



**REQUEST FOR PROPOSALS**  
**LEGAL NOTICE**

CITY OF ALBUQUERQUE

The Department of Health, Housing & Homelessness Invites Proposals for its

**2024 Affordable Rental Housing Project Gap Financing Utilizing Coronavirus State and Local Fiscal Recovery Funds (RFP-2024-600--RG)**

The City of Albuquerque's Department of Health, Housing & Homelessness (HHH) is inviting non-profit developers and governmental entities to submit proposals for gap financing towards the development of Affordable Rental Housing in Albuquerque.

**I. LOCATION:**

Based on the available sources of funding, the development of such an Affordable Housing project must be located within the Albuquerque city limits.

The City of Albuquerque desires to provide gap funding towards the new construction or acquisition/rehabilitation and/or preservation of new units of multi-family, rental housing for persons at or below 80% of the Area Median Income.

**II. DEVELOPMENT:**

The purpose of this Request for Proposals (RFP) is to solicit effective proposals from qualified non-profit organizations and government entities interested in developing a multi-family rental project that is affordable to low and moderate households and will leverage financing from the Low Income Housing Tax Credits (LIHTC) program. The City of Albuquerque has allocated up to \$4,000,000 in Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) from U.S. Department of the Treasury in accordance with the American Rescue Plan Act (ARPA), for this RFP. The City of Albuquerque will act as a pass-through entity for the CSLFRF from the State of New Mexico.

Proposed affordable housing development projects need to demonstrate the capacity to obtain additional project financing from available sources such as the Low Income Housing Tax Credit Program, other HUD Programs, bank loans, etc.

### **III. ELIGIBLE RESPONSE ENTITIES**

Non-profit organizations or governmental entities, along with their development team, such as for-profit corporations, limited liability companies, and partnerships which have demonstrated capability in providing the services for which they are applying are eligible to respond as Applicants to this RFP. Lead applicant organizations must be duly registered and in good standing with the State of New Mexico Public Regulation Commission, and must either be a governmental entity or have not-for-profit status under 501(c)(3) or equivalent non-profit status provided under the U.S. Internal Revenue Service Code and which has demonstrated capability in providing the services for which it is applying is an eligible responder for award of a contract pursuant to this RFP. Basic eligibility requirements are identified in the [\*Administrative Requirements for Social Services Contracts Awarded Under the City of Albuquerque units \(Administrative Requirements\)\*](#), § 10 (A)(1).

### **IV. SCOPE OF SERVICES:**

This request for proposals is focused on closing the financial gap for developing two or more multi-family rental projects that are affordable to low and moderate income households and will leverage either the 4% or 9% Low Income Housing Tax Credits (LIHTC).

The percentage of units affordable to low- and moderate-income households must meet these minimum criteria, in order to be aligned with LIHTC program requirements:

At least 20% of the Units in the Project will be rent-restricted to and occupied by households whose income is at or below 50% of the Area Median Income (AMI).

At least 40% of the Units in the Project will be rent-restricted to and occupied by households whose income is at or below 60% of the AMI

Additionally, this RFP prioritizes affordable housing projects that serve seniors (age 55+) and therefore, will provide preference points in Appendix C for proposed senior communities that will provide at least 50-units that are income-restricted for this population.

The selected Offeror will comply with all applicable statutory and/or regulatory requirements, including but not limited to:

Administrative Requirements for Contracts Awarded Under the City of Albuquerque DFCS; City of Albuquerque's Social Services Contracts Procurement Rules and Regulations; Integrated Development Ordinance (IDO) and the drainage requirements for developing an Affordable Housing parcel; and any applicable Federal or State statutory and/or regulatory requirements.

## **V. SELECTION PROCESS:**

Developer selection will involve the following process:

- Qualification of applicants as non-profit or governmental entity;
- Review of Project Proposals by Ad Hoc committee for recommendation of award(s);
- Review and approval of Ad Hoc recommendation by HHH Director;
- Funding allocation for Development Agreement subject to City Council approval;
- Final approval of Council-approved Development Agreement subject to CAO approval.

## **VI. SELECTION CRITERIA:**

The City's Ad Hoc committee will review and score all projects received by the deadline that meet threshold criteria. The project with the highest overall score will receive a recommendation of funding award. Depending on the funding levels requested, multiple projects may be selected. Any resources not allocated under this RFP may be rolled over into future RFPs.

HHH staff and the City's Ad Hoc Committee will use the following appendices to evaluate the proposed projects and determine if each proposal meets the intent of the RFP:

- Project Application (Appendix A); and
- Multifamily Underwriting Template (Appendix B); and
- Project Scoring Matrix (Appendix C); and
- Supporting Documentation (Appendix D); and

## **VII. PROPOSAL SUBMISSION:**

The RFP containing all information and instructions to Developers, copies of planning documents relevant to this Request for Proposals, and the forms required to be filled out and submitted as part of the proposal will be available on or before June 2, 2024.

An optional Pre-Proposal conference will be held on Wednesday, June 5, 2024 at 10:00 am local time, virtually via Zoom through the following link or by dialing: +1 669 900 6833; Join Zoom Meeting <https://cabq.zoom.us/j/88900589114> Meeting ID: 889 0058 9114

Technical Assistance will only be provided through the Bonfire eProcurement system. Questions and Answers will be made public within the Bonfire portal for all interested to review. No RFP correspondence with City staff is permitted outside of the Bonfire eProcurement system.

**Submission of Proposals:** The Offeror's Proposal must be submitted **electronically** through the eProcurement system pursuant to the following requirements: Complete Proposal including all forms, attachments, exhibits, Technical Proposal, Cost Proposal, etc. using the eProcurement System at: <https://cabq.bonfirehub.com/portal/?tab=openOpportunities>.

**Proposals must be received by the City's eProcurement system no later than 4:00 pm local**

**time on Monday, July 1, 2024.**

HHH RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO END THE SELECTION PROCESS AT ITS DISCRETION.