

**City of Albuquerque  
Request for Proposals**

**RFP Number: 01-2026-Redevelopment Services**



**Deadline for Receipt of Proposals: April 3, 2026: 4:00 p.m. (Mountain Time)**

Submit proposals via the MRA's SFFTP submission system:  
<https://sfftp.cabq.gov/f/89c1db7229010872>

**City of Albuquerque  
Metropolitan Redevelopment Agency  
Department of Finance and Administrative Services**

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## INTRODUCTION AND SCOPE OF SERVICES

The City of Albuquerque (“City”) is requesting proposals from consultants to provide a variety of redevelopment services to support the Metropolitan Redevelopment Agency (“MRA”) in the execution of its mission.

The Metropolitan Redevelopment Agency (MRA) supports economic development through a variety of programs and tools that incentivize investments in the built environment. MRA partners with community leaders, private developers, property owners, and business owners to support vibrant communities in 19 designated Metropolitan Redevelopment Areas (<https://www.cabq.gov/mra/redevelopment-areas>). These areas have been designated as having slum or blighted conditions per New Mexico State Statute [Sections 3-60A-1 et seq. NMSA 1978 \(MR Code\)](#).

Our mission is to initiate collaborative public-private partnerships that lead to thoughtful and catalytic revitalization by investing in community for sustainable and equitable growth. MRA offers a range of programs, including boutique grants targeted at small businesses, microgrants that foster community engagement, land disposal, gap financing, a redevelopment tax abatement, and two Tax Increment Financing (TIF) Districts (Downtown and West Central).

MRA is seeking qualified consultants to provide the following redevelopment services:

- **Tax increment financing consulting:** Including, but not limited to, analysis of best practices, support with program design and policy, TIF revenue projections, TIF project analysis, and/or financial analysis and underwriting.
- **Economic and planning analysis:** Including, but not limited to, blight and slum conditions analysis. MRA and TIF Boundary Studies, Plans, and recommendations; other economic-focused plans and commercial/housing market studies as-needed.
- **Placemaking planning and design services:** Including, but not limited to, design and development of plans for public projects in MR Areas (e.g., public trails, streets, activity/cultural centers, development or redevelopment of publicly-owned land or buildings, etc.).
- **Housing program development:** Including, but not limited to, analysis and reports on housing development best practices, financial instruments, housing policy and programs, and organizational structure and staffing recommendations for housing programs.
- **Place management services:** Including, but not limited to, community engagement on a range of projects and plans, meeting facilitation, and operational plan advisement for place management organizations (e.g., business improvement districts).
- **Site readiness services:** Including, but not limited to, environmental assessments, platting services, development review support, and other related services as needed.
- **Legal services:** Including, but not limited to, legal advisement on issues relating to property acquisition, property disputes, title searches, grant or loan underwriting, and best practices in development agreements.

Applications will be scored based on the following metrics, with a maximum of 100 possible points:

- **Demonstrated experience**, 50 Points
- **Capacity**, 25 Points
- **Project management plan**, 25 Points

## **PART 1 INSTRUCTIONS TO OFFERORS**

- 1) RFP Number and Title: 01-2026-Redevelopment Services**
- 2) Proposal Due Date: April 3, 2026 at 4:00 PM (Local Time)**
- 3) Questions.** The deadline for questions is **March 19, 2026 at 4:00PM**. All questions shall be submitted to Sarah Supple, Operations Manager for the MRA, at [ssupple@cabq.gov](mailto:ssupple@cabq.gov). Please reference the RFP Number in the subject line. The City will not respond to questions that are submitted by any means other than via email. Oral explanations or instructions given before the award of the contract or at any time will not be binding. The MRA shall prepare answers to questions in the form of Addenda to this RFP and shall post all such Addenda to the MRA webpage, here <https://www.cabq.gov/mra/request-for-proposals>.
- 4) Authority.** Chapter 5, Article 5 of the Revised Ordinances of the City of Albuquerque, 1994, ("Public Purchases Ordinance"). The City Council, pursuant to Article 1 of the Charter of the City of Albuquerque and Article X, Section 6 of the Constitution of New Mexico, has enacted this Public Purchases Ordinance as authorized by such provisions and for the purpose of providing maximum local self-government. To that end, it is intended that this Public Purchases Ordinance shall govern all purchasing transactions of the City and shall serve to exempt the City from all provisions of the New Mexico Procurement Code, as provided in Section 13-1-98K, NMSA 1978.
- 5) Acceptance of Proposal.** Acceptance of Proposal is contingent upon Offeror's certification and agreement by submittal of its Proposal, to comply and act in accordance with all provisions of the following:
  - a. City Purchasing Rules and Regulations.** These Rules and Regulations ("Regulations") are written to clarify and implement the provisions of the Public Purchases Ordinance. These Regulations establish policies, procedures, and guidelines relating to the procurement, management, control, and disposal of goods, services, and construction, as applicable, under the authority of the Ordinance.
  - b. Civil Rights Compliance.** Acceptance of Proposal is contingent upon the Offeror's certification and agreement by submittal of its Proposal, to comply and act in accordance with all provisions of the Albuquerque Human Rights Ordinance, the New Mexico Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, as amended, and all federal statutes and executive orders, New Mexico statutes and City of Albuquerque ordinances and resolutions relating to the enforcement of civil rights and affirmative action. Questions

regarding civil rights or affirmative action compliance requirements should be directed to the City of Albuquerque Human Rights Office.

- c. **Americans with Disabilities Act Compliance.** The Offeror certifies and agrees, by submittal of its Proposal, to comply and act in accordance with all applicable provisions of the Americans With Disabilities Act of 1990 and federal regulations promulgated thereunder.
- d. **Insurance and Bonding Compliance.** Acceptance of Proposal is contingent upon Offeror's ability to comply with the insurance requirements as stated herein. Please include a certificate or statement of compliance in your Proposal and bonds as required.

**6) Ethics.** Offerors must adhere to the following ethics considerations:

- a. **Fair Dealing.** The Offeror warrants that its Proposal is submitted and entered into without collusion on the part of the Offeror with any person or firm, without fraud and in good faith. Offeror also warrants that no gratuities, in the form of entertainment, gifts or otherwise, were, or will be offered or given by the Offeror, or any agent or representative of the Offeror to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.
- b. **Conflict of Interest.** The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract resulting from this RFP. The Offeror also warrants that, to the best of its knowledge, no officer, agent or employee of the City who shall participate in any decision relating to this RFP and the resulting contract, currently has, or will have in the future, a personal or pecuniary interest in the Offeror's business.
- c. **Participation/Offeror Preparation.** The Offeror may not use the consultation or assistance of any person or firm that has participated in whole or in part in the writing of these specifications or the Scope of Services, for the preparation of its Proposal or in the management of its business if awarded the contract resulting from this RFP.
- d. **Debarment or Ineligibility Compliance.** By submitting its Proposal in response to this RFP, the Offeror certifies that (i) it has not been debarred or otherwise found ineligible to receive funds by any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States; and (ii) should any notice of debarment, suspension, ineligibility or exclusion be received by the Offeror, the Offeror will notify the City immediately.

Any Proposal received from an Offeror that is, at the time of submitting its Proposal or prior to receipt of award of a contract, debarred by or otherwise ineligible to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, shall be rejected.

Upon receipt of notice of debarment of an Offeror awarded a contract as a result of this RFP ("Contractor"), or other ineligibility of the Contractor to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, the City shall have the right to cancel the contract with

the Contractor resulting from this RFP for cause in accordance with the terms of said contract.

- e. **Goods Produced Under Decent Working Conditions.** The Offeror 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 are free from physical, sexual or verbal harassment; and in which employees can speak freely about working conditions and can participate in and form unions. [Council Bill No. M-8, Enactment No. 9-1998]

- 7) **City Contact.** The point of contact for this RFP is the Metropolitan Redevelopment Agency. Questions regarding this RFP should be submitted in writing and directed to the following representative unless otherwise specified in the solicitation. Offerors who fail to abide by this instruction may be deemed nonresponsive.

Sarah Supple, Operations Manager, Metropolitan Redevelopment Agency,  
Department of Finance and Administrative Services,  
E-Mail: [ssupple@cabq.gov](mailto:ssupple@cabq.gov); Phone: (505) 810-7501

- 8) **Contract Management.** The contract resulting from this RFP will be managed by the Metropolitan Redevelopment Agency.

- 9) **Submission of Proposals.** The Offeror’s Proposal must be submitted **electronically** pursuant to the following requirements:

Submit complete Proposals, including all forms, attachments, exhibits, Proposal, etc., using the following SFFTP link: <https://sfftp.cabq.gov/f/89c1db7229010872>. Proposals must be received and time-stamped in the MRA SFFTP system prior to the deadline listed on the cover page for this RFP. **It is recommended to submit two (2) business days prior to the deadline to allow time for troubleshooting.** For assistance, please contact [ssupple@cabq.gov](mailto:ssupple@cabq.gov).

- 10) **Format.** Proposals shall be compiled into PDFs unless otherwise indicated. The City’s preferred format is Optical Character Recognition (OCR) searchable PDF format. Do not encrypt files and do not password protect the documents submitted.

FAILURE TO COMPLY WITH THE SUBMISSION REQUIREMENTS SHALL BE CAUSE FOR THE CITY TO DEEM YOUR PROPOSAL NONRESPONSIVE.

- i) **No other methods of Proposal delivery.** Neither email, facsimile, nor hard copy Proposals shall be accepted.
- ii) **Modification.** Proposals may be modified or withdrawn only by written notice, provided such notice is received prior to the Proposal Due Date.

iii) **Addenda to the Request for Proposals.** Addenda to this RFP will be posted on the MRA webpage: <https://www.cabq.gov/mra/request-for-proposals>. Receipt of Addenda to this RFP by an Offeror must be acknowledged in the applicant's submission package. Failure to acknowledge an Addendum may result in your response being deemed non-responsive.

**11)Contract Term.** The contract resulting from this solicitation is anticipated to have a term of three (3) years with no extensions.

**12)Evaluation Period.** The City reserves the right to analyze, examine and interpret any Proposal for a period of ninety (90) days after the hour and date specified for the receipt of Proposals. The City reserves the right to extend the evaluation period if it feels, in its sole discretion, such an extension would be in the best interest of the City.

**13)Evaluation Assistance.** The City, in evaluating Proposals, reserves the right to use any assistance deemed advisable, including City contractors and consultants.

**14)Rejection and Waiver.** The City reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received.

**15)Award of Contract.** If a contract is awarded, it shall be awarded to the responsive and responsible Offeror(s) whose Proposal conforming to this RFP will be most advantageous to the City as set forth in the Evaluation Criteria.

**16)When Award Occurs.** A Recommendation of Award does not constitute award of contract. Award of contract(s) occur when a contract is signed and a purchase order is issued, or other evidence of acceptance by the City is provided to the Offeror.

**17)Cancellation.** This RFP may be canceled for any reasons and any and all Proposals may be rejected in whole or in part when it is in the best interests of the City.

**18)Negotiations.** Negotiations may be conducted with the Offeror(s) recommended for award of contract.

**19)City-Furnished Property.** No material, labor, or facilities will be furnished by the City unless otherwise provided for in this RFP.

**20)Proprietary Data.**

- a. The file and any documents relating to this RFP, including the Proposals submitted by Offerors, shall be open to public inspection after the recommendation of award of a contract has been approved by the Mayor, or his designee. An Offeror may designate material as Trade Secrets, Proprietary Data, and/or other Confidential Data by clearly marking that material as "Trade Secret", "Proprietary Data", or "Confidential Data" within the Proposal submitted (uploaded) in response to this RFP. Pricing and makes and models or catalog numbers of items offered, delivery terms, and terms of payment shall

not be so designated. Further, any Proposal in which a majority of pages are designated as Trade Secret, Proprietary Data, or Confidential Data may be deemed nonresponsive.

- b. The City will endeavor to restrict distribution of material designated as “Trade Secret”, “Proprietary Data”, or “Confidential Data” and provided separately to only those individuals involved in the review and analysis of the Proposals. However, Offerors are advised that, if a request for inspection of records under the New Mexico Inspection of Public Records Act (Sections 14-2-1 et seq, NMSA 1978) (“Act”) is received for such materials, and they are not exempt under the Act, the City is required to disclose those records. The City shall, to the extent possible under the Act, provide the Offeror with notice before any disclosure to allow the Offeror an opportunity, within the Act’s fifteen (15) day deadline, to initiate legal action (such as an injunction or other judicial remedy) to prevent the release of Trade Secret, Proprietary Data, or Confidential Data, should the Offeror wish to do so. Notwithstanding anything to the contrary herein, the City shall not be responsible to the Offeror for any disclosure of records required by the Act or an order of a court or other tribunal with jurisdiction over the City.

## **21) Request for Proposals Appeals Process.**

- a. Incomplete or non-competitive responses are *not* eligible for appeal. Any Offeror who has both submitted a complete and competitive Proposal and is aggrieved in connection with a competitive solicitation or recommendation of award of a contract may appeal to the MRA. Formal appeals over RFP decisions may be submitted to the MRA via an appeals form, Appendix C. Appeals require the Official Notification of Decision and a detailed explanation of the basis for the appeal.
- b. **When.** An appeal relating to this solicitation must be received by the MRA no later than 5:00 p.m. of the tenth (10th) business day after the receipt of notice of the Recommendation of Award.
- c. **Standing and Decision.** Standing, requirements for basis of appeal, notification of appeal and decision shall be subject to the requirements of the Metropolitan Redevelopment Agency Ordinance, Section 14-8-4-8 NMSA 1978.
- d. **How to File.** The appeal must be submitted in written form and must be legible. Appeals may be electronically delivered via email, mailed, or hand-delivered. Facsimile, telephonic, telegraphic or any other type of electronic appeals will not be accepted.
  - i) **Mail or Hand Delivery:** Appeals may be mailed or hand-delivered in an envelope marked “APPEAL” with the solicitation number. Appeals which are mailed or hand-delivered should be addressed or delivered as follows:

By Mail:

City of Albuquerque Metropolitan Redevelopment Agency  
Department of Finance and Administration  
P.O. Box 1293  
Albuquerque, NM 87103  
RFP Number APPEAL

Hand Delivery:

Metropolitan Redevelopment Agency Office, One Civic Plaza, First Floor Old City



Hall Albuquerque, NM 87103  
RFP Number APPEAL

- ii) **Electronic Mail Delivery:** Appeals may be emailed to:  
Sarah Supple, Operations Manager [ssupple@cabq.gov](mailto:ssupple@cabq.gov)

The message should clearly indicate "APPEAL" and the solicitation number in the subject line.

**22) Insurance.**

- a. **General Conditions.** The City will require the successful Offeror, referred to as the Contractor, to procure and maintain at its expense during the term of the contract resulting from the RFP, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of New Mexico, covering all operations of the Contractor under the contract. Upon execution of the contract and on the renewal of all coverages, the Contractor shall furnish to the City a certificate or certificates in form satisfactory to the City as well as the rider or endorsement showing that it has complied with these insurance requirements. All certificates of insurance shall provide that thirty (30) days' written notice be given to the Risk Manager, Department of Finance and Administrative Services, City of Albuquerque, P.O. Box 470, Albuquerque, New Mexico, 87103, before a policy is canceled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. With respect to all coverages required other than professional liability or workers' compensation, the City shall be named an additional insured. All coverages afforded shall be primary with respect to operations provided.
- b. **Approval of Insurance.** Even though the Contractor may have been given notice to proceed, it shall not begin any work under the contract resulting from this RFP until the required insurance has been obtained and the proper certificates (or policies) are filed with the City. Neither approval nor failure to disapprove certificates, policies, or the insurance by the City shall relieve the Contractor of full responsibility to maintain the required insurance in full force and effect. If part of the contract is sublet, the Contractor shall include any or all subcontractors in its insurance policies, or require the subcontractor to secure insurance to protect itself against all hazards enumerated herein, which are not covered by the Contractor's insurance policies.
- c. **Coverage Required.** The kinds and amounts of insurance required are as follows:
- i) **Commercial General Liability Insurance.** A commercial general liability 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
\$ 50,000	Fire Legal
\$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed for the City by the Contractor and contractual liability coverage shall specifically insure the hold harmless provisions of the contract resulting from this RFP.

- ii) **Automobile Liability Insurance.** A comprehensive automobile liability insurance policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. The policy must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.
- iii) **Workers' Compensation Insurance.** Workers' compensation insurance policy for the Contractor's employees, in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico, (the "Act"). If the Contractor employs fewer than three employees and has determined that it is not subject to the Act, it will certify, in a signed statement, that it is not subject to the Act. The Contractor will notify the City and comply with the Act should it employ three or more persons during the term of the contract resulting from this RFP.
- iv) **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.
- d. **Increased Limits.** During the life of the contract the City may require the Contractor to increase the maximum limits of any insurance required herein. In the event that the Contractor is so required to increase the limits of such insurance, an appropriate adjustment in the contract amount will be made.
- e. **Additional Insurance.** The City may, as a condition of award of a contract, require a successful Offeror to carry additional types of insurance. The type and limit of additional insurance is dependent upon the type of services provided via the contract by the successful Offeror.
- f. **Pay Equity Documentation.** All proposals shall include a Pay Equity Reporting Form or a valid 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 have 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). The gender pay equity task force will automatically issue pay equity certificates to qualifying vendors within two business days of submitting the pay equity reporting form. To ensure you have your form or certificate before the deadline for solicitation close, please access the link at least three (3) business days prior to the solicitation deadline. Please visit the website or contact the gender pay equity task force with questions: [OEI@CABQ.GOV](mailto:OEI@CABQ.GOV).

## PART 2 PROPOSAL FORMAT

A “Proposal” consists of a document containing the following sections:

- 1) **Technical Proposal.** Please provide a narrative with the following headings. Use a legible font, no smaller than 11-point size. While there is no page limit, please strive to be succinct in addressing each of the following. Be thorough in your responses. Additional materials, including links to supporting resources, will be considered.
  - a. **Cover Sheet.** Please fill out the cover sheet, provided as Appendix A to this RFP.
  - b. **Area(s) of Expertise.** The City intends to award one or multiple vendors for each capability area under which applicants apply. Offerors may elect to provide evidence of experience in one or multiple areas of expertise. Please identify which specific services you will offer; Offerors must provide evidence of expertise for all areas selected. For those Offerors applying as a team that include subcontractors, please distinguish which partner has which area of strength. Below are the anticipated areas of need for the MRA over the next three years.
    - i) Please list which the offeror is applying under:
      - A. Tax increment financing consulting (best practices, program design, underwriting)
      - B. Economic and planning analysis (Boundary designations, MRA Plans, other economic-focused plans as-needed)
      - C. Placemaking, planning and design services
      - D. Housing program development (Best practices, financial instruments)
      - E. Site readiness services (Environmental analysis, utilities analysis, platting services, etc.)
      - F. Legal services (Property acquisition, title search, development agreements)
    - ii) For each area of expertise, provide examples of at least two (2) relevant projects, include access to final documents that resulted from the project, preferably as hyperlinks in the narrative, but may also be submitted as attachments to the proposal.
  - c. **Offeror Capacity.** Referencing the team listed on the Cover Sheet, elaborate on relevant experience for each expertise area under which the Offeror is applying. Describe the anticipated project team and roles. Indicate which roles identified subcontractors, if any, will play. Be specific about the relevant experience of each team member for the four areas of expertise. Additionally:
    - i) Describe how the services you/your team have provided to past projects, in particular in support of the work of local governments.
    - ii) List access to datasets, graphic design, artificial intelligence, and other technology tools subscribed to and the technical competencies of team members to use them.
    - iii) Where possible, demonstrate how that work directly led to successful development projects, policy adoption, or other related outcomes.

**d. Project Management Plan.**

- i) Describe the organizational and team structure proposed to support the MRA. Include an organizational/team chart as an attachment.
- ii) Describe any data tools to be employed and how they will be used. In the case of artificial intelligence-driven tools, describe the quality control process to ensure that data is high quality and reliable.
- iii) Describe your experience with and understanding of redevelopment concerns in Albuquerque. Experience with comparable metropolitan areas is acceptable so long as the Offeror is able to draw connections between the two. If the Offeror is not based in New Mexico, describe the plan to meet the needs of projects remotely, including travel accommodations, remote meetings, etc.

**e. Cost Proposal.** Include a section called Cost Proposal (template provided in Appendix B) that includes the following:

- i) Fully inclusive rate sheet for all staff (and subcontractors).
- ii) Other costs, to include estimates for travel, materials and supplies, subscriptions, etc.
- iii) The Offeror should attempt to be as comprehensive as possible in the Cost Proposal. However, the City recognizes that costs change from year to year and may vary based on specific project needs. Specific project costs will be negotiated on a case-by-case basis. The provided cost information is to allow the City to evaluate and compare between Offerors. Costs should be inclusive of gross receipts tax, as applicable.

**f. Attachments.** As an addendum to the Proposal, please attach the following:

- i) Project team structure/Organizational chart
- ii) Résumés of key staff (including subcontractor staff)
- iii) Examples of completed projects for each area of expertise selected
- iv) Rate sheet(s) for Offeror and subcontractors
- v) (Optional) Letters of support from past clients
- vi) (Optional) Articles, press releases, hyperlinks to relevant successful projects.

### **PART 3 OFFEROR SELECTION**

- 1) **Review Process.** At the close of this RFP, the City shall name an Ad Hoc Scoring Committee. Committee members will be approved by the City's Chief Administrative Officer. Based on the evaluation criteria laid out in this RFP, the Committee shall review and score the received applications. The Committee shall compile a list of qualified applications and recommendations for selection to submit to the MRA. Offerors should be prepared to respond to requests by the MRA on behalf of the Ad Hoc Advisory Committee for oral presentations, facility surveys, demonstrations or other areas deemed necessary to assist in the detailed evaluation process.

- 2) **Evaluation Criteria.** Offeror proposals will be scored based on a uniform set of criteria. There is a maximum of 100 points and the minimum qualification threshold is 50 points. Scoring is broken down as follows:
  - a. **Demonstrated experience**, 50 Points
  - b. **Capacity**, 25 Points
  - c. **Project management plan**, 25 Points
- 3) Offerors who elect to apply under multiple areas of expertise will be scored based on the overall relevance and fit of their experience, so please only apply under the areas for which there is strong alignment.
- 4) **Approval by the Albuquerque Development Commission and City Council.** Be advised that all selected Offerors must be approved by City Council prior to initiating any work. The following timeline applies after preliminary selection.
  - a. Preliminary notice
  - b. Presentation of recommendations to the Albuquerque Development Commission
  - c. Upon ADC recommendation, contracts with not-to-exceed award amounts will be drafted and presented to City Council. Contracts must first be presented in the FGO Committee, then at Full Council.

#### **PART 4 SELECTION FOR PROJECTS FROM AWARDED POOL**

- 1) As projects arise, the City shall request from the selected on-call contractors a scope of work ("SOW") that includes expected project task, team members, and associated costs.
- 2) The City may solicit SOWs from multiple vendors and compare between them to determine the best alignment and most appropriate budget. Or, the City may select a single vendor from the on-call pool due to having specific expertise, as described in the responses to this RFP.
  - a. The City will select vendors at its sole discretion, based on a review of the available information. To include, but not limited to, proposed budget, skills, experience, and availability.
  - b. Each selected SOW will be translated into an authorized Purchase Order prior to commencement of services.
  - c. The City does not guarantee work to all awarded on-call contractors.
- 3) **Billing Requirements.**
  - a. Offerors shall agree that only those Key Professional Staff identified in their offers shall provide services to the City unless the City approves, in writing, its request for a change in Key Professional Staff.
  - b. Offerors shall agree that all invoices will be itemized and shall not exceed the amount on the signed and executed PO. The correct PO number shall be clearly identified and shown on all invoices.
  - c. Offerors shall agree to obtain written approval from a staff member at the City who is

authorized to make budget decisions before incurring costs, including, but not limited to, expense related travel. In the case of MRA, the only staff authorized to approve budget decisions are the Director and the Deputy Director.

- d. Invoices shall be submitted to MRA's Operations Manager for review, prior to being submitted to accounts payable.