



REQUEST FOR PROPOSALS **LEGAL NOTICE**

CITY OF ALBUQUERQUE

The Department of Family and Community Services Invites Proposals for an

2023 AFFORDABLE HOME OWNERSHIP DEVELOPMENT PROJECT – **SCATTERED SITES (RFP-2023-390-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 Ownership Housing in Albuquerque.

I. LOCATION:

Based on the available Real Property resources, the development of such an Affordable Housing project must be located within the Albuquerque city limits and conform to areas and criteria stipulated in the City's 2018-2022 Consolidated Plan and 2022 Annual Action Plan submitted to the U.S. Department of Housing and Urban Development (HUD).

The City of Albuquerque desires to provide the City-owned Real Property towards the new construction of single-family, ownership housing for persons at or below 80% of the Area Median Income (AMI). The parcels of Real Property are located in the southwest quadrant of Albuquerque and are listed in the Scopes of Services, below.

II. DEVELOPMENT:

DFCS will award up to seven (7) vacant parcels of land with a total combined value of approximately \$354,980, towards the new construction single-family, homeownership housing development. Proposed affordable housing development projects need to demonstrate the capacity to obtain additional project financing from available sources such as HUD grants, bank

loans, etc. The development should incorporate a high level of Design Creativity and Sensitivity to the social and physical context of the surrounding community.

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), as part of project application (Appendix D).

IV. SCOPE OF SERVICES:

At minimum, the selected **2023 AFFORDABLE OWNERSHIP HOUSING DEVELOPMENT PROJECT shall:**

Develop homeownership units for households at or below 80% AMI on vacant lots that are currently owned by the City of Albuquerque Department of Family and Community Services.

DFCS will award up to seven (7) vacant parcels of land with a total combined appraised value of approximately \$354,980. The parcels are located at:

- 1221 3rd Street SW, Albuquerque, NM 87102 (containing 8,875 square feet)
- 1204 4th Street SW, Albuquerque, NM 87102 (containing 7,100 square feet)
- 1224 Airway Road SW, Albuquerque, NM 87105 (containing 36,758 square feet)
- Lot 19 Atlantic & Santa Fe Subdivision SW, Albuquerque, NM 87102 (containing 2,790 square feet)
- Lot 20 Atlantic & Santa Fe Subdivision SW, Albuquerque, NM 87102 (containing 2,232 square feet)
- Lot 21 Atlantic & Santa Fe Subdivision SW, Albuquerque, NM 87102 (containing 2,232 square feet)
- Lot 22 Atlantic & Santa Fe Subdivision SW, Albuquerque, NM 87102 (containing 3,028 square feet)

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
- 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.

The selected Offeror will be required to hold a community meeting prior to the start of construction regarding the proposed project.

The selected Offeror will be responsible for identifying potential homebuyers for the constructed units, and for determining if potential homeowners meet the income qualifications in accordance with 24 CFR §5.609 (Part 5).

The City will record a City Mortgage and Restrictive Real Estate Covenants on the parcels to be utilized for affordable housing. These legal instruments will be removed by the City upon construction completion of housing units and sale to income qualified households.

The City will provide a template subordinate mortgage and note to the selected Offeror. The selected Offeror will prepare a subordinate mortgage and note in the City of Albuquerque's name with the value of the parcel that the homeownership unit is located on. These shall be executed at the closing of the sale to the income qualified household. The note shall be due upon resale, refinance, transfer or failure of the borrower to occupy the unit. The City loan will be forgiven after the income-eligible homeownership has occupied the home for 10 years (the "affordability period"). The Affordability Period commences upon the date of sale.

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 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 Real Property requested, multiple projects may be selected. Any resources 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 RFP Appendices submitted for the Offeror(s):

- 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, 2022 Action Plan*, and 2023 AFFORDABLE HOME OWNERSHIP DEVELOPMENT PROJECT - Request for Proposals (RFP-2023-390-FCS-RG), based on the information provided in the **RFP Appendix A –Development Project Application**; and
- Financial Feasibility of the Project, as assessed by the information provided in **Appendix B - DFCS Single-Family Underwriting Template**; and

- Highest Overall Project Score, as assessed by City Ad Hoc committee in **Appendix C - DFCS Project Ranking Matrix**; and
- Developer's Capacity, as assessed by the information provided in **Appendix D – CHDO/AHDO Application**; and
- Supporting Documentation provided in **Appendix E**.

VII. PROPOSAL SUBMISSION:

An optional pre-proposal meeting is scheduled for 10:00 a.m., Tuesday, January 24, 2023, virtually via Zoom through the following link or by dialing: +1 669 900 6833; Meeting ID: 840 3279 0478; Passcode: 579068:

<https://cabq.zoom.us/j/84032790478?pwd=cnFWZDM2QnBaY1BISHdoVHJjcW10Zz09>

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 January 15, 2023, on the City's eProcurement System at: <https://cabq.bonfirehub.com/portal/?tab=openOpportunities>.

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, March 31, 2023.

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;
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