regarding length, organization, and format as specified in section 8.0 above. Incomplete (as defined in 11.0), nonconforming or late proposals may be deemed unresponsive.

b. Review Panel

The Department Director will, in writing, approve the composition of an ad hoc committee (minimum of 3 persons) from the Department of Health, Housing & Homelessness and may include a representative(s) from affected neighborhoods, constituents, service users and/or citizens that will review all proposals. The proposals will be rated according to the review criteria specified in section 10 above. Based on these ratings, the committee will recommend contract awards and amounts to the Director of the Department. A recommendation for award does not constitute an award of contract. The award occurs after a contract is negotiated and Approved by the City.

If, during the review process, additional information is needed regarding a proposal, the Department staff will request such information from the responder. In addition,

responders may be interviewed directly as part of the review process. Agencies will be advised of the time and date of such interviews.

During evaluation, proposals submitted shall be kept confidential. The Department will use its best efforts to restrict distribution to those individuals involved in the review and analysis of the proposals, but in any event, the City shall not be liable for disclosure of any information contained in the proposals during the review process. The proposals shall be open to public inspection after award of contract.

11.2 Competitive Considerations

Proposals will be rated according to the review criteria in section 10.1 above. The Department may require responders being considered for an award to participate in interviews or other discussions to explain or verify any aspect of the proposal submitted. The Department reserves the right to reject any or all proposals. The Department may negotiate the terms of any proposal after making a recommendation of award, in order to development a contract in the best interest of the City or the target population. The Department may award more than one contract per Priority Activity.

11.3 Preferences

According to City Ordinance § 5-5-17 and § 5-5-31 ROA 1994, Public Purchases, and § 13-1-22 NMSA 1978 for resident business and Veteran business, scoring preferences are available for procurements issued with local funding sources. This RFP is funded with federal funds, and therefore, no such scoring preferences are available as referenced in **APPENDIX A**.

11.4 RFP 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 30 days of receipt of the Appeal letter. Letters must be addressed as follows:

Gilbert Ramírez, Director
Department of Health, Housing & Homelessness
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103

The envelope must clearly indicate:

APPEAL, HHH – Affordable Housing Development– RFP-2025-724-HHH-RG

(All Appeals will be responded to by the Department Director in writing.)

12.0 Submission Process

12.1 Submission Requirements

Submit your complete proposal including all sections listed in Section 8 using the eProcurement System at <https://cabq.bonfirehub.com/portal/?tab=openOpportunities>. Please allow a minimum of 24 hours to submit your proposal. If you do not have a username and password, please register as this is the only method to submit electronically on the Bonfire portal. Please note the City has a new eProcurement System as of September 16, 2019; please make sure to register on the new system in order to receive notices and submit a response to a bid or proposal. For assistance, please contact support@gobonfire.com.

RFP Advisory to Offerors:

Proposals must be received prior to **4:00 p.m. local time, October 10, 2025** via the City's eProcurement system, Bonfire. Proposals will not be accepted by the eProcurement system later than 4:00 p.m. local time, on **October 10, 2025** and will not be considered for award.

Entities that have had an Agreement terminated by the City for cause for a period of two (2) years beyond the date of Agreement termination, are not eligible to submit a proposal, unless such entities request and receive written authorization of eligibility from the Director of the Department, based upon adequate, written justification for allowing an exception. Such written justification will include an explanation of how the previous cause for termination will not impact the project for which funding is being requested due to specific remedial actions taken by the entity. The written request and Director determination shall be maintained on file with the relevant RFPs, RFQs and/or contracts within the two-year timeline.

12.2 Clarification

Any explanation desired by a responder regarding the meaning or interpretation of this RFP must be requested in writing not less than five (5) working days prior to the hour and date specified for the receipt of proposals to allow sufficient time for a reply to each responder before the submission of their proposals. All inquiries must be directed to the Community Services Project Manager, through the Bonfire portal. Oral explanations or instructions given before the deadline for receipt of proposals will not be binding. Any information given in writing concerning this RFP will be furnished through the Bonfire portal if such information is necessary to responders in submitting proposals on this RFP or if the lack of such information would be prejudicial to uninformed responders.

12.3 Acknowledgment of Amendments to the Request for Proposal

Receipt of an amendment to the RFP by a responder must be acknowledged (a) by signing and returning the amendment or (b) by letter. Such acknowledgment must be received prior to the hour and date specified for receipt of proposals and can be submitted as attachment to the Offer.

It is the responsibility of the Offeror to stay up to date with any clarifications or amendments to this RFP that may be posted on the Bonfire portal including addenda and information materials.

12.4 Modification

Proposals may be modified or withdrawn through the Bonfire portal provided such notice is received prior to the hour and date specified for receipt of proposals.

13.0 PROPOSAL CHECKLIST

Proposals must address all required areas listed in Section 8. Prior to submitting the proposal, Offerors are recommended to use the following checklist to ensure that the proposal contains all elements required for a complete submittal. Appendix numbers refer to the Department of Health, Housing & Homelessness forms included as attachments to this RFP.

Items in this checklist are part of the technical review of the Application, and failure to submit mandatory items may result in the Offer being deemed as non-responsive.

Additional items will be requested should your agency be recommended for award. Those items are detailed under the heading **“Requested Upon Recommendation for Award and Subsequent Contracting.”**

13.1 MANDATORY DOCUMENTS TO BE SUBMITTED

The following must be uploaded in Bonfire:

□ APPENDIX A: Rental Development Application and included appendices listed below:

- APPENDIX #8: Representations and Certifications**
- APPENDIX #9: Attachments on File for previously funded re-application**
- APPENDIX #10: Drug Free Workplace Requirement Certification Form**
- APPENDIX #11: Debarment, Suspension, Ineligibility and Exclusion Certification**
- APPENDIX #12: Certification of Receipt of Administrative Requirements**
- APPENDIX #13: Certification of Compliance with Federal Funding Requirements (IF APPLICABLE), Refer to Section 1.1 for further information**
- APPENDIX #14: City of Albuquerque Preference Affidavit of Eligibility (IF APPLICABLE)**
- APPENDIX #15: City of Albuquerque Substitute W-9**
- APPENDIX #16: Disclosure of Lobbying Activities**

- ❑ **APPENDIX #17: Pay Equity Reporting Form**
- ❑ **APPENDIX #18: UEI Number and SAM Registration Acknowledgement**

- ❑ **APPENDIX B: Multifamily Underwriting Template**

- ❑ **APPENDIX C: Scoring Matrix**

- ❑ **APPENDIX D: CHDO/AHDO Application**

13.2 SUGGESTED DOCUMENTS THAT MAY BE SUBMITTED

- ❑ **APPENDIX E: Any (applicable) supporting documents not provide in APPENDIX A or APPENDIX D, such as:**
 - Copy of the organization's IRS Certificate of Non-Profit Incorporation
 - Copy of the organization's Articles of Incorporation filed with the State of New Mexico
 - Copy of the organization's By-Laws.
 - Copy of the organization's Applicable Licenses
 - Copy of the organization's Listing of Current Board Members
 - Copy of the organization's Current Organization Chart
 - Copy of the organization's Travel Reimbursement Policies (if Applicable)
 - Copy of the organization's written accounting policies and procedures, which include procurement procedures.
 - Copy of the organization's personnel policies and procedures.
 - Copy of the organization's conflict of interest policy.
 - Copy of the organization's New Mexico Certificate of Good Standing
 - Copy of the organization's Job Descriptions / Résumés of Key Personnel
 - Copy of the organization's most recent audit or applicable financial statement
 - Copy of the organization's Unique Entity Identifier and SAM Registration
 - Copy of commitment letter from funding source(s)
 - Copy of lead-based paint test survey and testing results
 - Copy of summary of findings of Phase I Environmental Assessment
 - Any Applicable Maps
 - Copy of documentation of source of utility allowance calculation
 - Copy of Market Study
 - Copy of Green Building Certification
 - Any Architectural Plans, elevations, renderings, etc.
 - Any Evidence of Community Outreach
 - Written Authorization of Eligibility from the Director of the Department for entities that have had an Agreement terminated by the City for cause within last two (2) years, if applicable.
 - Acknowledgment of Amendments to the RFP, if applicable.