

**City of Albuquerque
Metropolitan Redevelopment Agency**

Request for Proposals #03-2025

Small Properties Disposal



Selection Number:
03-2025

RFP website:
<https://www.cabq.gov/mra/request-for-proposals>

Issuance date:
June 11, 2025

Deadline for submitting questions:
July 16, 2025 at 5pm (MST)

Direct formal inquiries (Exhibit A) to:
Stephanie Shumsky, Project Manager, at sshumsky@cabq.gov

Deadline to submit Proposals:
July 23, 2025 at 5pm MDT, via electronic upload

URL to submit Proposals:
<https://sftp.cabq.gov/f/dbbbde44c6159c4a>

GLOSSARY OF TERMS

Affordable Housing: Affordable housing means units that are affordable to households at or below 80% Area Median Income (AMI) as defined by the City of Albuquerque, based on the HOME Investment Partnerships Program's Income and Rent Limits published for Albuquerque, by the U.S. Department of Housing and Urban Development (HUD). Details on current income, homeownership, and rental value limits are available here: <https://www.hud.gov> and <https://housingnm.org>

Albuquerque Development Commission (ADC): The Commission for the Metropolitan Redevelopment Agency (MRA); the ADC reviews and approves MRA projects.

The City: The Incorporated City of Albuquerque.

Development Agreement: The terms of the awarded contract between the successful Proposer(s) and the City.

Department of Health, Housing & Homelessness (HHH): The City of Albuquerque's department that serves low-income, moderate-income and unhoused residents through a variety of housing, health, and social service programs.

Evaluation Criteria: The scored criteria that make up the bulk of the project narrative and by which Proposals will be evaluated. Proposers can score up to 100 points.

Exclusive Negotiation Agreement: The City reserves the right to enter into an Exclusive Negotiation Agreement with selected Proposer(s) to further develop the details of the proposed project prior to entering into a Development Agreement. The City of Albuquerque will consider this point the preliminary notice of award and will no longer consider other project proposals. During Exclusive Negotiation, the City will review the proposed development for alignment with project goals, metropolitan redevelopment area priorities, and affordable housing requirements. The City will work with the selected teams to work out project details and develop more detailed plans and financial documents that meet local, state, and federal requirements.

Metropolitan Redevelopment Agency (MRA): An agency of the City of Albuquerque, legally enabled by State Statute § 3-60A and City Ordinances 54-1979, 76-1983, and 2015-008. MRA is dedicated to incentivizing urban redevelopment and community building in designated Metropolitan Redevelopment Areas across Albuquerque.

Metropolitan Redevelopment Area(s) (MR Areas): Designated areas of Albuquerque that have been legislatively deemed blighted and are economically underperforming relative to the City as a whole.

Metropolitan Redevelopment Area Plan (MR Plan): Each MR Area has an adopted Plan, which is approved by City Council and that guides the City's redevelopment strategies. Plans are developed in close coordination with the community and lay out the goals for each given Metropolitan Redevelopment Area. As a Rank 3 Plan, an MR Plan does not supersede other planning documents, such as the City's IDO or Community Planning Area assessments.

Project: Development in conformance with property zoning.

Property(s): The land area(s) subject to this RFP.

Proposal: Any submitted response to this RFP.

Proposer: A person or entity responding to this RFP.

Request for Proposals (RFP): This document providing information and specific requirements for Proposers to submit Proposals under the terms outlined herein.

Subject Area(s): Legislatively designated Metropolitan Redevelopment Areas in which development projects may be eligible for this RFP's funding incentives.

Threshold Criteria: The minimum criteria each project must meet to be considered responsive. Threshold Criteria are unscored and are used to determine eligibility under the terms of this RFP.

A. Introduction

The City of Albuquerque (“City”), through its Metropolitan Redevelopment Agency (“MRA”), invites developers to submit proposals for development of vacant, City-owned parcels of land, located in Metropolitan Redevelopment (MR) Areas of the City.

This Request for Proposals (“RFP”) is intended to identify proposals for Projects that meet the Threshold Criteria and that are financially feasible with donation of the parcel(s) by the City. Additional incentives are not part of this RFP, but may be pursued separately. Selected Proposer(s) may elect to participate in MRA’s Redevelopment Tax Abatement program if the proposed development qualifies.

Responses to this RFP will be used to select Proposer(s) with whom the City shall negotiate, and upon agreement by the parties, enter into a Development Agreement that stipulates the timing of land disposal, Project construction, completion, occupancy and reversion.

Proposers may select multiple parcels from among those on the Available Properties List (Exhibit B). **Residential development may meet the definition of affordable housing or it may be market rate.**

B. Property Information

See Exhibit B for a list of properties currently available. Clearly indicate each property of interest in the Response narrative as part of the Project Description. Include as part of the Response package the proposed site plan, elevations, etc. for each proposed development.

C. Purpose

The purpose of this RFP is to help the City close housing and services gaps by expediting development of small city-held lots. Proposals must align with, and support the goals and objectives of, the applicable Metropolitan Redevelopment (MR) Plan and Area, in which the Property is located. A map of the MR Areas can be found at: <https://www.cabq.gov/mra/redevelopment-areas>.

Proposed Projects must conform to the Property’s zoning and should not require special exceptions, zone map amendments, variances or conditional uses in order to be viable (see IDO Permissive Uses at: www.abq-zone.com). If selected, Proposers should be willing and able to commence on their project within six (6) months.

Ultimately, the City seeks Proposals that show a demonstrated capacity to deliver Project(s) that best fulfill the goals expressed in the relevant MR Area Plan and the Threshold and Evaluation Criteria. Successful Proposer(s) will work closely with City staff on the details of the Project(s) through a negotiated Development Agreement.

D. Form of Financial & Other Assistance

For this RFP, the City’s contribution consists of the Property and assistance with the City’s

development process, as further described below. There is no direct financial contribution, although qualifying projects may elect to participate in MRA's Redevelopment Tax Abatement program (<https://www.cabq.gov/mra/tax-abatement>). As authorized by the New Mexico Redevelopment Code (3-60A-1 to 3-60A-48 NMSA 1978) and the corresponding Albuquerque Ordinance, the City can offer the following resources towards proposed Projects:

1. ***Financial Assistance:*** The City's contribution to the Project is land.
2. ***Assistance with City Development Process:*** Projects located in MR Areas receive impact fee waivers and priority consideration for permit reviews. Successful Proposers will, at their own expense, be responsible for the preparation of all documentation to obtain any approvals and/or permits required to complete the project, as well as permit fees.
3. ***Other Funding Resources:*** The City encourages Proposers to pursue other funding sources as necessary to ensure financial feasibility. For affordable housing projects, the MRA can connect the selected development team to the Department of Health, Housing, and Homelessness for additional guidance on project financing.

E. Threshold Criteria

Threshold Criteria: Threshold Criteria are the minimum criteria required for a Proposal to be considered responsive. Threshold Criteria are unscored and are used to determine eligibility under the terms of this RFP. All Projects must substantially meet all of the Threshold Criteria, as follows:

1. ***The Project must create building(s) and uses(s) that are in conformance with the Property's zoning and other applicable regulations.***
2. ***The Proposer must demonstrate organizational capacity.*** The Proposer must show that they have the organizational, financial, and operational capacity to complete the Project and accept ownership of the Property.

F. Evaluation Criteria

Narratives can score up to 100 points. The scoring criteria listed below outlines how the project will be evaluated.

1. ***Alignment with relevant Metropolitan Redevelopment Area Plan – up to 20 points.***
Proposals should describe how the proposed Project helps to alleviate the blighted conditions identified in the applicable MR Area Plan and how the Plan's goals and policies are furthered. In addition, if the Plan recommends design elements, building step backs, colors, architectural details, pedestrian amenities, etc. describe how these are incorporated into the Project. Copies of MR Area Plans are available at: <https://www.cabq.gov/mra/redevelopment-areas>.
2. ***Project description – up to 35 points.*** List the desired parcel(s) from the list provided in Exhibit B. Proposers must clearly describe the project and identify the type of uses

proposed. The Project must consist of uses and structures that are permissive in the established zoning district. A general site plan must be included and additional renderings are welcome. They do not count against the page limit.

3. *Demonstrates community benefit – up to 15 points.*

Proposers must describe how the proposed project will be a benefit to the community. Please elaborate on the following:

- a. Sustainability (5 points)
- b. Creates housing/ Economic impact (5 points)
- c. Placemaking/ Neighborhood beautification (5 points)

4. *Development team experience – up to 10 points.*

Proposers must provide a description of their team's demonstrated expertise and track record in the development of similar projects that have helped to revitalize communities and furthered economic development. This description should include the team's experience in financing, building, and operating similar projects on time and on budget.

- a. Experience: Complete the Experience Matrix in the Proposal Information Sheet (see Exhibit C), listing recent completed development projects.
- b. Past examples: Provide at least two detailed examples of past successful, completed, developments of similar size and mix of uses in which one or more members of the Proposer's development team took the lead (Exhibit C).

5. *Project schedule – up to 10 points.*

Provide a project schedule beginning with conceptual design through construction completion. Projects will be evaluated based on the achievability of the Proposer's time schedule and the Proposer's demonstrated ability to complete the project satisfactorily in a timely manner. The City of Albuquerque desires to see these parcels ready for construction within a year of selection. The project schedule should be reasonable and demonstrate an understanding of the processing time for various elements of the development process.

6. *Financial health – up to 10 points.*

MRA expects that the Proposer will be able to demonstrate the financial feasibility of the proposed Project. Not included in the narrative page limit, proposers must also include the following required financial attachments.

- a. Two years of audited financial statements. Proposers must provide audited Income Statement, Balance Sheet, and Cash Flow analyses for all entities included in the development team. *If the Proposer is not required to prepare audited financials, please provide a letter explaining why and submit unaudited financial documents.*
- b. Financial summary. The Proposer must complete *all tabs* of the Financial Summary in

Exhibit D. Financial structure, costs, etc. may be based on preliminary estimates.

- c. Financial fitness: Proposer must provide letter(s) of support from financial institution(s) that have financed their projects in the past (these letters are excluded from the proposal narrative page limit). This letter is meant to attest to the financial capacity and responsibility of the applicant. The letter should be from a bank or credit union and provide some detail on the length of the relationship, level of support provided (e.g., loan amounts), and the outcome (e.g., repayment history).

In summary, Evaluation Criteria are as follows:

Section	Points	Percent of Total
Alignment with Metropolitan Redevelopment Area & Plan	20	20%
Project description	35	35%
Demonstrates community benefit	15	15%
Development team experience	10	10%
Project schedule	10	10%
Financial health	10	10%
TOTAL	100	100%

G. Submission Content

All submitted files should be named using the following standard: Project title first, the Submission Content second, and the Proposer entity last. For example: “1234 Street SE – Project Narrative – Proposer Name LLC” and “1234 Street SE – Proposal Information Sheet – Proposer Name LLC”
Proposals must contain the following components:

1. ***Project Narrative***. The Project Narrative should be no longer than 15 pages. The Project Narrative document must be clearly paginated and use common and legible font type (e.g., Times New Roman, Arial, Calibri). Font should be 11-point size or larger; figures and tables can employ smaller-sized font. Each page must be clearly and sequentially numbered. The Narrative can be single or double-spaced. Any pages beyond the 15-page Project Narrative limit may not be read or considered, unless otherwise exempted from this requirement. The Project Narrative should be uploaded as a PDF. Site control documentation, site plans, optional renderings and exhibits should be included as separate PDF attachments and do not count toward the page limit.

The Project Narrative should include the following clearly-labeled sections, as follows:

- a. Project Summary. The development team must articulate a vision and development strategy for the Project that includes sustainable and innovative development possibilities.
- b. Threshold Criteria. Briefly describe how the Project meets all of the Threshold Criteria in Section C. Please provide a narrative response to each criterion in the order listed in this RFP.

- i. *Creates building(s) and uses(s) that are in conformance with the Property's zoning and other applicable regulations.*
 - ii. *Demonstrated organizational capacity to complete the project and accept ownership of the land.*
 - c. **Evaluation Criteria.** Describe how the Project meets all of the Evaluation Criteria in Section D. Please provide a narrative response to each criterion in the order listed in this RFP.
 - i. *Alignment to relevant Metropolitan Redevelopment Area Plan.*
 - ii. *Project description*
 - iii. *Demonstrates community benefit*
 - iv. *Development team experience*
 - v. *Project schedule*
 - vi. *Financial health*
- 2. *Additional required attachments.*** The following are required components of the submission package but do not count against the Proposal page limit.
- a. **Site plans and renderings.** A site plan must be provided that contains enough detail to confirm proposed development components as described in the Proposal. The applicable MR Area Plan may provide neighborhood characteristics, preferred architectural styles, colors, etc. that may be helpful in Project design. ***If applying for more than one Property, attach a site plan and rendering for each Property.***
 - b. **Audited financials.** Submit two years of financial documents, including: Income Statement, Balance Sheet, and Cash Flow analyses for each member of the development team. If a Proposer or team member is not required to submit audited financials, submit a letter explaining this and include unaudited financials instead.
 - c. **Financial summary.** Complete, in its entirety including all tabs, the Excel Financial Summary forms attached as Exhibit D. Financial structure, costs, etc. may be based on preliminary estimates. **Must be uploaded as an Excel document.**
 - d. **Financial letter of support.** A detailed letter of support on the Proposer's financial fitness from a financial institution that has financed Proposer's projects in the past is required.
 - e. **Letter of acknowledgement.** Complete and sign Exhibit E.
 - f. **Modified W-9 form.** Complete and upload Exhibit F.
- 3. *Other attachments.*** Additional attachments are allowed but *are not required*. These attachments do not count against the page limit, however please be judicious with the addition of optional attachments. These documents should contribute to the reviewers' understanding of the project and the experience of the project team. Other attachments may include the following:

- a. Letters of support from partners and stakeholders
- b. Evidence of success on past projects (e.g., news clippings, annual reports, financial documents)
- c. Project team short bios/résumés

H. Evaluation Process

1. ***Review for Responsive Proposals.*** City staff will conduct an initial review of all submitted Proposals to determine if they are responsive, meaning a Proposal meets the Threshold Criteria and includes all required attachments (properly labeled and within page limits, as applicable). Responses shall be rejected if they are incomplete or do not meet the Threshold Criteria at the sole discretion of the Metropolitan Redevelopment Agency Director.
2. ***Advisory Committee Review.*** In the case where there is more than one responsive Proposal for a given property, the MRA will convene an Advisory Review Committee (“the Committee”) to rank the Proposals based on the Evaluation Criteria. The Committee will consist of at least three individuals selected by the Metropolitan Redevelopment Agency Director and approved by the City’s Chief Administrative Officer. Committee members may come from the MRA, the City’s Planning Department, Economic Development Department and/or the Department of Health, Housing & Homelessness, as well as practitioners in the community.

The Committee will evaluate all responsive Proposals and measure each Proposer’s response against the Evaluation Criteria set forth in Section E, resulting in a numerical score for each Response. There are a total of 100 points available in the categories listed. The Committee will use the Evaluation Criteria as a guide in making their recommendation to the Albuquerque Development Commission (ADC).

- a. The Committee may send questions through the MRA staff to Proposers to seek clarification on portions of the responses.
- b. The Committee may conduct interviews of Proposers following the initial review of their Proposals.
- c. The City may request supplemental information during the selection process. If supplemental information is requested, the same information will be required of all responsive Proposers.
- d. The Committee may request assistance from third-party technical advisors, including financial advisors, who may review the responses and advise the Committee.
- e. The Committee will recommend a selection of one or more Proposers to advance to either Development or Exclusive Negotiation Agreement. The Committee’s recommendation will be forwarded to the ADC for consideration at their next scheduled hearing.
- f. The ADC may accept the recommendation, reject the recommendation, or direct

City staff to conduct further analysis. The ADC is not authorized to select different Proposals than those selected by the Committee.

Note: Albuquerque City Council makes the final determination of award among any and all selected Proposals after a Development Agreement is negotiated with MRA.

I. Additional Negotiations

Proposals do not constitute final design plans and are subject to change through mutual negotiation and agreement. Among those selected, and depending on the ADC recommendation, MRA may request additional information on the project, team roles and responsibilities, and timeline for the selected Proposer(s). The City may request further planning, concept development, and financial analysis of the proposed Project and its use of City-owned land.

J. Development Agreement

The Development Agreement for each Project shall include performance requirements including, but not limited to, the following:

- Construction commencement deadline (up to 6 months to receive building permit and begin construction); and
- Construction completion deadlines (estimated 2 years or less from issuance of building permit); and
- Mandatory reversion provisions (up to and including reversion of the donated property including all improvements and contract termination), which shall be triggered if the performance requirements are not satisfied.

Note: Any land disposal or redevelopment of land requires ADC recommendation and approval by the City Council. This takes an average of 3-6 months, and a favorable outcome for the development is not guaranteed. Please make note of this timeline when determining project schedules. The City Council agreement represents the final notice of award.

K. Submittal Process

1. ***Schedule for Response to RFP.*** The deadlines related to this RFP are on the cover page. The City reserves the right to revise this schedule in the event that it is needed. Failure to submit a timely Response pursuant to the RFP and any addendum may be grounds for deeming a submittal non-responsive. If a revision must occur, the addenda will be posted to the City's website: <https://www.cabq.gov/mra/request-for-proposals>.
2. ***RFP Amendments.*** MRA may publish changes to this RFP prior to the deadline via amendments. It is the responsibility of Proposers to examine this entire RFP, check back regularly for amendments on the website, and seek clarification of any requirement that may not be clear. Proposers must check their responses for accuracy before submitting a Proposal. Negligence in preparing a Proposal may result in the submittal being deemed non-responsive at the City's sole discretion. The Proposer shall be responsible for fully understanding the requirements of the RFP and subsequent documents. Failure to respond

to all publicized amendments shall render the Proposal incomplete and nonresponsive, and will therefore not be considered. It is the Proposer's responsibility to keep apprised of answers to questions and any amendments to this RFP by frequently checking the following website: <https://www.cabq.gov/mra/request-for-proposals>.

3. **Formal Inquiries.** During the Project awarding process, commencing with issuance of this RFP and continuing until award of a contract for the Project, no employee, member or agent of any Proposer shall have any communications regarding this award with any member of the City, the Committee, the ADC, their advisors or any of their contractors or consultants involved with the awarding of the Project, except for communications expressly permitted by this RFP. Any Proposer engaging in such communication may be disqualified at the sole discretion of the City.

All formal inquiries or requests for significant or material clarification or technical interpretations or notification to the City of errors or omissions relating to this RFP must be directed, in writing, to the contact person listed on the cover page. Questions and requests for clarification must be submitted on the Inquiry Form (Exhibit A) provided on the City's website. The City will post these inquiries and affiliated responses to the website within eight business days of receipt of the inquiry. The source of the question will not be disclosed until the contract has been awarded.

4. **Preparation of Response.** The City will not reimburse the cost of developing, presenting, submitting, or providing any response to this solicitation. All materials and Responses submitted in response to this solicitation become the property of the City and will not be returned.
5. **Authorized Representative.** Any Proposer submitting a Response shall be deemed to have read and understood all the terms, conditions and requirements in the RFP and any addenda. Submissions must include a completed RFP Letter of Acknowledgement (Exhibit E) signed by an individual authorized to legally bind the Proposer.
6. **Submission of Responses.** Responses may be submitted at any time until the due date and time stated in this RFP. Responses must be uploaded to Metropolitan Redevelopment Agency via the City of Albuquerque's Super-Flash File Transfer Protocol ("SFFTP") file directory <https://sfftp.cabq.gov/f/dbbbde44c6159c4a>. Thoroughly review Exhibit G for upload instructions to ensure your file is properly uploaded. No telephone, email or facsimile Responses will be considered. Late submissions will not be accepted.
7. **Rights Reserved by the City.** The City reserves the right to reject any or all offers. The City may elect to waive informalities and minor irregularities in offers received. Nothing in this RFP implies a contractual obligation with any firm, nor will the City reimburse costs for submittal requirements. All responses and accompanying documentation to the RFP will become the property of the City at the time the Responses are submitted. Responses should include all criteria, including any additional criteria set forth by addenda, to be considered complete. Any Response that does not meet this requirement may be considered non-responsive.

8. ***Appeal Procedures.*** Within 15 days after the Albuquerque Development Commission's selection of finalists, any Proposer not selected may appeal the decision to the City Council. For more information regarding the appeal process, please refer to Section 14-8-4-8 of the Metropolitan Redevelopment Agency Ordinance.

L. Attachments

Attachments to this RFP include:

- Exhibit A – Formal Inquiry Form
- Exhibit B – List of Available Properties
- Exhibit C – Experience
- Exhibit D – Financial Summary (Excel)
- Exhibit E – Letter of Acknowledgement
- Exhibit F – Modified W-9
- Exhibit G – SFFTP Upload Guide