

City of Albuquerque

Request for Proposals Design-Build

Solicitation Number: RFP 02-2014

El Vado Motel and Casa Grande Site
2500 Central Avenue
Albuquerque, NM 87102



Issuance Date: March 25, 2014
Due Date: July 3, 2014, 5:00 p.m. (MST)
(Due date and time shall be strictly observed.)

Site Tour
April 16, 2014
9:00 A.M.
2500 Central Avenue NW
Albuquerque, NM 87102

RFP Website: [www.cabq.gov/planning/our-department/urban-design-and-development/
metropolitan-redevelopment-section/request-for-proposals](http://www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/request-for-proposals)

City of Albuquerque Planning Department
Metropolitan Redevelopment

TABLE OF CONTENTS

	Page
Glossary of Terms	3
PART I: Project Overview and Background	
A. Overview and RFP Objective for the Site	4
B. Project Goals	4
C. Brief History of the Site	5
D. Context of the Subject Site	6
E. The State Metropolitan Redevelopment Code and the Creation of an MR Area and the MR Plan	6
F. The Historic Central Metropolitan Redevelopment Plan	7
G. City Acquisition	7
H. Offering of the Site	8
PART II: Project Assistance and Incentives	
A. Cost of the Site	9
B. MR Financial Assistance	9
C. Low Income Housing Tax Credits	10
D. Investment Tax Credits	10
E. Assistance with City Development Process	10
F. Public Funding Sources	10
PART III: Proposer Submittal	
A. Schedule for Response to RFP	10
B. RFP Contact and Communication	11
C. Formal Inquiries	11
D. Preparation of Proposal	12
E. Proposal Format and Requirements	12
PART IV: Submittal Content	
A. Development Overview	12
B. Consistency with the City’s Project Goals	13
C. Benefit to the Surrounding Community	14
D. Financial Structure	14
E. Financial Capability	15
F. Project Details	16
PART V: Evaluation and Selection	
A. Ad Hoc Selection Committee	17
B. Evaluation Process	17
C. Evaluation and Scoring	17
D. Protest Procedures	17
PART VI: Submission of Proposal	18
Proposal Evaluation Criteria Matrix	19

APPENDICES

Exhibit A: Plat, Contextual and Aerial Maps
 Exhibit B: R-3 and C-2 Zoning Ordinances
 Exhibit C: El Vado Motel Structural Evaluation, Druc Engineering
 Exhibit D: El Vado Motel Structural Stabilization, Crocker Engineering, Ltd.
 Exhibit E: El Vado Motel appraisal report (October 2007), American Property
 Exhibit F: A Cultural Survey for Proposed Mixed Use Development on Central, Parametrix
 Exhibit G: El Vado Market Study (June 2008), Cantera
 Exhibit H: Phase I Environmental Site Assessment, Intera, Inc.
 Exhibit I: Phase II Environmental Assessment, Intera, Inc.
 Exhibit J: Geo-Technical Report, TerraCon
 Exhibit K: Nomination for the historic registers
 Exhibit L: Secretary of Interior’s Standards for Rehabilitation
 Exhibit M: Landmarks and Urban Conservation Ordinance
 Exhibit N: Specific Development Guidelines for El Vado Motor Court
 Exhibit O: Available Funding Incentives
 Exhibit P: Workforce Housing Ordinance
 Exhibit Q: Formal RFP Inquiry Form
 Exhibit R: Historic Central Metropolitan Redevelopment Plan
 Exhibit S: Huning Castle and Reynolds Addition Sector Development Plan
 Exhibit T: Personal Financial Statement
 Exhibit U: Evaluation Criteria Matrix

ALL EXIHIBITS CAN BE VIEWED AT: www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/request-for-proposals

Glossary of Terms

Terms specific to this RFP are defined below and begin with a capital letter:

ADC:	Albuquerque Development Commission. The Commission for the Metropolitan Redevelopment Agency.
AMI:	Area Median Income. This is established by the Census Bureau and is specific to the Albuquerque area.
CDBG:	Community Development Block Grant. Federal money used to help communities provide housing and expand economic opportunities for low and moderate income families.
Certificate of Appropriateness:	The written approval of the Landmarks and Urban Conservation Commission or designated city staff indicating that a project has been reviewed and determined to meet the applicable design criteria.
City:	The Incorporated City of Albuquerque.
City Project Manager:	The City staff responsible for overseeing the issuance and awarding the RFP. For this RFP, Chris Hyer – 924-3927, chyer@cabq.gov .
Development Agreement:	The terms of the awarded contract between the successful Proposer and the City
DFCS:	Department of Family Community Services. The department in the City government responsible for providing social services and affordable housing for residents of the City.
Historic Central MR Plan:	The Historic Central Avenue Metropolitan Redevelopment Plan, adopted December 2, 2013.
LUCC	Landmarks and Urban Conservation Commission.
MRA:	Metropolitan Redevelopment Agency. A governmental entity that is housed in the Planning Department responsible for partnering with developers in redeveloping blighted areas of the City.
MR Area:	A defined area of the City determined to be blighted by the City Council.
MR Plan:	The required documentation that guides the redevelopment of the determined MR Area. An MR Plan must be in place before the State’s laws governing the MR Agency are allowed to be applied.
NPS	The National Park Service, the federal agency responsible for certification of federal rehabilitation tax credit projects.
Project:	The focus of this RFP. This includes the property defined by this RFP and all developments on the site.
Proposer:	A person or entity responding to this RFP. Anyone that puts forth a proposal for this request.
RFP:	Request for Proposals. This document providing information and specifying the requirements for interested parties to bid on this Project.
SHPO:	New Mexico State Historic Preservation Officer.
Subject Site:	Tract A, Traction City Addition, replat of Lots 8A-1A, 8A-2A, 8A-3A, Block 6, Traction Park and City Electric Addition and a portion of Lots 24-39, Inclusive, Block 3, Westpark Addition, within projected S 13, T 10-N, R 2-E, NMPM, Town of Albuquerque Grant, City of Albuquerque, Bernalillo County, New Mexico, containing 2.7094-acres, located on the south side of Central Avenue SW between New York Avenue and the Rio Grande River. (To be approved at DRB by end of April, 2014.)
Zoning Code:	The City of Albuquerque Comprehensive Zoning Code. This is the Code of Ordinances controlling land development in the City of Albuquerque. This Code of Ordinances is Chapter 14, Article 16 of Albuquerque’s City Charter.

Part I: Project Overview and Background

A. Overview and RFP Objective for the Site

The City, through its MRA, is requesting redevelopment proposals for City-owned property. The Subject Site is currently being replatted to include the historic El Vado Motel at 2500 Central Avenue SW (referred to as “El Vado Motel”) along with the non-historic Casa Grande Restaurant, the adjacent barber shop/retail building, and a small vacant lot (addresses of 2400 and 2424 Central Avenue SW, respectively). The Casa Grande Restaurant, barber shop, and the vacant lot are referred to hereinafter as the “Casa Grande Site.” The Casa Grande Site, together with the El Vado Motel, are collectively referred to hereinafter as the Subject Site. The City has also vacated a portion of New York Avenue near the El Vado Motel and is constructing a cul-de-sac for the terminus of New York Avenue. This street no longer will intersect with Central Avenue for vehicular traffic, but a pedestrian/bike easement remains and a path shall be maintained. All properties will be replatted into one lot, Tract A (see Exhibit A).

The Casa Grande Site was purchased by DFCS using CDBG funds. As such, the selected Proposer will be obligated to develop multi-family units on a portion of the site, of which 51% of the units will be available to renters at or below 80% of AMI. The total number of multi-family units developed is not specified. The Proposer’s response to this RFP must indicate how this obligation will be fulfilled.

The El Vado Motel is a City Landmark and is listed on the New Mexico State Register of Cultural Properties and the National Register of Historic Places. The successful Proposer must abide by all rules promulgated by the LUCC and obtain a Certificate of Appropriateness for the redevelopment of the El Vado Motel (see Exhibit M & N). DFCS will demolish and remove the Casa Grande Restaurant and the adjacent retail building in order for the developer to better utilize the site.

In addition to being economically feasible, any proposed (re)development of the Subject Site should complement the community, the historic Central Avenue corridor, and the neighborhood. All proposals shall reflect the specific goals listed in the next section (I.B).

B. Project Goals

The following goals have been established for the Project:

➤ Quality of Design

The redevelopment Project must have a high-quality design that respects the historic integrity of the El Vado Motel property, assists in catalyzing additional economic activity for the surrounding area, and furthers the adopted plans and policies for the City and the goals of the neighborhood and the businesses along this portion of historic Central Avenue, while creating minimal adverse impacts on the surrounding area. Any new development on the Casa Grande Site must complement the El Vado Motel.

➤ Historic Rehabilitation

The El Vado Motel is considered one of the signature Route 66 motor court motels. The El Vado Motel is designated as a City Landmark and listed on the State Register of Cultural Properties and National Register of Historic Places. Thus, the preservation and appropriate restoration of the buildings is paramount, and the amount of effort utilized in achieving this goal is considered very important. The rehabilitation of the historic buildings and development of the landmark site are

subject to the review and approval of the LUCC in accordance with the specific development guidelines for the property. (See Exhibit M & N).

➤ **Economic Redevelopment Objective**

Re-purpose the property to a use that will add to the area and continue to catalyze a resurgence of economic growth for this older portion of the City.

➤ **Affordable Housing Component**

The Casa Grande Site was purchased using CDBG money. Thus, a high quality, multi-family housing component for the Project shall be incorporated into the Proposal that includes 51% of the units as affordable to those who qualify for housing at or below 80% of AMI. The City does not require a certain number of units to be developed, only that 51% or more of the multi-family units are for affordable housing.

➤ **Project Team**

The project team should be experienced and professional with a demonstrated expertise in redeveloping historic properties in conformance with the Secretary of the Interior's Standards and have an objective for re-use of the property. Further, as a portion of the Subject Site will be available for new development, the project team must also show experience in new buildings that complement historic sites.

➤ **Timing**

Time is of the essence in proceeding with this important catalytic project. Redevelopment/development of the Subject Site will not commence until there is a fully executed Development Agreement. Each proposal will include a time schedule that explains milestones to be achieved in the redevelopment of the Subject Site. This schedule will be included in the Development Agreement.

➤ **City Policies**

Adherence to adopted City goals, policies and regulations is required. As appropriate, and where required, the goals and policies of the Comprehensive Plan, the Zoning Code, the Huning Castle and Reynolds Addition Sector Development Plan, and the Historic Central MR Plan shall be incorporated into this Project.

➤ **Vitality**

The Subject Site, especially the El Vado Motel, is a part of the established urban fabric of Albuquerque and is located near other important City assets, including Old Town, the Albuquerque Country Club, the Albuquerque Bio-Park, Tingley Beach, and the Rio Grande River. These assets are highly regarded, and the development of the Subject Site and re-use of the El Vado Motel shall help revitalize and showcase this area and re-establish it as a destination.

C. **Brief History of the Site**

The El Vado Motel (known historically as the El Vado Auto Court) is one of the best examples of a largely unaltered pre-World War II tourist court remaining along Route 66 in New Mexico. It was built in 1937 as a motel offering "swanky cabin suites" by its longtime proprietor, Dan Murphy. It retains its Pueblo Revival style characteristics and appears today much as it did in 1937 – including its intact historic neon sign, which has been restored by the City. These buildings are vacant and structurally sound as indicated in the two different structural reports: El Vado Motel Structural Evaluation, Druc Engineering (Exhibit C) and El Vado Motel Structural Stabilization, Crocker Engineering, Ltd. (Exhibit D).

The City has recently completed improvements to the El Vado Motel roof and roof drainage systems and deteriorated portions of the adobe walls have been reconstructed, lathed and plastered with a scratch coat of cement stucco.

The Casa Grande Site has two vacant buildings that are not of historic significance and are not city landmarks, nor registered as historic properties. The Casa Grande Restaurant building was built in 1975 (originally as a Circle K convenience store), and the other, a barber shop/retail building, was built in 1984. As mentioned above, DFCS will demolish these buildings to allow the successful Proposer to better utilize the site.

D. Context of the Subject Site

The Subject Site is across Central Avenue from the Albuquerque Aquarium and Botanical Gardens and east of the Rio Grande River. It is also adjacent to the Albuquerque Country Club and abuts the County Club's golf course. The Subject Site is in the West Park Neighborhood and to its south are town homes creating a buffer for this neighborhood and the Huning Castle neighborhood adjacent to the Country Club. The Subject Site's area contains 2.7094-acres (1.29-acres of this total is for the El Vado Motel) and is zoned C-2.

The Subject Site is controlled by the Albuquerque/Bernalillo County Comprehensive Plan, the Huning Castle and Reynolds Addition Sector Development Plan (Exhibit S), the Historic Central MR Plan (Exhibit R) and the Zoning Code. The City is working on a yet to be adopted Route 66 Action Plan that focuses on supporting redevelopment/development along Central Avenue. This Plan may be adopted in spring 2014 and does not propose any regulations.

E. The State Metropolitan Redevelopment Code and Creation of an MR Area and MR Plan

As defined by the State of New Mexico Redevelopment Code §3-60A-7, a MR Area may be established by a local governing body, such as the Albuquerque City Council, with the adoption of a finding that "rehabilitation, conservation, slum clearance, redevelopment or development, or a combination thereof, of and in such area or areas **is necessary** in the interest of the public health, safety, morals or welfare of the residents of the municipality."

Following adoption of an MR Area, the local governing body may adopt a MR Plan. Under State of New Mexico Redevelopment Code § 3-60A-9, it must be found that:

- (1) *The proposed activities will aid in the elimination or prevention of slum or blight;*
- (2) *A feasible method is included in the plan to provide individuals and families who occupy residential dwellings in the metropolitan redevelopment area, and who may be displaced by the proposed activities, with decent, safe and sanitary dwelling accommodations within their means and without undue hardship to such individuals and families;*
- (3) *The plan conforms to the general plan for the municipality as a whole; and*
- (4) *The plan affords maximum opportunity consistent with the needs of the community for the rehabilitation or redevelopment of the area by private enterprise or persons, and the objectives of the plan justify the proposed activities as public purposes and needs.*

Once an MR Area is designated and the respective MR Plan adopted, the local governing body may utilize § 3-60A-12 of the New Mexico State Code to dispose of property under municipal control:

A municipality may sell, lease or otherwise transfer real property or any interest therein acquired by it in a metropolitan redevelopment area and may enter into contracts with respect thereto for residential, commercial, industrial or other uses, or for public use, or may retain such property or interest for public use, in accordance with the plan. The purchasers or lessees and their successors and assigns shall be obligated to devote the

*real property only to the uses specified in the metropolitan redevelopment plan for a period of years as set out in the sale or lease agreement and may be obligated to comply with other requirements which the municipality may determine to be in the public interest, including the obligation to begin within a reasonable time any improvements on real property required by the plan. The real property or interest shall be sold, leased, otherwise transferred or retained at not less than its **fair value** [emphasis added] for uses in accordance with Redevelopment Law as determined by the governing body of the municipality or by the metropolitan redevelopment agency, if so authorized.*

F. The Historic Central MR Plan

The City designated the Historic Central MR Area via City Council action in June 2012 and adopted an MR Plan on December 2, 2013. The goals of the Historic Central MR Plan are to:

- Brand the area as important to City residents and as a travel destination.
- Introduce iconic structures and directional signage near the intersections of Central Avenue and Tingly Drive and Central Avenue and Rio Grande Boulevard, and at either end of the Rio Grande Bridge, to draw attention to the uniqueness of the area.
- Redevelop catalyst areas in the Historic Central corridor in order to spur redevelopment of other vacant or underutilized lots.
- Improve the image, functionality and safety of the Historic Central corridor by developing an attractive and welcoming streetscape with street furnishings, enhanced pedestrian and bicycle facilities and improved transit services to and between tourist attractions and parking.
- Rehabilitate existing building facades and signs.

The Historic Central MR Plan also emphasizes the importance of redeveloping the Subject Site into an economically feasible Project while reflecting the El Vado Motel's historic character and association with Route 66's history. This Plan stresses the importance of the redevelopment complementing the neighborhood and furthering the goals of applicable adopted plans and policies of the City and for the area.

G. City Acquisition

The City purchased the El Vado Motel property in March 2010 for \$1.4 million for the purpose of historic preservation and has taken steps to maintain the property as purchased. The Casa Grande Site (the former three lots and buildings that are directly east of the El Vado Motel) was purchased in May 2010 for \$890,000 by DFCS using CDBG funds. This portion of the Subject Site has been placed under the Planning Department's control and is included in this RFP. The City is interested in (re)developing the Subject Site as is discussed in the above RFP Project Goals Section (I.B above) and the Historic Central MR Plan. Therefore, Tract A, is offered for sale or ground lease, however alternative financing structures will be considered. There is no minimum purchase price set by MRA.

The price and terms of acquisition or ground lease by the successful Proposer are negotiable. However, the successful Proposer will be required to include a multi-family component on the site that has at least 51% of the units affordable to those that qualify at or below the 80% level of local AMI due to a portion being purchased using CDBG money.

The Subject Site is offered by the City to be sold or leased "AS IS" and a standard title insurance policy will be provided at closing. Closing or delivery of the premises shall occur

after the developer is selected by the City and a Development Agreement is negotiated. Construction shall follow thereafter.

H. Offering of the Site

- **Ownership:** City of Albuquerque
- **Location:** The Subject Site is shown on the conceptual plat and maps in Exhibit A – this plat will be finalized by the DRB by the end of April, 2014. It is located on the south side of Central Avenue, on the north side of the Country Club’s golf course. The Subject Site has approximately 800 feet of frontage along Central Avenue.
- **Legal Description & Size:** (Proposed language) Tract A, Traction City Addition, replat of Lots 8A-1A, 8A-2A, 8A-3A, Block 6, Traction Park and City Electric Addition and a portion of Lots 24-39, Block 3, Westpark Addition, within projected S 13, T 10-N, R 2-E, NMPM, Town of Albuquerque Grant, City of Albuquerque, Bernalillo County, New Mexico, containing 2.7094 -acres.
- **Zoning:** C-2 zone for commercial uses and residential uses similar to the R-3 zone. (See Exhibit B)
- **General Conditions.** The El Vado Motel is a vacant, 32-unit limited service lodging facility with open garages interspersed. There are 3 one-story buildings that consist of 14,602 square-feet total. The buildings are on concrete foundations, and of adobe, hollow tile blocks and wood construction with flat roofs and white stucco walls (see Exhibit C & D). The architecture is Pueblo Revival style and includes the characteristic elements of curvilinear parapets, exposed vigas, buttresses and irregular massing. The buildings are arranged in two parallel wings, oriented east to west. There is a manager’s office on the western end of the northern building, facing Central Avenue. The two wings of buildings are separated by a 70-foot drive aisle that was the motor court. There also is a swimming pool that is damaged. The El Vado Motel property is vacant and is currently surrounded by a high chain-link fence with a gate opening to Central Avenue.

The two buildings on the Casa Grande Site will be demolished by DFCS and the site will be cleaned before selection of the developer is made. This portion of the site is approximately 1.2-acres.

As mentioned, New York Avenue has been vacated as a vehicular access from Central Avenue southerly, along the northern border of the El Vado Motel property. The vacated portion of New York Avenue adds approximately 0.27 acres. The City is developing a cul-de-sac at the terminus of New York Avenue, and no vehicular traffic will be able to connect to Central Avenue from New York Avenue. However, there is a pedestrian/bicycle public easement running along the former alignment of New York Avenue providing connectivity from the neighborhoods to Central Avenue. Construction of the cul-de-sac is expected to be completed by the time the developer takes control of the site.

- **Special Conditions:** The El Vado Motel property is a designated City Landmark and is listed on the New Mexico State Register of Cultural Properties and the National Register of Historic Places (nomination for the historic registers is provided in Exhibit K).

Since the El Vado Motel is a City Landmark Property, alterations to the historic buildings and the landmark portion of the site will require a Certificate of Appropriateness issued

by the LUCC per the Landmarks and Urban Conservation Ordinance. The specific development guidelines for the City Landmark will be used by the LUCC to evaluate the appropriateness of the redevelopment and are attached herein as Exhibit N. The Secretary of the Interior's Standards for the Treatment of Historic Properties, specifically the Standards for Rehabilitation, are incorporated by reference in those development guidelines (See Exhibit L).

MRA anticipates that the equity provided by associated federal historic rehabilitation tax credits may be utilized by the developer, if the developer so chooses. If the developer decides to utilize these tax credits, SHPO and the NPS will require that the successful (re)development proposal substantially reflect The Secretary of the Interior's Standards for Rehabilitation. The NPS may impose stricter technical requirements for the certification of the rehabilitation tax credit project than may be imposed by the LUCC in their approval of a Certificate of Appropriateness, or by SHPO if the tax credits are not utilized. The Guidelines on Sustainability for Rehabilitating Historic Buildings stress the inherent sustainability of historic buildings and offer specific guidance on "recommended" rehabilitation treatments and "not recommended" treatments, which could negatively impact a building's historic character. If federal historic rehabilitation tax credits are included in the project pro-forma, the project must be certified by the NPS in a timely manner.

In their review of Proposals, MRA will consult with the City's historic preservation planners, who may in turn consult with the SHPO, with reference to the project's conformance with both the development guidelines for the landmark and the Secretary of the Interior's Standards.

In accordance with state and federal laws, the successful Proposal for redevelopment of the entire Subject Site will be reviewed by the SHPO to determine if there will be any adverse effects on historic or cultural properties. This review will include any buildings developed on the vacant portion of the site, which must be in harmony with the El Vado Motel and the closely-located Monterey Motel and should not adversely impact their historic character. If an adverse effect is identified, the developer shall work with the SHPO and the City to mitigate any such identified adverse effect.

Part II: Project Assistance and Incentives

The City is open to a public-private partnership to obtain growth and investment in the area. The MR Area designation discussed above and the MR Plan allow the MRA to find alternative solutions to revitalizing the area under State Laws as defined in the New Mexico Redevelopment Code, §3-60A. Due to this section of the Redevelopment Code, the City offers the following framework for this project:

- A. **Cost of the Site:** All negotiable sales prices or ground lease terms and conditions of payment on the property will be considered as long as the City can show **fair value** was obtained as described in NMSA §3-60A-12.
- B. **MR Financial Assistance:** Through the 2013 GO Bond cycle, the MRA has \$350,000 available as a reimbursable grant. The use of this money must fit into the scope that was determined by the City Council. That scope is:

Acquire land, demolish dilapidated structures, provide infrastructure improvements, plan, design, construct and otherwise provide improvements in support of Downtown Revitalization; provide infrastructure improvements, plan, design, construct and otherwise provide improvements in support of the redevelopment of the El Vado and Casa Grande properties. This project may include, but will not necessarily be limited to, the development of pedestrian/bicycle trail connections to Old Town and the Bio-Park.

Depending on specifics submitted in the proposal, and the negotiated Development Agreement, this money can be used to reimburse a developer for specified improvements to the Subject Site as development progresses, provided the work performed fits the above scope.

- C. **Low Income Housing Tax Credits:** There may be federal income tax credits for new development or redevelopment available through the State’s Mortgage Finance Authority. It is the Proposer’s responsibility to research this program to see how it will benefit them. The URL is: <http://www.housingnm.org/low-income-housing-tax-credits-lihtc-allocations>
- D. **Investment Tax Credits:** Both Federal and State tax credits are available for qualified rehabilitation of registered historic buildings (the El Vado Motel). These financial programs are administered through the State of New Mexico Historic Preservation Division and rehabilitation must follow the Secretary of the Interior’s Standards for Rehabilitation in order to qualify for these tax credits. www.nmhistoricpreservation.org/PROGRAMS
- E. **Assistance with City Development Process:** Upon selection of the development team, MRA will assist the successful Proposer by co-sponsoring any associated land use approvals necessary to accomplish the project. Services will include advice and assistance with zoning review, site plan or subdivision approvals, and plan check and building permits, expediting when possible. The successful Proposer, at his expense, will be responsible for the preparation of all documentation to obtain any associated approvals and/or permits required to complete the project. The City may waive the impact fees, as well.
- F. **Public Funding Sources:** Public funding sources are not exhaustive and it should not be assumed that any or all of the sources can be applied simultaneously to the (re)development. Listed incentives are subject to possible future amendments to applicable local, state and federal laws, regulations and policies that govern those incentive programs (see Exhibit O).

Part III: Proposer Submittal

A. Schedule for Response to RFP

The following listing of important deadline dates below applies to this RFP. The City reserves the right to revise this schedule in the event that it is needed. If a revision to this schedule must occur, the addenda will be posted to the City’s website: www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/request-for-proposals

- Issue RFP March 25, 2014
- Site Tour April 16, 2014 (9:00 am at Site)
- Deadline for submitting RFP questions May 23, 2014
(City responses due within 5 business days of submittal)
- Proposals Due July 3, 2014
- Ad Hoc Committee Evaluation July 7, 2014 – August 20, 2014
- Presentation to ADC for Selection August 21, 2014

B. RFP Contact and Communication

For this solicitation, direct all communication to the City Project Manager, Chris Hyer:

**City of Albuquerque Planning Department
Metropolitan Redevelopment Agency
Attn: Chris Hyer
Plaza del Sol, 3rd Floor
600 2nd Street NW
Albuquerque, NM, 87102**

Direct contact information for the City Project Manager is: **Phone: (505) 924-3927, chyer@cabq.gov.**

Interested Proposers may download a copy of this solicitation from: www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/request-for-proposals.

It is the responsibility of all Proposers to examine this entire RFP and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal may result in the submittal being deemed non-responsive in the City's sole discretion. The Proposer shall be responsible for fully understanding the requirements of the RFP and subsequent documents.

If there are questions about the RFP or the RFP process, please contact the City Project Manager listed above. Note that the City Project Manager may answer informal technical questions regarding the RFP orally. The City makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this RFP.

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: www.cabq.gov/planning/our-department/urban-design-and-development/metropolitan-redevelopment-section/request-for-proposals. Failure to submit timely proposals pursuant to the RFP and any addendums may be grounds for deeming a submittal non-responsive.

Any protests to any portion of this RFP or the procedure in selecting the successful Proposer will go to the ADC as described in Part V.D.

C. Formal Inquiries

During the Project awarding process, commencing with issuance of this RFP and continuing until award of a contract for the Project (or cancellation of the award), no employee, member or agent of any Proposer shall have any ex-parte communications regarding this award with any member of the City, their advisors or any of their contractors or consultants involved with the awarding, except for communications expressly permitted by the City Project Manager and this RFP.

Any Proposer engaging in such prohibited 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 City Project Manager. Requests must be submitted on the Inquiry Form (Exhibit R) provided on the City's website. All questions must be delivered to the City Planning Department's reception desk at

The City Planning Department, Plaza del Sol building, 3rd Floor reception desk, attention Chris Hyer, 600 2nd Street NW, Albuquerque, NM, 87102 or e-mailed to the City Project Manager at chyer@cabq.gov. The City Project Manager will post these inquiries and affiliated responses to the website within 5 business days of receipt of the inquiry. The source of the question will not be disclosed until the contract has been awarded.

D. Preparation of Proposal

- All responses shall be in the format described below in Section E., Proposal Format. Facsimiles or electronic mail proposals will not be considered.
- Erasures, interlineations, or other modifications of the proposal shall be initialed in original ink by the authorized person signing the proposal.
- Periods of time, stated as a number of days, shall be in calendar days.
- The City will not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation. All materials and proposals submitted in response to this solicitation become the property of the City and will not be returned.

E. Proposal Format and Requirements

The proposal shall provide the name, title, address, telephone number and email of individuals with authority to contractually bind the Proposer and who may be contacted during the period of the contract negotiations. The written proposal shall be signed by an individual authorized to bind the Proposer. Required Format is:

1. Proposals shall be submitted as **an original, 6 hard copies (plus one electronic copy in pdf format)** formatted on 8-1/2" x 11" loose leaf paper in a three-ring binder and tabbed by sequential sections as identified in Submittal Content for ease of reference. Proposals should address the proposal requirements and must NOT exceed 40-single sided typewritten pages (or 20-double sided pages), inclusive of any illustrations, images, attachments, resumes and other pertinent documents.
2. Any Proposer submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the RFP and any addenda. Proposals should include all criteria for selection to be considered complete. Any proposal that does not meet this requirement may be considered non-responsive.
3. Proposers submitting proposals which meet the Evaluation Criteria and which are deemed to be the most advantageous to the City may be requested to give a presentation to the ad hoc selection committee and/or the ADC.
4. All responses and accompanying documentation to the RFP will become the property of the City at the time the proposals are opened.

PART IV: Submittal Content

All Proposer's responses shall address each of the items listed herein, but may also include any other items which the Proposer believes may be important to the project. The organization of the submittal information shall follow the order of the Submittal Content in this RFP.

A. Development Overview

1. Contact Information

Provide the primary contact information for the principal individual(s) representing the Proposer. This section of the proposal should also identify the Proposer's company or organization that will enter into contracts with the City and the individuals that will sign on behalf of the Proposer.

2. Project Summary

Provide a concise summary of the overall proposal.

B. Consistency with the City's Project Goals

1. Design Information

Provide design information for the project site in the form of color drawings and exhibits suitable for study. Describe the Proposer's plans for both the El Vado Motel and the Casa Grande Site. Further, the Proposer shall explain how the El Vado Motel is complemented by the new development on the Casa Grande Site and how the new development complements the street frontage and surrounding buildings in its design.

At a minimum, include a conceptual site plan and elevation renderings that demonstrates the proposal.

2. Historic Preservation

Demonstrate the project's compatibility with the specific development guidelines for El Vado Motel as adopted by the LUCC (Exhibit N). Address any aspects of the development that may be in conflict with the Secretary of the Interior's Standards for Rehabilitation. Describe any previous experience with the New Mexico State Historic Preservation Office or the federal rehabilitation tax credit program.

3. Economic Redevelopment

Provide a synopsis of the anticipated uses for the site and a description of the anticipated approach to programming and redevelopment of the proposed site. Describe how the project will act as a catalyst for further redevelopment in the surrounding area.

4. Affordable Housing Component

All proposals must include an affordable housing component as described in Exhibit P due to federal requirements specifying the use of funding that purchased the Casa Grande Site. As stated above, the requirement is that 51% of the housing units are affordable by those who qualify at or below the 80% of AMI level. Note that there are not a specified number of total units. Please indicate in the response to this RFP how many total multi-family units are proposed and how many of the total meets the requirements for affordable units and where they are located. Specify how the affordable units will be maintained in a similar quality to the market rate units, how the integration of market rate and affordable units will work within the development and how this mixture will benefit the community.

5. Project Team/Proposer's Experience

Proposer must provide a brief description of their team's experience on past projects similar to the scope of the proposal, including the team's experience in financing, developing, leasing and managing development/redevelopment projects. Provide at least one example of a past successful urban and/or mixed-use development that the Proposer was involved in or a redevelopment project for which the Proposer took the lead.

6. Time Frame

Provide a proposed schedule of development performance in a Gantt Chart format, including project benchmarks such as obtaining all entitlements for the intended use, approvals of design, submittal, review, filing and receipt of building permits, commencement of construction/rehabilitation work, and completion of construction. Please also address any proposed phasing involved with this project and related schedule or business operation impacts.

***Note: A schedule based on this submission will be incorporated into the Development Agreement. However, the City recognizes that the actual start date (and subsequent benchmark dates) may change based on when the Development Agreement is executed.**

7. Compatibility with Adopted Plans

Describe how the proposed redevelopment is compatible with the City's adopted plans, including the Comprehensive Plan, the Huning Castle and Reynolds Addition Sector Development Plan, the Zoning Code, and the Historic Central MR Plan. If a variance or a zone change is required, the Proposer should describe: 1) how the request is more advantageous to the City; 2) the Proposer's outreach and evaluation of the neighborhood's support for the request; and 3) what the results for the proposed redevelopment would be/what other proposal should be considered if the Proposer does not obtain the requested variance or zone change.

C. **Benefit to the Surrounding Community**

1. Benefit to the Community

Briefly describe the proposed benefits to the community as compared to the City's investment in the proposed Project. Benefits could include, but are not limited to, removal of blight, creation of jobs, promotion of economic development along with the creation of housing that includes a mix of affordable and market rate units.

D. **Financial Structure**

1. Project Budget

Provide a full, detailed description of the proposed financing structure for the Project.

Besides providing the Subject Site at a fair value, the City does have additional mechanisms for funding the gap in the Proposer's development costs. The MRA has approximately \$350,000 it can make available as a reimbursement grant that can be used to reimburse the developer for specific expenditures; these items will be specified in the Development Agreement and must be within the scope as specified in Section II.B above.

Provide sources- and uses- tables for both the construction and permanent periods. The uses/expenditures listed in the proposal should include, but not be limited to, the following line items:

- a. Property Acquisition or Ground Lease Cost
- b. Hard Costs
 - i. Construction Cost
 - ii. Construction Contingency

- c. Soft Costs
 - i. Architectural/Engineering
 - ii. Accountant
 - iii. Administrative Expenses
 - iv. Permanent Loan Costs
 - v. Construction Loan Costs
 - vi. Survey
 - vii. Appraisal
 - viii. Capital Needs Assessment (if applicable)
 - ix. Market Study (if applicable)
 - x. Legal
 - xi. Title
 - xii. Consultants (if any)
 - xiii. Soft Cost Contingency
- d. Reserve Set-Up Costs

2. Financial Pro-Forma

Provide a ten-year financial pro-forma, including expected costs, expected income, the Proposer's expected profit or return, and the assumptions used in preparing the pro-forma, including revenue and expenditure percentage increases over time. The pro-forma should include, but not be limited to, the following line items:

- a. Any gross and net residential rental income (showing vacancy assumptions)
- b. Any gross and net commercial rental income (showing vacancy assumptions)
- c. Any other source of income
- d. Administrative expenses (accounting and audit; advertising; legal; property management fee; management salaries and taxes; other administrative costs)
- e. Operating expenses (Gas; Electricity; Water and Sewer; Garbage/Trash; Other)
- f. Maintenance Expenses, including landscaping (Third party maintenance costs, including labor and materials; Maintenance/Janitorial staff salaries and taxes; Maintenance supplies; Repairs; Decorating; Other)
- g. Fixed Expenses (Real Estate Taxes; Insurance; Other)
- h. Reserves (Replacement, Operating, Other)
- i. Debt payments

E. Financial Capacity

1. Letters of Interest

Provide letters of interest from all financial sources listed in the project budget, except for MRA funds, if applicable.

The letters of interest should clearly identify the amount and terms of proposed financing. As all proposals are evaluated as a complete package, it is imperative that the Proposer give a complete response to this RFP, not just the purchase price for the site.

2. Proposer Financial Risk

Identify the financial risks associated with the Project that the Proposer expects to take, including Proposer's contribution to the pre-development costs and/or personal

equity in the project. The City expects the Proposer to take some personal financial risk in the development of the Project.

3. Other Financial Obligations

Identify any current or pending financial obligations of the Proposer that may impact the Proposer's ability to complete the proposed redevelopment in a timely manner. Identify other projects that the Proposer is contemplating and/or working on. Then, provide an analysis of the impact of other financial obligations and projects on the completion of the proposed redevelopment of the Subject Site.

4. Financing References

Provide two reference letters from banks, financial and lending institutions and individuals who have provided financial assistance to the Proposer, or team members, or who have participated financially in any of the Proposer's or team member's projects, during the last five years. Proposer may also provide other pertinent documentation or evidence of financial capacity and ability to provide guarantees required during the development process.

5. Financial Statements

****The following information shall be submitted separately and marked confidential: ****

The selected Proposer must have the financial capacity to successfully complete and operate the proposed Project. Each Proposer must submit an accountant reviewed or audited financial statement (including balance sheet, income statement, cash-flow statement, and accompanying notes prepared according to generally accepted accounting principles) for the most recent fiscal year for the developer and all partners owning 10% or more share of the development entity. If the Proposer or a partner is an individual rather than an entity, that individual may submit a statement of financial capability from the individual's bank and a personal financial statement in the format seen in Exhibit T, rather than an accountant reviewed or audited financial statement.

In the event of a Request for Public Records, the City will notify the Proposer first in order to allow them to determine if they deem it necessary to file a request for legal injunction. In any event, every effort will be made by the MRA to maintain the confidentiality of the above information, however; if a Request for Public Records is received, and no injunction prohibiting the release of the information is ordered, the MRA must comply.

F. **Project Details**

Other Information

Clearly identify the terms of purchase or ground lease being offered to the MRA for the property. Proposer may also submit any other relevant information to this proposal, but must stay within the total page limit as described in Section III.E above. Any extra pages will not be reviewed or may render the proposal to be non-responsive to this RFP.

PART V: Evaluation and Selection

A. Ad Hoc Selection Committee

The ad hoc selection committee will consist of five members.

B. Evaluation Process

Below is the process for determining the most qualified and compatible developer.

1. The ad hoc selection committee will review all proposals against the Evaluation Criteria listed on the Proposal Evaluation Criteria Matrix, page 19 (also Exhibit U) and will make recommendations to the ADC based on this evaluation matrix only.
2. Interviews of the top Proposers may follow after the initial review. The City may request supplemental information during the selection process.
3. A recommendation will be made to the ADC. The top Proposers may be requested to make a presentation to the ADC.
4. The ADC makes the selection and negotiation of the Development Agreement will follow.

The City reserves the right to reject any or all offers and 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.

Per the MR Code, Section 3-60A-12 (C), if no proposals are accepted by the ADC, the MRA will try to negotiate an agreement with any of the Proposers who had submitted a proposal, or reserve the right to negotiate terms with any other non-submitter.

C. Evaluation and Scoring

The City will evaluate all responsive RFPs and measure each Proposer's response against the selection criteria set forth in Exhibit T in this document, resulting in a numerical score for each proposal. There are a total of 300 points available in the categories listed. All properly submitted Proposals are subject to these evaluation criteria.

D. Protest Procedures

Within 15 days after the ADC's final selection, any Proposer not selected may appeal the decision to the City Council.

PART VI: Submission of Proposal

Proposals may be submitted at any time during normal City business hours until this RFP is closed. Proposals must be delivered to the City Clerk's office, 7th floor of the Plaza del Sol building located at 600 2nd Street NW, Albuquerque, New Mexico, 87102. No telephone, email or facsimile proposals will be considered. **Any late submissions will not be accepted.**

Proposals must be submitted in a sealed envelope and the following information should be noted on the outside of the envelope:

Name of Proposer: _____

Attention: Chris Hyer, Metropolitan Redevelopment Agency

Title of Proposal: **EL VADO MOTEL REDEVELOPMENT PROPOSAL
2500 CENTRAL AVENUE SW
ALBUQUERQUE, NM, 87102**

A pre-proposal conference is to be held on April 16, 2014, at 9 am at the Project site, located at 2500 Central Avenue SW, Albuquerque, New Mexico, 87102.

EXHIBIT U - PROPOSAL EVALUATION CRITERIA MATRIX

Criteria	Maximum Points	Points Received
<p>1. Consistency with the City’s Project Goals as Outlined in Part 1.B</p> <ul style="list-style-type: none"> • Overall quality of (re)development project, including proposed design and if the project is aesthetically and functionally compatible with development in the area and the historic nature of the El Vado Motel. 25 • Conformance with the specific development guidelines for the City Landmark. 30 • Evaluation of, and if the Proposal will add vitality and catalyze further redevelopment in the area. 40 • The multi-family housing component complements the rest of the site and at least 51% of the units are affordable at or below 80% AMI. 25 • Past performance of individuals or project team on similar projects. 20 • Evaluation of the achievability of the Proposer’s time schedule and the Proposer’s ability to complete the project satisfactorily in a timely manner. 15 • Compatibility with City’s adopted plans, goals and objectives for the area. <ul style="list-style-type: none"> * If variances are required, they should be readily achievable. If not, points will be reduced. 		
<p>2. Benefit to the Community</p> <ul style="list-style-type: none"> • Proposed benefit to the community, as compared to the City’s investment in the project. (Removal of blight, creation of jobs, promotion of economic development, creation of housing, etc.) 20 		
<p>3. Financial Structure</p> <ul style="list-style-type: none"> • Evaluation of project budget, including (but not limited to) construction, soft costs, developer fee, initial reserve amounts, and financial feasibility. 30 • Evaluation of operating pro-forma, including income expenses, reserve contributions, debt payments, etc. 30 		
<p>4. Financial Capacity</p> <ul style="list-style-type: none"> • Provided adequate information showing evidence of interest from all proposed financial sources for the Proposer’s redevelopment, except MR funds. 25 • Proposer demonstrates adequate financial risk in the Project. 30 • Proposer demonstrates adequate financial capacity to develop the proposed Project (evaluated through information provided in Other Financial Obligations, Financing References, and Financial Statements) 		
TOTAL POINTS	300	

Completeness of the proposal will be evaluated within all of the above criteria.