

**AMENDMENT NO. 1**

**TO**

**The City of Santa Fe  
Office of Economic Development and Arts and Culture Division  
(collectively “Department”)**

**REQUEST FOR PROPOSALS (RFP)**

**Lease and Management of 1614 Paseo de Peralta**



**RFP #ED-AC-2405**

RFP Release Date: 5/22/2024

**CITY OF SANTA FE AMENDMENT NO. 1 TO  
REQUEST FOR PROPOSALS #ED-AC-2405**

This Amendment No. 1 (“Amendment”) to the City of Santa Fe (“City”) REQUEST FOR PROPOSALS #ED-AC-2405 (“RFP”) released by the City on May 22, 2024, shall be effective as of June 3, 2024.

AMENDMENT

The City hereby amends the RFP as follows:

1. On the first page of the RFP, the following is deleted:

Proposals Due Date: 6/19/2024

2. Section II. (CONDITIONS GOVERNING THE PROCUREMENT), A. (SEQUENCE OF EVENTS), on pages 6 and 7 is hereby deleted in its entirety and replace with the following:

**A. SEQUENCE OF EVENTS**

The City’s Office of Economic Development and the Procurement Manager will make every effort to adhere to the following schedule:

<b>Action</b>	<b>Responsible Party</b>	<b>Due Dates</b>
1. Issue RFP	Department	05/22/2024
2. Acknowledgement of Receipt Form	Potential Offerors	05/29/2024 at 10:00 am MST
3. Pre-Proposal Conference/Site visit	Department	05/29/2024 at 9:00 am -11:00 am MST
4. Deadline to Submit Written Questions	Potential Offerors	06/12/2024 at 10:00 am MST
5. Response to Written Questions	Procurement Manager	06/20/2024 at 10:00 am MST
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>07/17/2024 at 10:00 am MST</b>
7.* Proposal Evaluation	Evaluation Committee	07/18/2024 to 08/01/2024
8.* Oral Presentation(s) (if required by Eval Committee)	Evaluation Committee	07/22/2024 to 07/26/2024
9.* Ranking of Finalists	Evaluation Committee	08/02/2024
10.* Best and Final Offer(s)	Department	08/05/2024
11. Notification of Non-Selected Offerors	Department	08/06/2024 to 08/09/2024
12. Protest Deadline	Department	08/16/2024 at 10:00am MST

13.* Negotiate and Finalize Contractual Agreement	Department/Finalist Offeror	08/06/2024 to 09/03/2024
14.* Contract Awards (approved contract & referendum)	Department/ Finalist Offerors	09/04/2024 to 11/25/2024

\*Dates indicated in Events 7 through 13 are estimates only and may be subject to change without necessitating an amendment to the RFP. Individuals or Groups who submit an Acknowledge of Receipt Form (Appendix A) will be notified of changes to this schedule.

Except as specifically provided in the Amendment No. 1, the RFP shall remain in full force and effect, in accordance with its terms.