

# **City of Albuquerque**

## **Request for Proposals**

**7909 Central Avenue NW  
Northwest Corner of Unser Boulevard and Central Avenue  
Albuquerque, NM 87121**

**Solicitation Number: RFP 03-2017**



**Issuance Date: March 28, 2017**

**Due Date: September 1, 2017 at 5 p.m. Mountain Standard Time**  
(Due date and time shall be strictly observed.)

**Site Tour**

**10:00 A.M.**

**April 20, 2017**

**7909 Central Avenue NW  
Albuquerque, NM 87121**

**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

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**ALL EXHIBITS CAN BE VIEWED AT:** [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)

## 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 and score 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 of the RFP. For this RFP, Gabriel Rivera – (505) 924-3356, jgrivera@cabq.gov.
<b>Development Agreement:</b>	The terms of the awarded contract between the successful Proposer and the City.
<b>Master Developer</b>	The Proposer that is selected by the ADC or, if the ADC for any reason is unable to reach a majority decision, by the MRA Manager, 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 is central to the redevelopment process and key activities must in accordance with it.
<b>Project:</b>	The focus of this RFP. This includes the property defined by this RFP and all developments on the site. The Project must in accordance with the MR Plan.
<b>Proposer:</b>	A person or entity responding to this RFP. Anyone that puts forth a proposal for this request.
<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 on the northwest corner of Unser Boulevard and Central Avenue in Albuquerque, New Mexico. The proposed Subject Site is located at 7909 Central Avenue NW and is shown in Exhibit A. The buildable area is approximately 6.60 acres, and the site is currently 347' by 832'. A site replat for the area can be found in Exhibit B.
<b>UNMH Clinic</b>	The Southwest Mesa Center for Family and Community Health, which is a family medicine location of the University of New Mexico Hospital. The clinic is located to the north of the Subject Site.
<b>WCMRAP</b>	West Central Metropolitan Redevelopment Area Plan. The City Council-adopted plan that serves as the MR Plan for the West Central Metropolitan Redevelopment Area. The WCMRAP can be found at <a href="http://documents.cabq.gov/planning/UDD/MRA/MRA-RedevPlan-WestCentralMRA.pdf">http://documents.cabq.gov/planning/UDD/MRA/MRA-RedevPlan-WestCentralMRA.pdf</a> .
<b>Zoning Code:</b>	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 to partner with a Master Developer to develop a vacant lot on City-owned property on the northwest corner of Unser Boulevard and Central Avenue on the west side of Albuquerque. In order to encourage redevelopment of the site to achieve the City's Project goals, the City will offer the Subject Site through a sale or long-term ground lease to the selected Master Developer for "fair value," which takes into account the community, economic and social benefits of the planned redevelopment.

### B. Project Goals

The following goals have been established for the Project:

- **Catalyst Project.** The City is looking for the Master Developer to develop the Subject Site into a catalyst site that spurs high-quality development in the surrounding area and fits seamlessly into the existing character. Proposals should include uses that benefit neighborhood residents and visitors. The Westside is one of the fastest growing and underserved commercial markets of Albuquerque. The redevelopment could potentially feature dining, retail, lodging/hotel, entertainment, and/or multifamily residential uses to create a dynamic experience for the Westside.
- **Vitality.** The Subject Site is located on Historic Route 66 in Albuquerque and is located next to the recently completed Patrick J. Baca Library. Likewise the adjacent City transit center will be increasing its capacity by upgrading the current facility. In addition, the UNMH Clinic to the north of the Subject Site is a busy healthcare provider. Redevelopment proposals should build off of the energy of these community serving establishments and be a resource for the local community to gather and create a corridor full of vitality and excitement.
- **Quality Design.** The City seeks proposals that feature a high quality and well-designed development that fits in Albuquerque's Central Avenue transportation corridor. The redevelopment should have a vibrant streetscape and direct pedestrian connections to Central Avenue and Unser Boulevard. The Subject Site should provide public access and be a continuation of the public realm. Finally, service areas for the redevelopment should not negatively affect the public realm.
- **Experience.** The project team shall be experienced and professional with a demonstrated expertise and track record in the development of projects similar to the one being contemplated by the Proposer.
- **Timing.** The City is looking for a Master Developer to develop the entirety of the Subject Site within an aggressive, but realistic timeline.
- **Contribute to the Goals of the WCMRAP.** Proposals should work to achieve the goals and objectives described in the WCMRAP. A summary of the WCMRAP can be found in Part I.D below.

### C. 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 an 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.*

### D. The West Central Metropolitan Redevelopment Plan

On June 7, 2004, the City Council adopted the WCMRAP. The goals of WCMRAP include increasing economic vitality, improving overall appearance and making design improvements to accentuate the distinctive identity of the opportunity sites identified in the WCMRAP and their surroundings. The Subject Site is identified within the WCMRAP as part of the Atrisco Business Park “Opportunity Site.” The entire WCMRAP can be found at <http://documents.cabq.gov/planning/UDD/MRA/MRA-RedevPlan-WestCentralMRA.pdf>.

### E. Offering of the Site

- **Current Ownership:** City of Albuquerque

- **Location and Site Description:** The Subject Site is shown in Exhibit A. It is located on the northwest corner of Central Avenue and Unser Boulevard. The current parcelization is shown in Exhibit C.
- **Zoning:** Currently, the site is zoned C-2 (For more information, please see the West Route 66 Sector Development Plan in Exhibit D).

The City’s Environmental Planning Commission will soon be considering an Integrated Development Ordinance (“IDO”). The goal of the IDO is to integrate and simplify the City’s zoning and subdivision regulations. If adopted by the City Council, the IDO will affect the zoning of the Subject Site. Future zoning proposed for the site per the IDO would be MX-H, which is mixed-use with high intensity uses. For more information on the IDO and the proposed MX-H zoning, please visit [www.abc-zone.com](http://www.abc-zone.com). The MX-H description is within Chapter 14-16-3-2 of the IDO draft sent to the Environmental Planning Commission.

- **General Conditions.** As seen on Exhibit A, the majority of the Subject Site is currently a half paved and half dirt, at-grade lot owned by the City.

On the southeast corner of the Subject Site, a deceleration lane for southbound vehicular traffic on Unser Boulevard turning west onto Central Avenue will be installed by the City. Likewise, a right-hand turn lane will be installed 300 feet from the Central and Unser intersection on Central. This will provide improved access to the site on the south side of the property. Finally, 60% improvements draft plans are included in Exhibit E. These proposed improvements could change as they are draft plans and not final..

On the north end of the Subject Site an additional access point will be made available just south of the UNMH Clinic. Details of this access point must be worked out with City’s Transit Department to ensure bus traffic flow is not inhibited. Furthermore, there is a vehicular and pedestrian access easement from the west side of the Subject Site between the City’s library and the transit center.

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

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

The City is open to a public-private partnership to spur 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:

1. **Cost of the 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.

The City will include performance measures and reversionary provisions in any executed Development Agreement that will be triggered by lack of performance by the Master Developer.

2. **City Plans to Benefit the Subject Site:** The City will put in new infrastructure surrounding the Subject Site, which is currently anticipated to be implemented starting in October 2017. Draft plans for these improvements can be found in Exhibit E. The improvements include:

- a. New sidewalks, landscaping and lighting will be installed on the east and south sides of the Subject Site (Note the lighting is not currently on the draft plans, but it will be included in later drafts);
- b. New drainage infrastructure on the south side of the Subject Site that will connect to Central Avenue (this infrastructure will rectify certain drainage issues affecting the Subject Site); and
- c. Right turning lane into the Subject Site from Central Avenue.

Additionally, the City will grant an easement for vehicular access to and from the north end of the Subject Site along the road utilized by City buses to access the adjacent transit center. However, the details of the access, including the location of the easement, must be worked out with the City's Transit Department.

3. **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, as well as all permit fees. The City may waive the associated impact fees, if any.
4. **Other Public Funding Sources:** Other public funding sources may exist that are not listed in this RFP. The City encourages Proposers to apply for other public funding sources, if necessary. It should not be assumed that any or all of the sources can be applied simultaneously to the (re)development. Proposers should keep in mind public incentives are subject to possible future amendments to applicable local, state and federal laws, regulations and policies that govern those incentive programs.

## **B. Master Developer Responsibilities**

The Master Developer 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;
- Budgeting and 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: [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)

- |   |                                   |
|---|-----------------------------------|
| ▪ Issue RFP   | March 28, 2017                    |
| ▪ Site Tour   | April 20, 2017 (10:00 am at site) |
| ▪ Deadline for submitting RFP questions<br>(City responses due within 5 business days of submittal) | August 18, 2017                   |
| ▪ Proposals Due   | September 1, 2017 at 5 p.m. MST   |
| ▪ Ad Hoc Committee Evaluation   | September and October, 2017       |
| ▪ Presentation to ADC for Selection   | November 16, 2017                 |

### B. RFP Contact and Communication

For this solicitation, direct all communication to the City Project Manager, Gabriel Rivera:

**City of Albuquerque Planning Department  
Metropolitan Redevelopment Agency  
Attn: Gabriel Rivera  
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 **Gabriel Rivera (505) 924-3356 or [jgrivera@cabq.gov](mailto:jgrivera@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](http://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](http://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 appeals 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 (Exhibit F) 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, 3<sup>rd</sup> Floor reception desk, attention Gabriel Rivera, 600 2<sup>nd</sup> Street NW, Albuquerque, NM, 87102 or e-mailed to the City Project Manager at [jgrivera@cabq.gov](mailto:jgrivera@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 **seven originals (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, 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.E.1, IV.E.4, and IV.E.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. After reviewing the proposals, the Ad Hoc Selection Committee and/or ADC may also request Proposer answers to questions.
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. Catalyst Project**

Provide an overview of the planned development and its associated amenities. Describe the proposed uses and potential tenants. Share a description of the anticipated approach to programming and redevelopment of the Subject Site. Describe how the Project will act as a catalyst for further redevelopment in the surrounding area. Share an overview of how the Proposer or the Proposer's agent will manage the property to ensure a high quality development that will draw Albuquerque residents to this location. Describe how the proposed development fits seamlessly into the existing character of the neighborhood.

#### **2. Vitality**

Describe how the proposed redevelopment will build off of the energy of the City's library and transit center in addition to the UNMH Clinic and how the proposal will help create a corridor of vitality.

#### **3. Quality Design**

Provide design information for the Project in the form of color drawings and exhibits suitable for study. Describe how the design fits in Albuquerque's Central Avenue transportation corridor and how the design will provide public access and a continuation of the public realm. Describe the development's streetscape and pedestrian connections. Finally, describe service areas and design plans to ensure they do not negatively affect the public realm.

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

4. Experience

Proposer must provide a brief description of their team's expertise and track record in the development of projects similar to the one being contemplated by the Proposer. This description should include the team's experience in financing, developing and leasing. Provide at least one example of a past successful development project that the Proposer was involved in for which the Proposer took the lead. In addition, provide information on the proposed property manager for the redevelopment and their experience managing similar developments.

5. Timing

Proposer shall provide a schedule of the proposed timeline to fully develop the Subject Site. The schedule shall be 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.**

6. WCMRAP Goals

Description of how the proposal achieves the goals and objectives in the WCMRAP.

**C. Benefit to the Surrounding Community**

1. Benefit to the Community

Clearly identify the terms of sale or ground lease being offered to the MRA for the property. 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 and promotion of economic development.

**D. 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 periods. 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

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. 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. 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/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 G, 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**

1. Compatibility with Adopted Codes

State if the proposed development will require a variance or a zone change. 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, and what other proposal should be considered if the Proposer does not obtain the requested variance or zone change.

2. Other Information

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 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 16 (also Exhibit H).
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 their 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.

Per the MR Code, Section 3-60A-12 (C), if no proposals are received or are acceptable, the MRA may negotiate an agreement with any of the Proposers who had submitted a proposal, or negotiate terms with any non-submitter.

### **C. Evaluation and Scoring**

The Ad Hoc Selection Committee will evaluate all responsive RFPs and measure each Proposer's response against the selection criteria set forth in Exhibit H 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. The ADC may consider the scoring when making a selection.

### **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 (8:00 am to 5:00 pm) until this RFP is closed. Proposals must be delivered to Plaza del Sol, Planning Department, 3<sup>rd</sup> floor 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: Gabriel Rivera, Metropolitan Redevelopment Agency  
Title of Proposal: **CENTRAL AND UNSER SITE REDEVELOPMENT PROPOSAL**

**EXHIBIT H - PROPOSAL EVALUATION CRITERIA MATRIX**

<b>Criteria</b>	<b>Maximum Points</b>	<b>Points Received</b>
<p>1. Consistency with the City’s Project Goals as Outlined in Part 1.B</p> <ul style="list-style-type: none"> <li>• Catalyst Project - Proposal provides a catalyst site that spurs high-quality development in the surrounding area and fits seamlessly into the existing character.</li> <li>• Vitality – Proposed development builds off the energy of current community serving establishments, is a resource for the local community and creates a corridor full of vitality and excitement.</li> <li>• Quality Design - Overall quality of design of the development.</li> <li>• Experience - Past performance of individuals or project team on similar projects.</li> <li>• Timing - 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> <li>• WCMRAP Goals – Proposal achieves the goals and objectives described in the WCMRAP.</li> </ul>	<p>50</p> <p>30</p> <p>30</p> <p>20</p> <p>10</p> <p>40</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>2. Benefit to the Surrounding Community</p> <ul style="list-style-type: none"> <li>• 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, etc.)</li> </ul>	<p>20</p>	<p>_____</p>
<p>3. 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> </ul>	<p>20</p> <p>20</p>	<p>_____</p> <p>_____</p>
<p>4. Financial Capacity</p> <ul style="list-style-type: none"> <li>• Provided adequate information showing evidence of interest from all proposed financial sources for the Proposer’s redevelopment.</li> <li>• Proposer demonstrates adequate financial risk in the Project.</li> <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> </ul>	<p>10</p> <p>20</p> <p>20</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>6. Project Details</p> <ul style="list-style-type: none"> <li>• Achievability of any proposed zone change or variance (Proposers that do not require a zone change or variance will automatically receive full points for this category).</li> </ul>	<p>10</p>	<p>_____</p>
<b>TOTAL POINTS</b>	<b>300</b>	_____

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