MIDTOWN

THE CENTER OF SANTA FE

Midtown Santa Fe

Parcel K-1B Offering Memorandum | Request for Proposal

October 16, 2026

The City of Santa Fe Metropolitan Redevelopment Agency presents a rare and compelling opportunity to shape the future of affordable housing in one of America's most culturally significant cities. The MRA is seeking a visionary development partner to deliver a transformative affordable housing community on Parcel K-1B within the Midtown District, a 64-acre mixed-use redevelopment that will serve as the vibrant heart of Santa Fe for generations to come.

This is a unique opportunity to create lasting social impact while participating in one of Santa Fe's most ambitious urban revitalization efforts. Located at the geographic center of Santa Fe, the Midtown District represents the City's commitment to building an inclusive, sustainable future that honors its past while embracing innovation.

Table of Contents

Section	Page
Santa Fe Midtown District Overview	3
Santa Fe Midtown District Planning Process	4
Parcel K-1B Overview	5
Parcel K-1B Site Characteristics	6
Santa Fe Midtown Housing Requirements	8
Santa Fe Demographic and Employment Trends	10
Santa Fe Multifamily Housing Trends	11
Santa Fe Retail Market Trends	12
Purpose of the Request for Proposal	13
Scope of Procurement	14
Scope of Work	15
Procurement Manager	16
Sequence and Explanation of Events	17
Response Format and Organization	21
Evaluation	22
Attachments	25
Appendix	26

Santa Fe Midtown District Overview

The Midtown Site is a 64-acre property located at the geographic center of Santa Fe at 1600 St. Michael's Drive. Once home to the College of Santa Fe and later the Santa Fe University of Art and Design, the site has served as a cultural, educational, and civic anchor in the community since its inception. Following the University's closure in 2018, the City of Santa Fe assumed ownership and launched a comprehensive planning process to reimagine the property.

Santa Fe Midtown District Planning Process

The city has developed and adopted the regulatory framework and the detailed community vision. The Master Plan Vision calls for a mixed-use district serving all residents, incorporating:

- Housing (including substantial affordable housing component)
- Employment centers
- Arts and culture venues
- Educational facilities
- Open space and recreation
- Civic institutions

A central objective is addressing Santa Fe's acute housing affordability challenges, including persistent shortages of quality rental housing affordable to low- and moderate-income households.

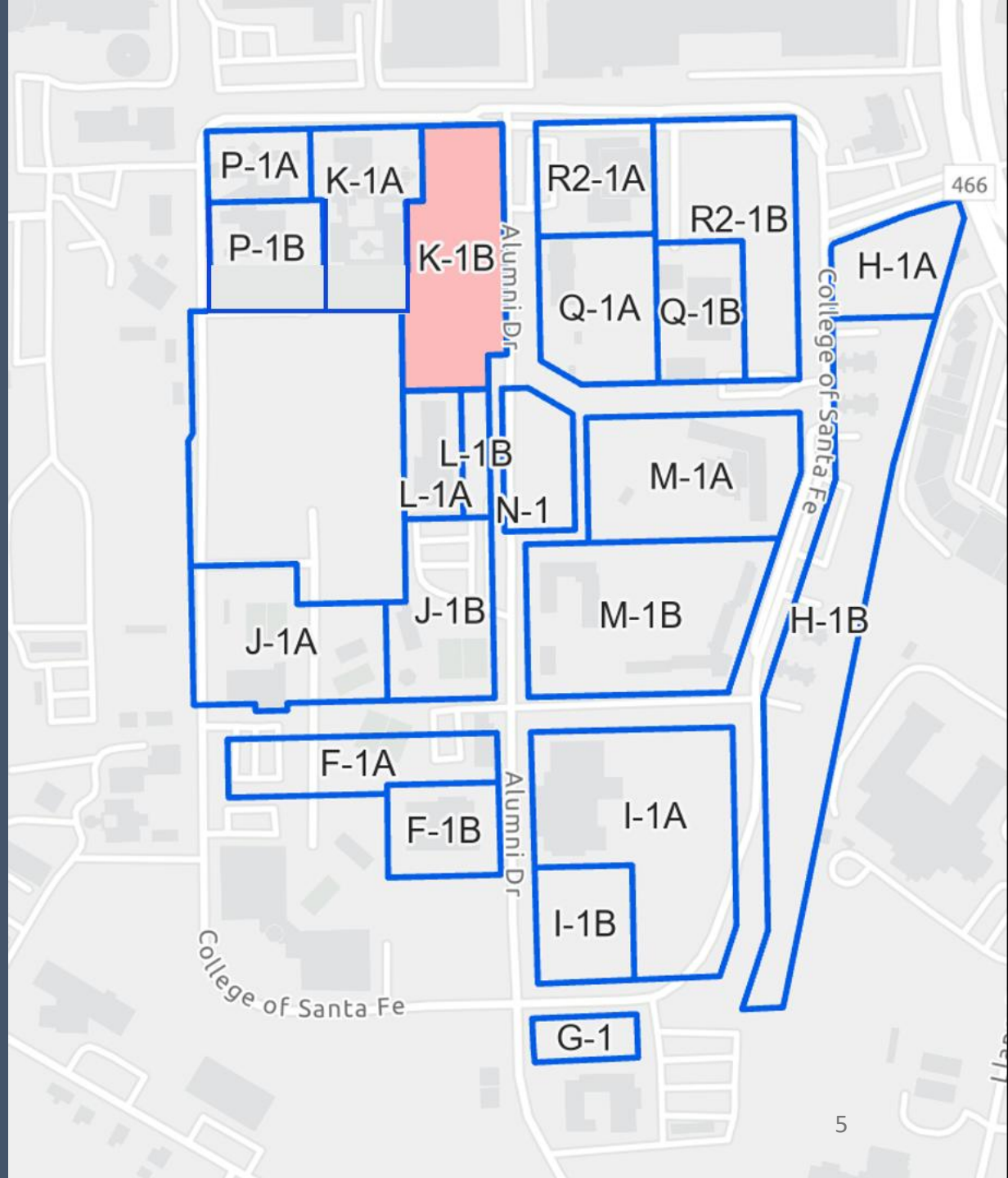
Parcel K-1B Overview

Parcel K-1B encompasses approximately 2.5 acres of City-owned land positioned within a mixed-use community designed to integrate housing, employment, arts, culture, education, and civic life. This site has served as an educational and cultural anchor for decades. Now, it stands ready for its next chapter: delivering quality, deeply affordable housing to the families, essential workers, and long-time residents who form the backbone of Santa Fe's community.

Parcel K-1B offers exceptional connectivity and compelling strategic advantages that position it for development success. The parcel benefits from strong physical and visual connections to established schools, diverse employment centers, transit corridors, and surrounding residential neighborhoods. This central location ensures that future residents will have convenient access to daily needs, employment opportunities, and community amenities—critical factors for affordable housing success and resident quality of life.

The site sits within the framework established by the Midtown Master Plan, which specifically designates this area for higher-density, mixed-income housing development. This supportive land use context removes many of the regulatory uncertainties that often complicate affordable housing development. Rather than fighting for density or seeking variances, developers will work within a plan explicitly designed to accommodate and encourage exactly the type of development this opportunity envisions..

Infrastructure and Integration
As part of the larger 64-acre Midtown redevelopment, Parcel K-1B will benefit from coordinated infrastructure planning and investment. The City is actively planning utilities, roadways, and supporting infrastructure as part of the comprehensive district transformation. While the developer will be responsible for site-specific planning, utility connections, and on-site improvements (to be negotiated in the Disposition and Development Agreement), these efforts will occur within a context of broader public investment and coordinated development phasing.



Parcel K-1B Site Characteristics

Location
Parcel K-1B is located at 1600 St. Michael's Drive, at the geographic center of Santa Fe within the 64-acre Midtown District. The site comprises approximately 2.50 acres or 108,900 square feet. Rather than serving as an isolated affordable housing site, this parcel will be an integral component of a vibrant mixed-use district, benefiting from coordinated public investment and surrounded by complementary uses.

Zoning
Parcel K-1B offers a land use framework specifically designed to facilitate higher-density affordable housing. The site is governed by the **Midtown Master Plan** and **Midtown Community Development Plan**, which support and prioritize mixed-income housing in this area.

The Midtown Local Innovation Corridor Overlay provides three critical advantages:

- Reduced development fees that improve project feasibility
- Expedited review timelines that compress schedules and reduce carrying costs
- Administrative development plan review for qualifying projects, providing predictability and speed

All entitlements will be pursued administratively per SFCC Chapter 14-3.8(B)9. This provides no lengthy public hearings or unpredictable political processes. The developer remains responsible for obtaining required approvals and meeting Midtown design standards, but the pathway is streamlined and efficient.

Parcel K-1B Site Characteristics

Utilities
Utilities, roadways, and infrastructure are being planned as part of the larger Midtown redevelopment, providing context and support for individual developments. The developer will handle site-specific planning, utility connections, and on-site improvements (as negotiated), but these occur within a framework of coordinated public investment.

During the 18-month ENA Due Diligence Period, parties will negotiate terms for any public infrastructure improvements directly impacting the development, with agreed terms incorporated into the final Disposition and Development Agreement. This process provides clarity and certainty before binding financial commitments are made.

The developer must coordinate horizontal development activities with the City's infrastructure planning to ensure alignment with the Midtown Master Plan—creating a unified district rather than disconnected projects.

Parking
The City has eliminated minimum parking requirements for this affordable housing development. However, the developer retains responsibility for determining appropriate parking supply based on target resident demographics, transit accessibility, Midtown Master Plan objectives, market demand, and LIHTC requirements. The site's central location and strong transit connections support reduced parking ratios.

Santa Fe Midtown Housing Requirements

The City seeks a development that maximizes affordability while maintaining financial viability and design excellence. The program calls for new affordable rental housing utilizing Low-Income Housing Tax Credits (LIHTC) in conjunction with other funding sources to serve households earning at or below 80% of Area Median Income, with a strong preference for deeper affordability where feasible.

This project will provide a minimum 20-year affordability commitment, ensuring long-term housing security for Santa Fe's workforce and families through income certification, recorded covenants, land use restrictions, and lease protections. The development must embody the City's vision for equitable, sustainable growth—featuring 100% electric design with integrated photovoltaics, high-quality architecture that complements the Midtown aesthetic, and public art woven throughout the community to celebrate Santa Fe's renowned creative spirit.

Recognizing the critical importance of this project, the City of Santa Fe has assembled a comprehensive package of financial incentives, regulatory flexibility, and partnership support designed to enhance project feasibility and streamline development.

Santa Fe Midtown Housing Requirements

Financial Incentives:

- Discounted or waived development fees, including Impact Fees and Utility Extension Charges (UECs)
- Grant and funding application sponsorship for state and local funding opportunities
- Access to the City of Santa Fe Affordable Housing Trust Fund for soft financing with application and support from MRA
- Flexible site disposition options, including long-term ground lease, site purchase, or alternative arrangements with City co-developer fee participation

Regulatory Advantages:

- No minimum parking requirements, allowing for efficient site utilization and reduced development costs
- Administrative development plan review for qualifying projects, significantly expediting approvals
- Qualifying Project status under the Midtown Local Innovation Corridor Overlay, providing reduced fees and accelerated review timelines
- Streamlined entitlements processed administratively

Partnership and Support:

- City sponsorship of grant applications and collaborative funding pursuits
- Coordination with infrastructure development as part of the broader Midtown investment
- Technical assistance throughout entitlement, permitting, and development phases

Santa Fe Demographic and Employment Trends

Population and Household Growth

The 3-mile trade area demonstrates stable, moderate growth. Population increased 4.57% from 57,625 in 2020 to 60,261 in 2025, and is projected to grow an additional 2.27% to 61,628 by 2030. Household counts followed a similar trajectory, expanding 4.27% from 27,688 to 28,871 over the same five-year period, with projected growth of 2.28% through 2030.

Demographic Profile

The trade area reflects an affluent, mature population. Median household income reached $72,328 in 2025, representing 22.1% growth from $59,252 in 2020. Average household income climbed to $96,124, up from $81,028. Notably, 27.1% of households earn over $100,000 annually, with 9.86% exceeding $200,000.

The population skews older, with a median age of 49 years and 29.3% of residents aged 65 or above. The area is culturally diverse, with 48.7% of the population identifying as Hispanic origin.

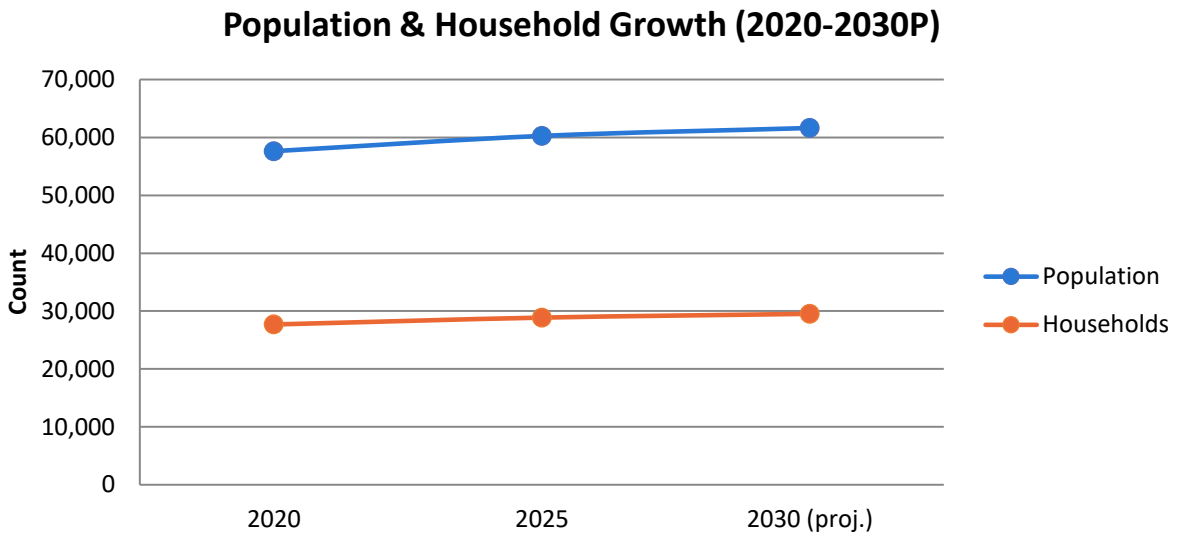
Housing Characteristics

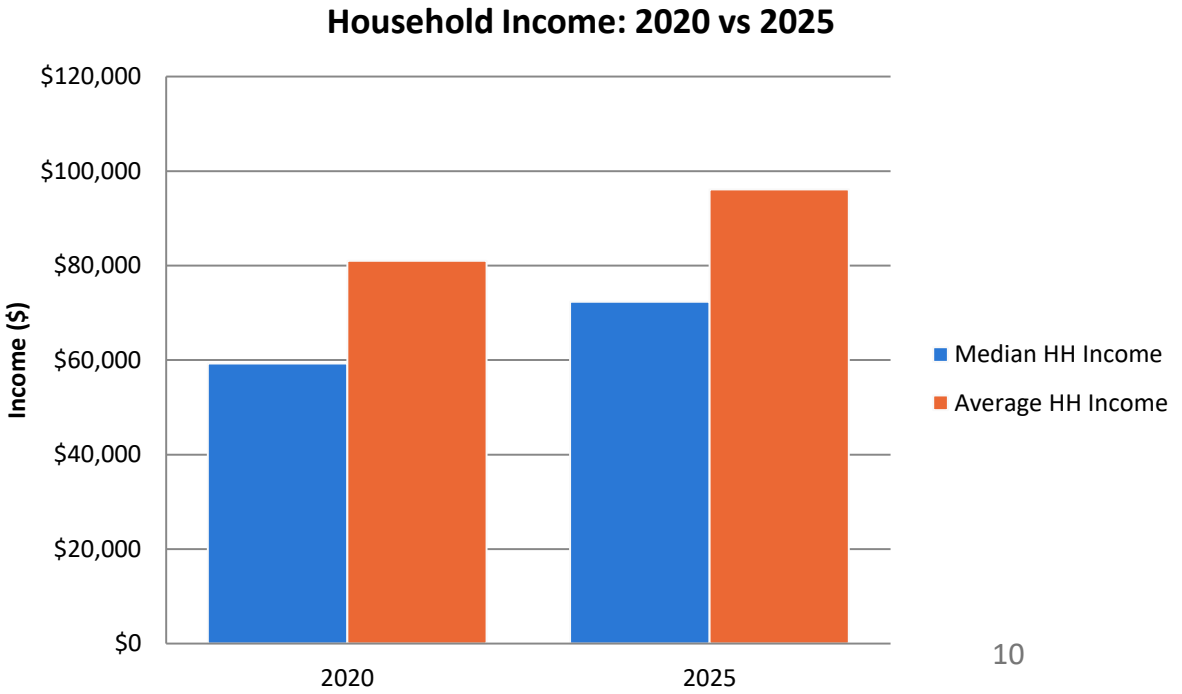
Owner occupancy stands at 54.8%, slightly above the renter share of 45.2%. The median home value of $465,944 underscores the area's premium residential character.

Employment Base

The 3-mile radius supports a robust daytime employment base of 59,873 employees across 6,910 businesses, yielding an average of 9 employees per business. The largest employment sectors include Public Administration & Sales (17,539 employees), Health Care & Social Assistance (10,420 employees), and Retail & Wholesale Trade (8,348 employees). The civilian labor force participation rate is 60.4%, with unemployment at just 2.3%.

By occupation, the workforce is highly skilled, with 33.2% employed in Professional & Management roles and 13.2% in Education & Health services. Educational attainment is strong, with 47.4% of adults holding a bachelor's degree or higher.





Santa Fe Multifamily Housing Market Trends

Current Market Conditions (Mid-2026)
The Santa Fe multifamily submarket is experiencing elevated vacancy following an unusually large development cycle. Vacancy peaked at 18.5% in late 2025 and has since declined to 13.2%, though this remains well above historical averages for this supply-sensitive market.

Supply and Demand Dynamics
Demand has been strong, with approximately 580 units absorbed over the past 12 months—more than double the typical annual pace. However, this absorption has not fully offset the impact of recent construction. Approximately 350 units were delivered in the past year, and while net absorption exceeded new supply, vacancy remains elevated due to the cumulative effect of the recent development cycle.

Rent Performance
Asking rents declined 2.8% year-over-year to approximately $1,830 per unit, with effective rents facing additional pressure from prevalent concessions. The luxury segment (4 & 5 Star properties) has been most affected, as the majority of recent and upcoming deliveries concentrate in this tier, intensifying competition and limiting pricing power.

Market Outlook (2026-2028)
The submarket is projected to remain in an extended adjustment phase through at least 2028. Approximately 560 units are currently under construction, representing 11.2% of existing inventory. Vacancy is forecast to ease gradually but remain in the low- to mid-teens through 2027-2028, with subdued rent growth and continued competition among newer assets expected throughout this period.

Image: Dominum Management Services

Santa Fe Retail Market Trends

Current Market Conditions (Q2 2026)
The Santa Fe retail market reported a vacancy rate of 2.9%, representing a 1.1 percentage point increase over the past year driven by negative net absorption of 96,000 SF against minimal new supply of 14,000 SF. Current vacancy exceeds both the five-year average of 1.6% and the 10-year average of 2.2%, with year-end 2026 vacancy forecast at 3.3%. Approximately 300,000 SF is listed as available, representing a 3.0% availability rate.

Subtype Performance
Vacancy rates vary significantly by property type: neighborhood centers lead at 6.1%, followed by strip centers at 1.3%, general retail at 1.4%, and malls at 0.3%. Power centers report zero vacancy. The market contains approximately 9.9 million SF of retail inventory, with general retail comprising the largest share at 5.7 million SF.

Construction Pipeline
No retail space is currently under construction in Santa Fe, notably below the 10-year average of 4,700 SF. This signals limited near-term supply pressure.

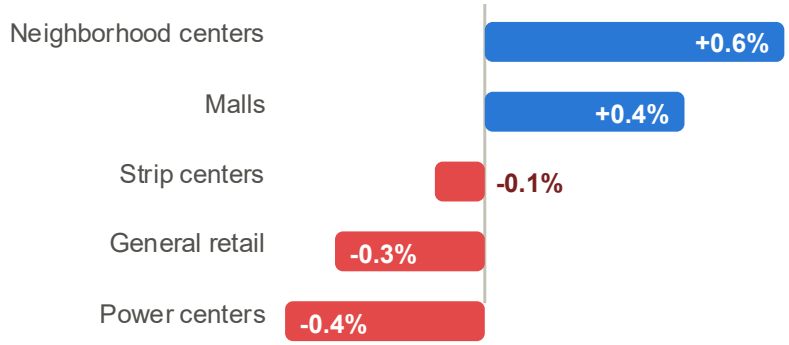
Rent Performance
Market rents average $24.00 per SF, flat year-over-year compared to 1.8% national growth. Performance varies by subtype: neighborhood centers grew 0.6% and malls 0.4%, while power centers declined 0.4%, strip centers fell 0.1%, and general retail decreased 0.3%. Despite current stagnation, Santa Fe's longer-term rent growth has been stronger, averaging 3.3% annually over five years and 2.8% over ten years.

Market Outlook
Overall annual rent growth is forecast to end 2026 at -0.4%, underperforming the 1.8% national average, as the market absorbs elevated vacancy levels in a constrained supply environment.

Rent performance

Market rent	Santa Fe YoY growth	National YoY growth	5yr / 10yr avg growth
$24.00/SF	0.0%	1.8%	3.3% / 2.8%

Year-over-year rent growth by subtype



Net absorption	New supply	Available space	5yr / 10yr avg vacancy
-96,000 SF	14,000 SF	300,000 SF (3.0% availability)	1.6% / 2.2%

1. Purpose of the Request for Proposal

The purpose of the Request for Proposals (RFP) is to solicit proposals to establish a contract through competitive negotiations for the procurement of an affordable housing project on Parcel K-1B of the Midtown Site.

The City is making available approximately 2.5 acres of City-owned land within the Midtown property, the future home of a vibrant mixed-use district in the geographic center of Santa Fe. Through this procurement, the City seeks to identify and contract with a developer capable of utilizing the federal Low-Income Housing Tax Credit (LIHTC) program in conjunction other sources to deliver a high-quality, sustainable, and affordable rental housing community.

The selected developer (the “Offeror” or “Developer”) will be responsible for all aspects of the Project including, but not limited to, financing, design, entitlements, construction, lease-up, property management, long-term compliance, and ongoing maintenance.

The City’s goal is to create a development that:

- Maximizes the number of affordable units feasible on the site;
- Serves households earning at or below 80% of Area Median Income, with a preference for deeper affordability where financeable;
- Advances the vision of the Midtown Master Plan as amended (2025) and Midtown Community Development Plan (2023);
- Embodies equitable development principles, sustainability, and high-quality design; and
- Provides long-term affordability protections for a minimum of 20 years through income certification, recorded covenants, land use restrictions (LAURA) and lease restrictions.

The City intends that this procurement will result in a Disposition and Development Agreement (DDA) or long-term ground lease with the selected Developer, subject to approval by the Governing Body

2. Scope of Procurement

The parcel identified for this affordable housing was the site of the Luke Science Center for the College of Santa Fe and Santa Fe University Art and Design and College of Santa Fe. Upon the closure of the University, science classrooms and laboratories were abandoned without proper chemical handling practices. Luke Hall must be demolished and appropriately remediated after demolition; the selected Offeror will be responsible for mitigating any and all site conditions that may arise.

The Developer will be responsible for completing the following and all future site assessments and studies (as applicable) including but not limited to: soils testing for hazardous materials, due diligence, designing, entitling, financing, building and operating the proposed development on the Site in addition to community engagement activities associated with each phase of development.

Phase 1 Environmental Studies required & Mitigation requirements: The Offeror will be responsible for any site characteristics and demolition, made possible through an extended escrow process.

Size and Location: Approximately 3.9 acres, centrally located within the Midtown Site, with strong connections to schools, employment centers, transit, and surrounding neighborhoods.

Ownership: The parcel is owned by the City of Santa Fe and will be made available to the selected Developer through a Disposition and Development Agreement (DDA) or long-term ground lease.

Land Use and Zoning: The Midtown Master Plan establishes a framework for higher-density, mixed-income housing in designated areas. The selected Developer will be responsible for obtaining all required land use entitlements and approvals consistent with City regulations.

Infrastructure: Utilities, roadways, and other infrastructure are being planned as part of the larger Midtown redevelopment effort. The Developer will be responsible for site planning, utility connections, demolition, remediation as needed, and on-site improvements as negotiated.

Environmental and Geotechnical Conditions: The Developer will be responsible for any additional studies and for addressing site conditions as needed, including Environmental Phase 1 studies and demolition of Luke and Mouton Hall structures.

Design Integration: Development on K-1B should be designed to integrate with the Midtown District's future street network, open space framework, and adjacent uses, while meeting the City's standards for design quality, sustainability (100% electric design including photovoltaics), a commitment to public arts as integrated throughout the development, and community benefit.

The selected Developer will be responsible for planning, financing, constructing, operating, and maintaining the project, including compliance with all applicable LIHTC regulations, long-term affordability covenants, New Mexico, and City of Santa Fe covenants and ordinances. The City expects the project to serve as a model for equitable development at Midtown, providing lasting housing affordability and community value.

3. Scope of Work

To ensure a financially feasible Project, the City is providing flexibility to Offeror's as to the manner of Site control, Project Design, and Ownership structure. For Site control, the available options include a long-term ground lease, a purchase of the Site or any alternative means that may be proposed with the City obtaining a codeveloper fee. The property site control will be documented under a preliminary Exclusive Negotiation Agreement (ENA) and finalized by a Disposition and Development Agreement (DDA), including a land use restriction, to establish the legal and financial arrangement between the City and the selected development team to ensure prompt development of the Site with the required improvements and uses.

The City anticipates that the general scope of the successful Offeror team's responsibilities under a lease or a purchase would include, but not be limited to:

a. Project Planning and Design
The Offeror shall be responsible for all aspects of the Project including pre-development planning, design, and demolition. The selected Offeror shall be responsible, at its sole expense, for obtaining all land use entitlements and other government approvals. All land use entitlements shall be pursued administratively as outlined in SFCC Chapter 14-3.8(B)9.

b. Construction
The Offeror's team shall be responsible for construction and commission of the Project including serving as the general contractor or retaining a general contractor and obtaining all permits, fees, and approvals necessary for construction of the Project. Project facilitated on the Midtown Site are available for Qualifying Project status according to SFCC 14-5.5(D), the Midtown Local Innovation Corridor Overlay, which may reduce fees and development review timelines.

c. Financing
The Offeror shall be responsible for securing funding for the Project, whether it be in the form of debt financing, equity, tax credits or a combination of these methods. If debt financing is used under a leasing scenario, no financial risk or credit risk shall be imposed upon the City or the City's fee-interest in the Site. The City of Santa Fe Metropolitan Redevelopment Agency is open to contribute the Site and assist in an application for funding from the Affordable Housing Trust Fund under a co-development agreement.

d. Lifecycle Maintenance
The Offeror shall be responsible for lifecycle maintenance, including capital refurbishment, replacement and subsequent property management to sustain the Project to the level of operation and occupancy agreed to in the project documents.

e. Facilities Management Services
The Offeror shall be responsible for the management, maintenance, repair and restoration of all improvements and associated infrastructure and certain furniture, fixtures, and equipment on the Site. The Offeror shall be responsible for providing or selecting a property/asset management provider to provide these and certain other services, such as grounds maintenance, trash removal and parking.

f. Reserve Accounts
The Offeror shall be responsible for maintaining operating reserve and replacement reserve accounts to be utilized for the benefit of the property and/or residents.

g. Transfer and Development Costs
The selected Offeror team shall be solely responsible for construction of all improvements. Developer shall provide the Metropolitan Redevelopment Agency with copies of all applications and submissions for any Approvals sought by or obtained from any Governmental Authorities with respect to the Property, the Improvements, and the Project. The Offeror shall also be solely responsible for the cost of title insurance, escrow costs, transfer taxes, and any other transfer or development costs.

3. Scope of Work

h. Insurance & Bonding
The selected Offeror shall bond and insure the project as required.

i. Taxes and Fees
The selected Offeror shall be responsible for paying all taxes and fees, including any possessory interest taxes that are levied.

j. Government and Community Relations
The Offeror shall work collaboratively with the City to ensure appropriate outreach and engagement with the neighborhood, as well as with local government officials and agencies.

j. City Role & Responsibility
The City will provide support through any entitlement or permitting processes; it will serve as a grant sponsor for state and local funding. This project will also be able to apply for soft funds from the City of Santa Fe's Affordable Housing Trust Fund.

4. Procurement Manager

Metropolitan Redevelopment Agency has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, telephone number, and email address are listed below:

Name: Nicholas Gabel, Vice-President, JLL Public Institutions
Telephone: (385)419-3197
Email: Nicholas.Gabel@jll.com

1. Any inquiries or requests regarding this procurement should be submitted, in writing, to the Procurement Manager at the following email: Nicholas.Gabel@jll.com

Offerors may contact ONLY the Procurement Manager regarding this procurement. Other city employees or Evaluation Committee members do not have the authority to respond on behalf of the Procurement Manager. Do not contact the Procurement Manager after the Proposals' due date.

2. Protests of the solicitation or award must be submitted in writing to the Protest Manager. As a Protest Manager has been named in this RFP, pursuant to NMSA 1978, Section 13-1-172 and Procurement Manual Section Y, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule, and this RFP. Protests submitted or delivered to the Procurement Manager will NOT be considered properly submitted.

5. Sequence and Explanation of Events

The City's CPD and the Procurement Manager will make every effort to adhere to the following schedule:

	Action	Responsible Party	Date	Times (In MST)
1	Issue RFP	Santa Fe Metropolitan Redevelopment Agency	October 16, 2026	
2	Pre-Proposal Meeting	Procurement Manager /Potential Offerors	November 3, 2026	2:00 PM
3	Deadline for Written Questions	Potential Offerors	November 6, 2026	5:00 PM
4	Response to Written Questions	Procurement Manager	November 13, 2026	
5	**Proposals Due Date**	**Offerors**	December 2, 2026	5:00 PM
6	Interviews	Potential Offerors	Week of December 13th	
7	Best and Final Offers	Potential Offerors	TBD	
8	Governing Body Approval of ENA	Governing Body	TBD	
9	Contract Award	Requesting Department	TBD	
10	Protest Deadline	Potential Offerors	TBD	
11	Finalize Contract	Offerors / Santa Fe Metropolitan Redevelopment Agency	TBD	

5. Sequence and Explanation of Events

The following paragraphs describe the activities listed in the Sequence of Events. The City reserves the right to:

1. Change or extend the Proposals Due Date.
2. Revise the RFP document prior to the due date.

The city will process addenda if it is determined that modifications, clarifications, or additions to the RFP are necessary. Addenda will be announced via email to registered Potential Offerors that have selected the corresponding commodity codes used for this event.

1. Issue RFP
This RFP is being issued on behalf of The City Metropolitan Redevelopment Agency on the date indicated in the Sequence of Events.

2. Pre-Proposal Meeting
A non-mandatory pre-proposal Meeting will be held as indicated in the Sequence of Events, beginning at 2:00pm MST/MDT via the following MS Teams Link: Midtown Santa Fe K1B Pre-Proposal Meeting Written questions about the project and procurement may be submitted at the Meeting. All questions answered during the Pre-Proposal Meeting will be considered unofficial until they are posed in writing. All written questions will be addressed in writing on the date listed in the Sequence of Events. A public log will be kept of the names of potential Offerors that attended the Pre-Proposal Meeting.

Attendance at this meeting is not mandatory but is highly encouraged.

3. Deadline for Written Questions
Potential Offerors may submit written questions to the CPD and the Procurement Manager as to the intent or clarity of this RFP as indicated in the Sequence of Events. All written questions must be addressed to the CPD and the Procurement Manager. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

4. Responses to Written Questions
Responses to the written questions will be provided by the Proposal Manager on or before the date indicated in the Sequence of Events, and is available for all potential Offerors.

5. Proposal Due Date
All proposals must be submitted electronically through the designated upload link provided in the Response Format and Organization section. Proposals submitted by any other method will not be accepted. The Proposal Manager will maintain a log of all submitting organizations. In accordance with NMSA 1978, Section 13-1-116, the contents of proposals remain confidential and will not be disclosed to competing Offerors during the negotiation process.

The negotiation process remains in effect until the contract is awarded.

For the purposes of this RFP, awarded means the contract has been approved by the City's Governing Body and subsequently signed by the Mayor.

5. Sequence and Explanation of Events

6. Evaluation
The City will establish an Evaluation Committee (EC) to evaluate proposals in accordance with the timeline outlined in the Sequence of Events or as soon as feasible. The EC will evaluate proposals based on the criteria specified in the Evaluation section of this RFP, using the metrics presented in each proposal and aligning them with the City's needs, as detailed in the City Sample columns of the G Attachments.

Each Evaluation Factor will be scored on a scale of 1 to 100%. The scores will then be averaged and converted according to the assigned values for each Evaluation Factor.

7. Interviews
The top three offerors may be required to participate in an interview to evaluate expertise. A notification will be sent to Offerors with meeting details once the Evaluation Committee has conducted their initial review. The Evaluation Committee will interview the project team (up to three team members).

8. Best and Final Offers
This RFP process will allow for Best and Final Offers (BAFO) from finalist Offerors. Specifically, Offerors should provide their strongest possible pricing in initial proposals, as we expect competitive submissions upfront. However, we reserve the right to re-open negotiation by requesting BAFO under the schedule outlined in the Sequence of Events, or on an accelerated timeline from finalists. The purpose would be to elicit revised pricing or other updated proposal elements that facilitate selection of the optimal offer. Finalist Offerors may also amend or clarify their proposal during the Clarification Meeting.

9. Governing Body Approval
This procurement window will culminate in an Exclusive Negotiation Agreement contract presented as an agenda item for the appropriate Committee Meetings and then the Governing Body for approval. The mayor signs all contracts presented to and approved by the Governing Body.

10. Protest Deadline
Any protest by an Offeror pertaining to the solicitation or award must be submitted within 15 days from the notice of solicitation or award and in conformance with NMSA 1978, Sections 13-1-172 and applicable procurement regulations. As a Protest Manager has been named in this RFP, pursuant to NMSA 1978, Section 13-1-172 and Procurement Manual Section Y, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule, and this Request for Proposals. The 15-calendar day protest period shall begin on the day following the notice of award of contract(s) and will end at 5:00 pm MST/MDT on the 15th day. Protests must be written and must include the name and address of the protestor and the RFP number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
tkduttonleyda@santafenm.gov

Protests received after the deadline will not be accepted.

5. Sequence and Explanation of Events

11. Finalize Contract
Any contract(s) resulting from this RFP will be finalized with the most advantageous Offeror(s), considering the evaluation factors outlined in this RFP and the best interests of the City, as defined in the Scope of Procurement section. The most advantageous proposal may or may not have received the highest point total. If mutually agreeable terms cannot be reached with the apparent most advantageous Offeror within the specified timeframe, the City reserves the right to finalize a contract with the next most advantageous Offeror(s) without initiating a new procurement process. The City may award one or multiple contracts, as determined to be in the City's best interest.

6. Response Format and Organization

A. Number of Responses

Offerors shall submit only one proposal in response to this RFP.

B. Number of Copies

Offerors must submit proposals in response to this RFP through email to the Proposal Manager. Only one copy of the proposal should be submitted, as outlined below.

Offerors' proposals should be submitted as outlined in this section. The upload should be clearly labeled on the front page as “Confidential Proposal”. If an Offeror proposes additions or modifications to the City’s draft contract, a second document titled “Contract Edits” may be submitted. These proposed changes should align with the guidelines in the General Requirements section and be summarized in the draft contract attachment reference.

ELECTRONIC proposal submissions must be fully uploaded via email to the Proposal Manager before the submission deadline. Files cannot be password-protected and should be submitted in PDF format, unless an Excel spreadsheet or another format is specifically requested. Offerors should allow ample time to upload large files to ensure a complete and on-time submission.

If you encounter issues, email the Proposal Manager immediately to avoid delays.

Submissions will be deemed late if not both:

1. **Fully complete** before the deadline.
2. **Received via email** before the deadline.

Additionally, if submissions are not received on time due to being captured, blocked, filtered, quarantined, or otherwise prevented from reaching the JLL’s system by security or anti-virus software, it will still be considered late and will not be accepted.

If you are working on your submission close to the deadline and the clock strikes 3:00 PM, JLL will not accept your submission. Offerors are responsible for planning accordingly and ensuring timely submission.

Any proposal that does not adhere to the requirements of the Response Format and Organization section may be deemed non-responsive and rejected on that basis.

C. Proposal Format

Offerors should accurately complete all required forms, adhering to the provided format and any specific instructions within each form. Failure to comply may result in disqualification.

The City requires the following documents to ensure a comprehensive and equitable evaluation process. Mandatory documents must be included in every proposal. Desirable documents should also be provided; if any are missing, Purchasing may request them prior to evaluation. Proposals lacking rated documents will receive a score of zero for the corresponding evaluation criteria. If the offeror has proposed edits to the draft contract, they must be submitted as a separate attachment.

Attachment	Form
Attachment A	Proposal Cover Page, Declaration, & Checklist
Attachment B	Project Portfolio & References
Attachment C	MRA Offer Template

7. Evaluation

The Evaluation Committee will evaluate and score proposals based on the information provided in this document and the Offerors demonstrated understanding of the RFP's objectives. Attendance at the Pre-Proposal Meeting is required, as it will help Offerors understand the key information required in their proposals and provide a detailed explanation of the evaluation process.

A. Description of Evaluation

To ensure that proposals are complete and address all key RFP issues, proposals should adhere to the following format. Proposals shall be organized into the following sections, in the order listed, and inclusive of all requested information:

a) **Proposal Cover Page, Declaration, and Checklist:** Offerors will prepare and submit the Proposal Cover Page, Declaration, and Checklist (Attachment A).

b) **Project Team.** Offerors should provide the name of their Primary Project Lead (the personnel should be the person who will be interviewed if shortlisted) that offerors propose to execute the project pursuant to a resultant contract.

c) **Project Compatibility Submittal.** The Project Capability Submittal has two components: the Project Narrative and Developer Experience & Qualifications. (See Attachments G, G1 and G2).

I. Purpose of PC Submittal

i. Assist City in prioritizing Offerors' submittals based on their scope, expertise, and ability to understand intent of this RFP and the resultant contract.
ii. Provide high performing offerors with the opportunity to differentiate themselves from their competitors due to their experience and expertise by using verifiable performance metrics and previous relative project performance results.

II. PC Submittal Format Requirements

i. PC submittals should NOT contain any names that can be used to identify who the offerors are (such as firm names, personnel names, Project names, or product names).
ii. A PC proposal template is included in this RFP. This document should be used by all offerors. Offerors should NOT re-create, re-format, or modify the template in any manner. Offerors should type their responses on the Word template provided.
iii. Failure to comply with any of the PC format requirements may result in disqualification.
iv. The PC submittal should not contain any marketing information. The submittal should be used to prove to the City that the offeror has expertise for the specific project being proposed on.
v. References used in the PC submittal should be listed in the Attachment H Reference List. The Reference List will be used by CPD, the Evaluation Committee, and Procurement Manager after PC submittals are evaluated.

III. Overview of the Proposal

The Proposal is to allow Offerors to differentiate themselves based on their technical capabilities and understanding of the City's specific needs. It should summarize affordability goals that show the Offeror can accomplish the subject project with the Scope defined by past experiences on similar projects.

This narrative should describe how their capabilities and proven track record—which the City will verify through references—align with or exceed the City's sample benchmarks. Offerors should justify any significant differences, highlight unique strengths or advantages, and provide a high-level summary of their proposal to ensure the selection committee can quickly grasp the key aspects of their approach and qualifications. Offerors should identify scope claims based on their expertise and experience supported by verifiable performance metrics that show the capability to this specific project environment and requirement. All cost associated with technical capabilities listed in the SC/LE plan should be included in the proposed base project cost (see Attachments F and G1).

Offerors should clearly identify:

i. Any elements the City may have omitted from the scope of work.

Offerors should also specify any cost or time impacts associated with these options. Any financial or revenue-related impacts outlined in the Value-Added Section (Attachment G2) should NOT be included in the proposed base cost (see Attachment F).

IV. Reference List

There will be a designated area on both the proposal overview Plan and where performance claims are supported by a project portfolio and indicated reference. Respondents should include project references proposal submission.

d) Interviews – The Offerors may be required to participate in interviews to confirm/evaluate expertise. The Evaluation Committee will interview up to three members of the proposed vendor's team on the Interview date specified in the Project Procurement Schedule (or as soon as possible). The individual is required to attend in person or virtual for the interview. If interviews are not conducted, then offerors will all receive the full points for the selection criteria.

B. Clarification

Following the initial evaluation, the potential best value Offeror may be asked to enter into a Clarification Phase. This crucial phase, serves as a 'setting expectations' process to ensure mutual understanding between the City and the Offeror. It provides an opportunity for both parties to clarify any aspects of the proposal and RFP, address identified issues, and mitigate risks. Depending on the outcome of the initial evaluation or the Clarification Phase, the City may request a Best and Final Offer (BAFO). The Offeror will conclude the Clarification Phase with a presentation at the Clarification Meeting, demonstrating a clear and aligned understanding of the project's requirements and expectations.

7. Evaluation

B. Clarification

Following the initial evaluation, the potential best value Offeror may be asked to enter into a Clarification Phase. This crucial phase, serves as a 'setting expectations' process to ensure mutual understanding between the City and the Offeror. It provides an opportunity for both parties to clarify any aspects of the proposal and RFP, address identified issues, and mitigate risks. Depending on the outcome of the initial evaluation or the Clarification Phase, the City may request a Best and Final Offer (BAFO). The Offeror will conclude the Clarification Phase with a presentation at the Clarification Meeting, demonstrating a clear and aligned understanding of the project's requirements and expectations.

C. Award

The City will notify each offeror in writing of the City’s decision.

a) The City reserves the right to reject any or all proposals and to award more than one offeror and to a offeror other than the lowest-priced offeror. The decision of the RFP award(s) by the City is final.

b) The City at its sole discretion may decide to take no procurement action as a result of the RFP and/or may re-issue all or portions of the RFP.

c) The City reserves the right to accept or reject without consideration proposals that do not address the full requirements of the RFP or that do not reach the designated address and contact before the proposal due date and time identified.

7. Evaluation

The final award(s) is/are dependent upon the Offeror's proposal being acceptable to the City. Proposals and contents provided by the Offeror will be considered contractual obligations. Any new or unique requirements included in the proposal can be added or amended, at the City's sole option, to the final contract. Obligations of confidentiality will be an important condition of resulting contracts. The selected Offeror and all employees performing duties on this project will be required to keep all aspects of this project in confidence unless otherwise allowed by the City. The proposed development shall be mutually beneficial to the City of Santa Fe and Developer, providing affordable housing to the City of Santa Fe for a minimum of twenty years.

8. Attachments

The following is a list of all forms that are required to be filled out as part of the RFP submittal.

Attachment	Form
Attachment A	Proposal Cover Page, Declaration, & Checklist
Attachment B	Project Portfolio & References
Attachment C	MRA Offer Template
Attachment D	Insurance Requirements
Attachment E	Exclusive Negotiation Agreement
Attachment F	Definitions

9. Appendix

The following is a list of documents that will provide context on Midtown Santa Fe.

Appendix	Item	Link
A	Midtown Master Plan	https://santafenm.gov/SF_MMP__BOOK_Dec_25_Updates_02.13.26-compressed_.pdf
B	Community Development Plan	https://santafenm.gov/media/files/MIDTOWN_Community_Development_Plan_12-14-2022_Plan.pdf

Nicholas Miguel Gabel
Vice President
JLL Public Institutions
Salt Lake City, UT
Nicholas.Gabel@jll.com

Laurence Hicks
Associate
JLL Public Institutions
Los Angeles, CA
Laurence.Hicks@jll.com

Carly “Cav” Venditti
Deputy Director
Metropolitan Redevelopment Agency
City of Santa Fe
Santa Fe, NM
cavenditti@santafenm.gov

© 2026 Jones Lang LaSalle IP, Inc. All rights reserved.
The information contained in this document is proprietary to Jones Lang LaSalle and shall be used solely for the purposes of evaluating this proposal. All such documentation and information remains the property of Jones Lang LaSalle and shall be kept confidential. Reproduction of any part of this document is authorized only to the extent necessary for its evaluation. It is not to be shown to any third party without the prior written authorization of Jones Lang LaSalle.
All information contained herein is from sources deemed reliable; however, no representation or warranty is made as to the accuracy thereof.