

# City of Albuquerque

## Civic North Project Request for Proposals



**Request for Proposals**  
**Solicitation Number: RFP 01-2018**

**Issuance Date:**  
**October 29, 2018**

**Due Date:**  
**April 29, 2019 at 3:00pm Mountain Standard Time**  
**(Due date and time shall be strictly observed.)**

**Site Tour**  
**November 13, 2018 at 10:00AM**  
**Southeast Corner of 3rd Street and Marquette Avenue**  
**Albuquerque, NM 87102**

**RFP Website:**  
<https://www.cabq.gov/planning/metropolitan-redevelopment-agency/request-for-proposals>

**City of Albuquerque Planning Department**  
**Metropolitan Redevelopment Agency**

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**ALL EXHIBITS CAN BE VIEWED AT:**

<https://www.cabq.gov/planning/metropolitan-redevelopment-agency/request-for-proposals>

## GLOSSARY OF TERMS

Throughout this RFP the terms that begin with capitalized letters are defined below:

<b>Ad Hoc Selection Committee</b>	A committee of five members that will evaluate the proposals based on the evaluation criteria and make a recommendation to the ADC.
<b>ADC:</b>	Albuquerque Development Commission. The Commission for the Metropolitan Redevelopment Agency.
<b>City:</b>	The Incorporated City of Albuquerque.
<b>City Project Manager:</b>	The City staff responsible for overseeing the issuance and awarding the RFP. For this RFP, Matthew Butkus – (505) 924-3907, mbutkus@cabq.gov.
<b>Development Agreement:</b>	The terms of the awarded contract between the successful Proposer and the City.
<b>Downtown Plan:</b>	The Downtown 2025 Plan which serves as the Downtown Metropolitan Redevelopment Plan.
<b>Master Developer:</b>	The Proposer that is selected by the ADC and enters into a Development Agreement with the City.
<b>MRA:</b>	Metropolitan Redevelopment Agency. A governmental entity that is housed in the Planning Department and is responsible for partnering with developers in redeveloping blighted areas of the City.
<b>MR Area:</b>	A defined area of the City determined to be blighted by the City Council.
<b>MR Plan:</b>	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 MRA are allowed to be applied.
<b>Project:</b>	The focus of this RFP. This includes the properties defined by this RFP and all developments on the Subject Site. (Also referred to as Civic North in this RFP)
<b>Proposer:</b>	A person or entity responding to this RFP. Anyone that puts forth a proposal for this request.
<b>Public Amenity</b>	A portion of the proposed project that provides a public/cultural use and is a city-wide attraction and gathering place. A Public Amenity could include, but is not limited to the following types of uses: parks or gathering space, recreation space, museum, education, auditorium, performance space, etc.
<b>RFP:</b>	Request for Proposals. This document providing information and specifying the requirements for Proposers to bid on the Project.
<b>Subject Site:</b>	The City-owned property at 400 4 <sup>th</sup> Street NW located between 4 <sup>th</sup> Street to the west, 3 <sup>rd</sup> Street to the east, Marquette Avenue to the south and Roma Avenue to the north. The proposed Subject Site is shown in Exhibit A.

## Part I: Project Overview and Background

### A. Overview and RFP Objective for the Site

The City of Albuquerque through its MRA is requesting redevelopment proposals to partner with one or more Master Developers on an urban redevelopment project in the heart of Downtown Albuquerque. In order to achieve the desired objectives, the City will offer the Subject Site through a sale or long-term ground lease to the selected Master Developer for a “fair value,” which takes into account the community, economic and social benefits of the planned redevelopment.

In addition to being economically feasible, any proposed redevelopment of the Subject Site should be of the highest quality and reflect the urban nature of Downtown Albuquerque. The proposed redevelopment should complement and interact positively with the existing environment and community.

### B. Project Goals

The following goals have been established for the Project:

- ***Premier Urban Redevelopment Project.*** The City desires to partner with a Master Developer for the development of a new urban redevelopment project in Downtown Albuquerque. Proposals should include intense land uses that will work to revitalize the area and create an urban destination for residents and visitors of Albuquerque. Given the location of the Subject Site, the City desires any proposed new development to include a significant Public Amenity as part of the overall master plan for the site. The Public Amenity shall be a public/cultural use that will become a city-wide attraction and gathering place for residents and tourists. A Public Amenity could include, but is not limited to, the following types of uses: parks or gathering space, recreation space, museum, education, auditorium, performance space, etc.

Additional uses are encouraged to also be developed on the Subject Site as part of an overall development plan in response to this RFP, including but not limited to hotel, office, residential, retail, government and parking.

Any redevelopment project should take into account the urban nature of the Subject Site and develop a design that contextually fits into the environment (i.e. multi-story buildings, minimal setbacks, hidden parking and service entrances, interaction with the public realm, etc.). Access points and connection routes to existing facilities, such as Civic Plaza and the Convention Center should be identified and enhanced.

- ***Placemaking.*** The Subject Site is located in the heart of Downtown Albuquerque, and as such, the full site and building design should positively contribute to the activity, energy and excitement of the immediate area and

downtown community. Interior and exterior spaces should be designed for use throughout the day and night.

The Subject Site is positioned directly across from Civic Plaza, the Albuquerque Convention Center and the City of Albuquerque and Bernalillo County Government Center. Redevelopment proposals should build off the activity that occurs between these locations and throughout the greater Downtown area. Spaces should be programmed to increase interactions with existing public spaces such as Civic Plaza and the Convention Center. Efforts should be made to enhance the pedestrian pathways and the physical interaction the built environment has with the public realm. The proposed development should not just occupy the location, but stimulate the vitality of the greater area. At the street/sidewalk level, the building(s) should be inviting and accessible. Large blank walls and unengaging spaces should be minimized.

- ***Catalytic Economic Redevelopment.*** The proposed redevelopment project should be of such quality that it adds and integrates into the Downtown community and catalyzes economic growth and redevelopment. Complementary uses that could be developed on portions of the Subject Site could include, but are not limited to; office, governmental, residential, hospitality, entertainment and retail. The Project should help to drive additional people and economic activity to area businesses, creating a livelier district.
- ***Contribute to the Goals Outlined in the Downtown 2025 Plan.*** The Downtown 2025 Plan serves as the MR Plan for the Downtown core. The goal of the Plan is “to make Downtown Albuquerque the best mid-sized downtown in the USA.” Any redevelopment proposal should work to meet this goal and achieve the specific initiatives described in the plan, as further discussed in paragraph E, below.
- ***Energy-efficiency.*** The design of the building(s) should be of a standard no less than that of the 2015 International Energy Conservation Code. Additional energy conservation design features and certifications will be viewed favorably.
- ***Experience.*** The project team shall be experienced and professional with a demonstrated expertise and track record in the development of multi-use buildings and complex real estate development projects in urban environments.
- ***Parking.*** The redevelopment Project should include a parking strategy to meet the existing parking demand of the Subject Site and any future demand that will be created by the Project. Currently the Subject Site has 212 off-street parking spaces, and any redevelopment proposal should outline how parking for the Project will be addressed (on or off-site).

### C. Context of the Subject Site

The Subject Site is located in Downtown Albuquerque, the central business district and governmental hub for the City and Bernalillo County.

The Subject Site has an address of 400 4<sup>th</sup> Street NW and consists of one complete city block. The site is located between 4<sup>th</sup> Street to the west, 3<sup>rd</sup> Street to the east, Marquette Avenue to the south and Roma Avenue to the north. Currently a mostly level, paved parking lot, the site is ideally located in the heart of Downtown Albuquerque.

The land-uses around this area are mixed and include civic spaces, office, hospitality, retail and governmental. To the south of the Subject Site is Civic Plaza, which serves as public gathering space for a variety of events year-round. Located to the north is 500 4<sup>th</sup> Street, a 10 story office building with a mix of tenants. The Main Albuquerque Police Station and Headquarters is located to the west. To the east sits the Doubletree Hilton Hotel. The Albuquerque Convention Center is located catty-corner to the southeast of the site and houses 270,000 square feet of multi-purpose meeting and exhibit space. Located catty-corner to the southwest is the City of Albuquerque and Bernalillo County Government Center that contains a majority of both the City and County administrative offices and services.

The Subject Site is located in a Designated Opportunity Zone potentially making the development project eligible for tax advantages and incentives.

The Subject Site has a Walk Score of 88 (Very Walkable).

A context map of the Subject Site and the surrounding area can be seen on the attached Exhibit A.

Downtown Albuquerque has many significant projects currently underway, or recently completed, that are all raising the profile and marketability of Albuquerque within the region. Major projects that are currently underway or recently completed include:

- **One Central:** Located on the northeast corner of Central Avenue and 1<sup>st</sup> Street, One Central is a mixed-use entertainment hub with 37,500 square feet of entertainment space, 5,500 square feet of outdoor dining, 68 apartment units and a 423 space parking structure.
- **Innovate ABQ:** Located at Central Avenue and Broadway Boulevard, Innovate ABQ is a collaborative project between the City of Albuquerque, the University of New Mexico, Bernalillo County and local businesses. Innovate ABQ is being developed as an innovation district and entrepreneurial hub for research and business incubation. The integrated community will also include residential living space and amenities for the workers who benefit from the new jobs created by this synergy.
- **Albuquerque Rapid Transit (ART):** The ART project is a 9 mile Bus Rapid Transit route that services the city and runs through the core of Downtown. The \$119 million project is designed to improve the city's transit network and encourage walkability and commercial investment along the route.
- **Convention Center Renovation:** The City's premier convention and event space recently underwent a \$23 million renovation that has transformed the space into a modern destination for conferences, trade shows, exhibitions, sporting events, concerts and the like.

- **Imperial Building:** The Imperial Building consists of 74 residential units above ground floor retail that includes a grocery store, restaurants, salon and a pharmacy.
- **CNM STEMulus Center:** A workforce development and entrepreneur center with a prototyping lab, accelerated learning programs and coding academy.
- **Silver Moon Lodge:** An urban, mixed-use development featuring 151 residential units above ground floor retail space.
- **ABQ Health Partners Relocation:** ABQ Health Partners has relocated 240 employees to a new headquarters at 303 Roma Avenue.
- **505 Central:** Located at Central Avenue and 5<sup>th</sup> Street, this mixed-use redevelopment project contains a coffee shop, offices and 34 residential units.
- **50 Mile Activity Loop:** A 50-mile, multi-use trail and bikeway facility connecting the entire City passes through the center of Downtown.
- **Civic Plaza:** Upgrades to Civic Plaza include a reconstructed water feature for family friendly activity, entertainment / media improvements and additional shade structures.
- **Bank of the West Center:** A redevelopment project that includes the updating of approximately 230,000 square feet of existing space in 2 towers and the development of a new 7 story mixed-use building.
- **New Jobs:** The recent announcement of both CareNet and TaskUs locating in Downtown Albuquerque will bring over 1,000 new jobs to the area.

#### **D. 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, an 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.*

## **E. The Downtown 2025 Metropolitan Redevelopment Plan**

On November 10, 2003, the City Council designated the downtown core as the Downtown MR Area and adopted the Downtown 2010 Sector Plan as the Downtown MR Plan on May 3, 2004 (the name “Downtown 2010” was subsequently changed to “Downtown 2025”). The purpose of this MR Plan is to establish the necessary goals for creating healthy economic environments and increasing job and housing opportunities. The goal of the Downtown Plan is “to make Downtown Albuquerque the best mid-sized downtown in the USA.”

The plan also includes a number of community commitments, including:

- *Make Downtown Albuquerque a “pedestrian-first,” “park-once” place with excellent pedestrian, transit and bicycle facilities;*
- *Make Downtown Albuquerque New Mexico’s premier pedestrian-oriented “urban place”;*
- *Preserve and enhance the character of the neighborhoods which surround Downtown Albuquerque;*
- *Have at least 20,000 people living within one mile of the Downtown Core, and 5,000 living within the Downtown Core by 2010;*
- *Create Downtown Albuquerque as an exciting “urban retail destination”;*
- *Maintain Downtown Albuquerque as New Mexico’s largest employment center and the Region’s Center of Economic Activity;*
- *Make Downtown Albuquerque a vibrant, urban 24 hour destination for arts, culture and entertainment;*
- *Make Downtown Albuquerque and the Historic District a “Tourist Destination”;*
- *Create new parks, open space and plazas that are easily accessible to downtown residents, workers, students and visitors; and*
- *Develop, maintain, and market Downtown as if it were a single mixed-use project.*

## **F. Offering of the Subject Site**

### **Subject Site**

- **Current Ownership:** City of Albuquerque
- **Location and Site Description:** The Subject Site has an address of 400 4<sup>th</sup> Street NW and consists of an entire city block, which is approximately 2.05 acres.



- **Zoning:** The Subject Site is currently zoned MX-FB, which is Mixed-use – Form Based. The purpose of the MX-FB zone district is to allow a wide range of residential, commercial, and institutional uses subject to form-based zoning controls to ensure that the buildings they occupy establish or reinforce a well-defined urban character. Sub-zones within this zone district contain form-based controls tailored to the distinct character of each area where the district is applied.
- **General Conditions:** The majority of the Subject Site is currently a paved, at-grade parking lot owned and operated by the City of Albuquerque.

The street on the southern border of the site, Marquette Avenue, is currently a one-way roadway with traffic traveling from east to west. The three other roadways bordering the site accommodate two-way vehicular traffic. On-street parking is currently allowed on 4<sup>th</sup> Street, as well as the southern portion of 3<sup>rd</sup> street where there are electrical vehicle charging stations. Vehicular access points to the interior of the Subject Site currently exist at roughly the mid-block points on all four sides of the property.

## **Part II: Project Assistance and Incentives and Master Developer Responsibilities**

### **A. Project Assistance and Incentives**

The City desires to enter into a public-private partnership with a Master Developer(s) in order to achieve the goals outlined in this RFP and to continue the growth and investment currently underway 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. Alternative solutions may include public subsidies and incentives as outlined below. As a condition for receiving public subsidies and incentives, the City shall require compliance with the New Mexico Subcontractors Fair Practices Act, the Public Works Apprentice and Training Act, prevailing wages per the New Mexico Public Works Minimum Wage Act, Sections 13-4-10 to 13-4-17 NMSA, and contractor(s) and subcontractor(s) registration as required by Section 13-4-13.1 NMSA. Per the authorizations contained in the Metropolitan Redevelopment Code, the City offers the following framework for this project:

1. **Cost of the Subject Site:** All sale prices and ground lease rates will be considered, as long as the City can show **fair value** was obtained as described in NMSA §3-60A-12. In order to help ensure a high-quality development for years to come, the City will include provisions in the purchase agreement or ground lease (or associated contracts) relating to the design and operation of the Facility. Additionally, the City will include performance measures and reversionary provisions in any executed Development Agreement. Though the City will require the terms described above, the City is open to negotiate many other terms of the sale or ground lease.
2. **Additional Property Incentive:** As an incentive for the successful development of the Project, the City may be willing to sell for fair value, an additional city owned property to the selected Master Developer. The desired property would need to be identified by the Proposer as part of the response to this RFP. Terms of the sale would need to be negotiated and agreed to by all parties and would be incorporated into a Development and Sale Agreement. The transfer of the property would not occur until after the completion of the Project.

3. **Direct Financial Assistance:** The City is committed to the ultimate success of the Project. As such, City funding sources may be available to the selected developer(s) in order to increase the Project's feasibility. Funding amounts will be determined based on the requests and justifications made by Proposers in response to this RFP.

The City will include performance measures and reversionary provisions for any contribution of City funds used for the project(s). The details of such provisions will be included in the Development Agreement.

4. **Assistance with City Development Process:** Upon selection of the development team, the 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 their expense, will be responsible for the preparation of all documentation to obtain any associated approvals and/or permits required to complete the project, as well as all permit fees. The City may waive the associated impact fees, if any.
5. **Other Public Funding Sources:** Other public funding sources may exist, for the development and operations of the facility that are not listed in this RFP. The City encourages Proposers to propose required public funding sources, if necessary. Proposers should keep in mind public incentives are subject to applicable local, state and federal laws and regulations, potential voter approval, funding availability and policies that govern those incentive programs.

#### **B. Master Developer Responsibilities**

The selected Master Developer(s) will be responsible for all aspects of the redevelopment of the Subject Site, including, but not limited to:

- Visioning, subject to the City's reasonable approval;
- Replatting of the Subject Site, if needed;
- Obtaining Entitlements;
- Budgeting;
- Securing All Public and Private Financing;
- Environmental Analysis and Remediation;
- Design and Plan Review Processes;
- Contractor Selection and Oversight;
- Construction;
- Close-Out; and
- Oversight/Management.

### **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:

*<https://www.cabq.gov/planning/metropolitan-redevelopment-agency/request-for-proposals>*

- Issue RFP October 29, 2018
- Site Tour November 13, 2018
- Deadline for submitting RFP questions April 8, 2019
- Proposals Due April 29, 2019
- Ad Hoc Committee Evaluation April 30, 2019 thru June 19, 2019
- Presentation to ADC for Selection June 20, 2019

**B. RFP Contact and Communication**

For this solicitation, direct all communication to the City Project Manager, Matthew Butkus:

**City of Albuquerque Planning Department  
Metropolitan Redevelopment Agency  
Attn: Matthew Butkus  
Plaza del Sol, 3<sup>rd</sup> Floor  
600 2<sup>nd</sup> Street NW  
Albuquerque, NM, 87102**

Direct contact information for the City Project Manager is (505) 924-3907 or mbutkus@cabq.gov.

Interested Proposers may download a copy of this solicitation from:

*<https://www.cabq.gov/planning/metropolitan-redevelopment-agency/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.

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/planning/metropolitan-redevelopment-agency/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 be handled 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 (Attached as Exhibit D)

provided on the City's website. All questions must be e-mailed to the City Project Manager at [mbutkus@cabq.gov](mailto:mbutkus@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 and Requirements. 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. The proposal shall meet the requirements stated below:

1. Proposals shall be submitted as 1 PDF version saved to a USB flash drive and 7 original hard copies 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 and other pertinent documents. Items excluded from this page limit are as follows: title/cover page; table of contents; tab pages; information that is asked for in Sections IV.F.1, IV.F.4, and IV.F.5; and resumes.
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.

3. Demand

Describe the market demand for all uses in the property including the demand/need for the proposed Public Amenity.

**B. Consistency with the City's Project Goals and Community Benefit**

1. Premier Urban Redevelopment Project

Provide a general overview of the planned development and any amenities associated with its completion. Specifically identify the Public Amenity that will be included in the Project, its size, location, etc. Include any projected mix of uses that would be included in the overall development, in addition to the Public Amenity space, and their percentage to the project as a whole. If a mix of uses is proposed, provide a potential mix of desired end users and how those tenants will be identified and recruited to inhabit the property and if the space(s) will be leased or sold. Explain how any additional uses will attract residents and visitors to Downtown Albuquerque and how they will complement the existing activity in encourage new economic activity in the area.

2. Placemaking

Describe how the development and design of the Project will work to maximize the value of the combined public spaces in Downtown Albuquerque. Show what connections will be created with other public spaces and community destinations in the area, and how those connections will increase the activity of the area. Highlight any design features that will attract people to the area and explain how the space(s) will be programed in order to encourage additional activity.

3. Catalytic Economic Redevelopment

Describe how the Project will act as a catalyst for further redevelopment in the surrounding area. Describe how the proposed redevelopment will build off, and interact with, the growth and energy in the area and continue the excitement and vitality currently underway in the Downtown district.

4. Contribute to the Goals Outlined in the Downtown Plan

Explain how the proposed development(s) will further the specific policies and goals of the Downtown Plan.

5. 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, addition of cultural events facilities, promotion of economic development and the creation of housing.

**C. Team Experience**

1. Experience

Proposer must provide a brief description of their team's demonstrated expertise and track record in the development of complex structures in urban environments that have revitalized communities and furthered economic development. This description should include the team's experience in financing, developing and leasing. Provide at least two examples of past successful developments that the Proposer was involved in or redevelopment projects for which the Proposer took the lead.

If the Proposer will be operating the Public Amenity space, or any associated parts of the proposed development, provide a description of their experience in operating similar facilities and provide examples of past success.

## **D. Design**

### 1. Conceptual Design

Provide design information for the Project in the form conceptual elevations and site plans. Show the proposed development(s)' height, size, design, massing and interaction with the existing environment. Describe how the design reflects the appropriate urban form, includes a vibrant streetscape, and provides pedestrian connections to the surrounding area. Share how the design will provide public access and a continuation of the public realm. Finally, describe service areas and design plans to ensure they do not negatively affect the public realm.

Show specific sizes and capacity of all the spaces that will be a part of the Public Amenity portion of the Project. Provide sufficient information showing a demand in the existing market for the selected Public Amenity space. Highlight how these specific areas will be programed and the expected number and frequency of events they will have, if any.

### 2. Proposed Change to Existing Zoning or Design Constraints

If a variance or a zone change of any kind 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, and what other proposal should be considered if the Proposer does not obtain the requested variance or zone change.

### 3. Parking

Identify the total number of off-street parking spaces that will be provided for the proposed development(s). Outline a plan that adequately addresses the existing spaces on site and the increased parking demand that will be created by the development of the Project.

### 4. Energy Efficiency

Indicate in detail if and how the project will create, produce or use renewable energy and renewable energy technology. Include any waste and/or energy reduction measures that will be a part of the project. If the project is expected to receive any third party verification, identify the certifying organization and the expected certification level.

### 5. Crime Prevention

Show how the design features of the Project meet the principles for Crime Prevention Through Environmental Design (CPTED).

## **E. Financial Structure**

### **1. Project Budget**

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

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

- a. Purchase Price 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 and Re-Plat
  - vii. Appraisal
  - viii. Market Study (if applicable)
  - ix. Legal
  - x. Title
  - xi. Consultants (if any)
  - xii. Soft Cost Contingency
  - xiii. Developer Fee
- d. Reserve Set-Up Costs

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 sale or ground lease price for the site.

### **2. Operating Budget**

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 operating income that is expected from the operation of the Public Amenity space, if it will generate income. Provide a detailed breakdown of where different income streams will come from (events, performances, admission fees, permit fees, etc.) that contribute to the total projections.
- b. Any gross and net residential rental income (showing vacancy assumptions)
  - a) Show estimated income broken down on a price per square foot basis
- c. Any gross and net commercial rental income (showing vacancy assumptions)

- a) Show estimated income broken down on a price per square foot basis
- d. Any other source of income and/or liabilities that are expected with the operation of the completed Project
- e. Administrative expenses (accounting and audit; advertising; legal; property management fee; management salaries and taxes; other administrative costs)
- f. Operating expenses (Gas; Electricity; Water and Sewer; Garbage/Trash; Other)
- g. Maintenance Expenses, including landscaping (Third party maintenance costs, including labor and materials; Maintenance/Janitorial staff salaries and taxes; Maintenance supplies; Repairs; Decorating; Other)
- h. Fixed Expenses (Real Estate Taxes; Insurance; Other)
- i. Reserves (Replacement, Operating, Other)
- j. Debt payments
- k. The total annual amount of subsidies needed for operation.

3. City Assistance

Provide a detailed description of any funding assistance the City would need to provide for the successful execution of the proposed Project. Specify specific dollar amounts that are being requested and what any contributions will be used for in the Project. If ongoing financial or operational assistance is expected of the City, explain what those contributions and obligations would be on an annual basis.

4. Operation and Management Structure

Explain how the Public Amenity and any additional uses developed as part of the Project, will be owned, managed and operated once it is completed. Identify who will be the party responsible for daily operation activities, scheduling events, programming of activities in any spaces, etc. If the City is to assist in the operation of any space identify the roles and responsibilities it will be expected to undertake. Include any single and reoccurring financial contributions that are expected from the City in order to maintain the operation and success of the Public Amenity portion of the Project.

**F. Financial Capacity**

1. Letters of Interest

Provide letters of interest from all financial sources listed in the project budget.

The letters of interest should clearly identify the amount and terms of proposed financing.

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 financial and lending institutions that 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. Reference letters should show the amount of financial assistance provided and the name of the project. 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 two most recent fiscal years for the developer and all partners owning 10% or more share of the development entity. If the Proposer or a partner/member/shareholder 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 E, 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.**

**G. Timeline**

1. 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, application 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 and will be tied to reversionary provisions. However, the City recognizes that the actual start date (and subsequent benchmark dates) may change based on when the Development Agreement is executed.**

2. Other Information

Clearly identify the terms of the sale or ground lease being offered to the MRA for the property(s).

\*If an additional City owned property is being requested as an incentive for the successful completion of the Project. Clearly identify which City owned property is being requested and the fair value that the Proposer offers to the City 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, selected by the City Planning Director.

### **B. Evaluation Process**

Below is the process for determining the most qualified developer and appropriate proposal.

1. The Ad Hoc Selection Committee will review all proposals against the Evaluation Criteria listed on the Proposal Evaluation Criteria Matrix, page 20 (also Exhibit F).
2. The Ad Hoc Selection Committee may send questions to Proposers to seek clarification on portions of their proposals.
3. The Ad Hoc Selection Committee may conduct interviews of the top Proposers following the initial review. The City may request supplemental information during the selection process.
4. A recommendation will be made to the ADC by the Ad Hoc Selection Committee. The top Proposers may be requested to make a presentation to the ADC.
5. The ADC will make the final selection, and negotiation of the Development Agreement will follow. The ADC may consider the recommendation of the Ad Hoc Selection Committee. If the ADC does not have a quorum due to recusals for the selection of this RFP, or for any other reason is unable to reach a majority decision, the MRA Manager shall make the final selection.

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.

### **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 F in this document, resulting in a numerical score for each proposal. There are a total of 100 points available in the categories listed. All properly submitted Proposals are subject to these evaluation criteria.

### **D. Appeal Procedures**

Within 15 days after the ADC's final selection, 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.

## **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 Planning Department, 3<sup>rd</sup> floor of the Plaza del Sol building located at 600 2<sup>nd</sup> 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: Matthew Butkus, Metropolitan Redevelopment Agency  
Title of Proposal: Civic North Project Proposal

**EXHIBIT F - PROPOSAL EVALUATION CRITERIA MATRIX**

<b>Criteria</b>	<b>Maximum Points</b>	<b>Points Received</b>
<p>1. Consistency with the City’s Project Goals and Community Benefit</p> <ul style="list-style-type: none"> <li>• Proposal provides a significant Public Amenity in Downtown Albuquerque.</li> <li>• Public Amenity meets and unmet need in the Community</li> <li>• The Project enhances placemaking in and around the area.</li> <li>• Potential of Proposal to catalyze further redevelopment and economic activity in the area.</li> <li>• Contribution to the goals of the Downtown Plan.</li> </ul>	<b>20</b>	
<p>2. Team Experience</p> <ul style="list-style-type: none"> <li>• Past performance and overall experience of individuals or project team on similar projects.</li> </ul>	<b>15</b>	
<p>3. Design</p> <ul style="list-style-type: none"> <li>• Design of the Project is appropriate for the location and urban context of the site.</li> <li>• The Project incorporates sustainable design features and renewable energy elements.</li> <li>• Determination if how parking demand will be addressed.</li> </ul>	<b>15</b>	
<p>4. Financial Structure</p> <ul style="list-style-type: none"> <li>• Evaluation of project budget, including (but not limited to) construction, soft costs, developer fee, initial reserve amounts and financial feasibility.</li> <li>• Evaluation of operating pro-forma, including income expenses, reserve contributions, debt payments, etc.</li> <li>• Minimizes the financial assistance that will need to be provided by the City to complete and operate the Project.</li> <li>• Feasibility of operation and maintenance plan</li> </ul>	<b>25</b>	
<p>5. Financial Capacity</p> <ul style="list-style-type: none"> <li>• Proposer demonstrates adequate financial capacity to develop the proposed Project (evaluated through information provided in response to Other Financial Obligations, Financing References and Financial Statements)</li> <li>• Proposer demonstrated adequate financial risk in the Project</li> </ul>	<b>20</b>	
<p>7. Timeline</p> <ul style="list-style-type: none"> <li>• Evaluation of the achievability of the Proposer’s time schedule and the Proposer’s ability to complete the project satisfactorily in a timely manner.</li> </ul>	<b>5</b>	
<b>TOTAL POINTS</b>	<b>100</b>	

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