

**When is the response to the RFQ due?**

Qualifications and required narratives are due at 5 P.M. Mountain time on Monday, January 29, 2024

**What format should the submission be in?**

Submissions must be in an electronic format and clearly organized to reflect the evaluation criteria and submission requirements. For more information, please see the RFQ and the recording of the pre-proposal meeting on December 20th.

Submissions shall be limited to 20 pages not including appendices. These appendices must be clearly labeled and organized within the same submission. Please be sure to read the RFQ in its entirety to ensure that you are including all relevant documents, including the appropriate cover letter and description of the applicant as a qualified entity.

**Who do we submit to?**

Please submit by email to Florence Frank, the RFQ Manager, at [fhfrank@santafenm.gov](mailto:fhfrank@santafenm.gov) with a CC to the asset development manager and the asset development coordinator [tjlease@santafenm.gov](mailto:tjlease@santafenm.gov) and [nanguyen@santafenm.gov](mailto:nanguyen@santafenm.gov).

**What are the selection criteria?**

See Section X of the RFQ for the scoring method. The five areas that proposals must address are: funding feasibility, need/benefit and project feasibility, affordability, organizational capacity and management, and innovative design and sustainability targets.

**What is the purpose of the RFQ 6A-23-02?**

The RFQ responds to the high cost of affordable housing development by reducing the cost of land. The intent is to find a qualified development partner, capable of implementing innovative, feasible ideas that align with public interests, especially in maximizing housing affordability. Once chosen, this partner may qualify to acquire the parcel at a discounted or donated price, depending on the amount of affordability proposed.

**Why is this an RFQ instead of an RFP?**

The City is not a developer, and does not assume development expertise. We don't know what's possible for the site, so are soliciting ideas from qualified respondents rather than seeking fulfillment of a specific scope of work. Unlike a project that the City would eventually own or control (like the construction of a public road, for instance), this parcel will be fully owned by the developer (for rental homes) or its eventual residents (if homeownership homes). Based on the submitted ideas and qualifications, the City will choose a development partner with which to negotiate the terms of the disposition.

**What is the specific location of Tract 6A?**

It is located within Las Estrellas between 599 and South Ridgetop Road. This tract is distinct from the ITB for seven other tracts in Las Estrellas. Please see the feasibility study for relevant maps.

**How many housing units are feasible on Tract 6A?**

The feasibility study estimates approx 85 homes could be built on the site. Please see the feasibility study for the rationale of this estimate, given the open space requirements and topographic constraints. The actual number may vary from the estimate depending on the characteristics of the housing type proposed, affordability targets, and other site-specific issues.

## **How are questions and clarifications handled?**

Written questions can be submitted via email to the RFQ manager (fhfrank@santafenm.gov), with answers provided by January 12th. An FAQ will be published and updated periodically before the application deadline on January 29th.

## **Who will be reviewing responses to the RFQ and making a recommendation to the Governing Body?**

The Community Development Commission, a body composed of residents and chaired by a City Councilor, will review applications according to the Evaluation Criteria in the RFQ and evaluate the proposals during an executive session. This recommendation will be presented to the Governing Body for approval. At that time, the chosen developer will initiate due diligence for meeting the terms of a disposition agreement. For more information about the Community Development Commission, please see [this webpage](#) from the Office of Affordable Housing's webpage.

*This FAQ document will be updated periodically. Have a question you don't see listed here? Email your question to Florence Frank, RFQ Manager, at [fhfrank@santafenm.gov](mailto:fhfrank@santafenm.gov) with a CC to the asset development manager and the asset development coordinator [tjlease@santafenm.gov](mailto:tjlease@santafenm.gov) and [nanguyen@santafenm.gov](mailto:nanguyen@santafenm.gov).*