

REQUEST FOR QUALIFICATIONS

AFFORDABLE HOUSING SITE DEVELOPMENT

Location: 635 Alto Street, Santa Fe, New Mexico

Issued by:

**The City of Santa Fe's
Asset Development Office
AND
Office of Affordable Housing**



RFQ: 635 Alto LPDU

RELEASE DATE: September 15, 2021

SUBMISSION DUE DATE: October 13, 2021

I. INTRODUCTION

The City of Santa Fe (“City”) is seeking qualifications for real estate developers, affordable housing builders and providers and other qualified parties as provided for in Paragraph VI below (“Respondent(s)” or “Respondent Team(s),” collectively “Respondents”) with the capacity and qualifications to build affordable housing in the city of Santa Fe.

The disposition of this site, the subject of this Request for Qualifications (“RFQ”), is intended to be the first of a series of dispositions of under-used City-owned property for the purposes of stimulating the creation of housing units on infill lots. Recognizing that land acquisition and other forms of site control are significant hurdles in the development process, and that developing affordable units is financially challenging, this RFQ provides an opportunity for non- and for-profit developers and builders to attain a developable lot through a real estate donation/disposition agreement.

II. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS

The City is issuing this RFQ to receive submissions (“Submission(s)”) from Respondents for consideration in developing five (5) housing units to be designated as Low Priced Dwelling Units (“LPDU”) subject to the provisions, and as defined by, Santa Fe City Code (“SFCC”) 26-2. The link to SFCC 26-2 is:

https://library.municode.com/nm/santa_fe/codes/code_of_ordinances?nodeId=CHXXVIHO_26-2LOPRDWUN

III. PROJECT SITE

The address of the site is 635 Alto Street in Santa Fe, New Mexico (“Site”). The Site is further described as Lot 9A; Parcel 122 of Document #438267; UPC#: 1053099447224; Deed: Book 430 & Page 688 and it is located in Santa Fe’s Westside Guadalupe Historic District. It is one-quarter (1/4) acre in size (10,910 square feet) and the dimensions are: 112.62 x 119.93 x 82.42 x 109.63. A Map of the site can be found [HERE \(1\)](#). Land use requirements that apply to this site can be found [HERE. \(2\)](#)

IV. NEW MEXICO AFFORDABLE HOUSING ACT

The donation of this Site must be in conformance with the New Mexico Affordable Housing Act (the “Act”) which provides an exemption to the State of New Mexico’s Anti-Donation Clause. The Act determines eligible uses for donations of public land, cash, buildings or infrastructure. All beneficiaries of the donated value must be income-qualified as earning no more than 120% of the area median income (“AMI”), determined through a Department of Housing and Urban

Development (HUD) approved income certification process. Income limits for 2021 can be found [HERE \(3\)](#).

V. BACKGROUND INFORMATION

This Site was the subject of the Greenworks Design Competition sponsored by the City in 2008-09. The competition called for designs that reflected quality and innovation, achieved green building standards, met all land use requirements, conformed to the City's inclusionary zoning program, provided a reasonable budget, and could serve as a replicable model for infill and green buildings. The competition also called for proposed projects that demonstrated responsiveness to neighborhood context, historic design overlay standards and public input. Materials related to the design competition can be viewed [HERE \(4\)](#).

One of the winning designs from 2009 proposed five (5) units constructed on the site, of varying affordability from deeply subsidized to market rate. Later, the City approved Resolution 2010-57 which called for completing predevelopment due diligence, making design changes as needed and drafting construction drawings. The winning architect was hired as the City's agent and the design was submitted to and approved by the Santa Fe Historic Districts Review Board in 2011. While this design approval is expired, it serves as a "proof of concept" and the City encourages respondents to this RFQ to replicate aspects of the design approach as functionally appropriate. The design can be reviewed [HERE \(5\)](#).

VI. ELIGIBILITY

Eligible Respondents to this solicitation include developers, contractors and sponsors of affordable housing, including, and not limited to, partnerships, corporations, limited liability companies, joint ventures, public/private partnerships and non-profit organizations that are organized under state, local, or tribal laws. Respondents must have proven financial capacity and organizational experience to carry out the desired project described in the Submission. Additionally, the MFA Affordable Housing Act Rules require the City of Santa Fe certifies that the respondent is a "Qualifying Grantee" prior to approving the disposition, as described in city code

https://library.municode.com/nm/santa_fe/codes/code_of_ordinances?nodeId=CHXXVIHO_26-3AFHOTRFU

VII. LETTER OF INTEREST

A non-binding letter of interest may be emailed to Alexandra Ladd, Director, Office of Affordable Housing at agladd@santafenm.gov. This will ensure that all prospective respondents receive notice of changes to this RFQ process. The letter of interest is a simple

note indicating that you intend to respond to the RFQ, your organizational affiliation, and your contact information.

VIII. EVALUATION FACTORS

Submissions are required to respond to the following evaluation factors to determine whether the City's objectives for the RFQ are met:

- A. Development Program.** Provide a narrative description of the proposed project, including total development square footage, number of units, unit types, number of bedrooms, household income targets, housing tenure, supportive services/amenities connected to the built project, sustainability and green building features, and highlight any innovation that makes this approach unique. This may also include any co-ownership, community land trust or other non-traditional funding sources or models of operations.

- B. Concept Design.** Provide 1) a site plan that illustrates set-backs, sustainable site aspects, landscape design and materials, outdoor amenities, parking, set-backs, automobile and pedestrian circulation, other environmental or design features; 2) building design that illustrates massing and solar orientation, construction type, materials, green building elements, design elements, strategies that may enable future adaptation and/or densification of the site, expected utility use, and other environmental or design features; 3) a design narrative that describes how proposed project will satisfy design requirements of the Santa Fe Residential Green Building code, historic design requirements, and architectural design requirements.

- C. Experience/Financial Ability.** Provide 1) organizational chart and resumes of the development team, including name and role, identifies project manager and who is empowered to make decisions for the team; 2) project details for similar projects to illustrate experience and expertise, including project name and address, project team (architects, contractors, lenders and investors), project description/development program (total development cost, square footage per residential, retail, office, unit mix, tenure, household income targets, development timeframe) and plans, elevations and images of past projects; 3) business and financial references (at least three references from similar projects completed or in the pipeline within the last 5 years); 4) evidence of financial stability and access to equity (illustrating capacity to leverage funding from a variety of sources – public, private and philanthropic).

D. Project Feasibility. Provide 1) sources and uses budget that includes projected hard (construction) and soft (professional, financing, other) costs, sources of gap financing from private debt, other public financing, and impact investing funds; 2) project operating budget (income and expenses) and identification of subsidy sources over a ten year period for rental projects and/or until 100% absorption of sales for homeownership; 3) letters of interest from financial lenders or investors; 4) schedule that shows benchmarks for completion of proposed project. Project feasibility may also be supported through non-traditional sources such as community land trusts or co-ownership models.

IX. EVALUATION FACTOR SCORING

The following is a summary of Evaluation Factors with point values assigned to each. The weighted factors will be used in the evaluation of each Submission.

A: Development Program	30
Unit Mixture & Affordability Achievements	
Other Amenities & Support Provided (if applicable)	
B: Concept & Design	25
Site Plan & Building Design	
Required Design & Zoning Conformance	
Satisfaction of Desired Design Elements	
C: Experience & Financial Ability	25
Project Team & Resumes	
Demonstrated Past Projects	
Business References	
Financial Stability	
D: Demonstrated Project Feasibility	20
Financial Feasibility	
Project Schedule	
Total	100 POINTS

X. SUBMISSION FORMAT

- 1. Cover Letter.** In addition to the response specifications described below, all Respondents should include a cover letter signed by the person who is empowered by the organization’s governing body to conduct real estate negotiations stating that the information provided is true and correct to the best of the Respondent’s information,

knowledge, and behalf. The letter must provide the contact name and information for the person responsible for the response.

2. All Submissions must be submitted in an electronic format, organized in the order described in Section IX of this RFQ. Each Evaluation Criteria shall be numbered and clearly titled.
3. All Submissions shall be limited to fifteen (15) pages, with the exception of professional licenses, certifications and references, which shall be added as appendices.
4. The Submission should be standard 8 ½" x 11" with a font no smaller than 12 pt. pitch with standard 1" margins.

XI. Award

Award is defined as a signed Real Estate Donation Agreement ("Contract"). The Contract shall be awarded to the Respondent whose submittal is most advantageous to the City, taking into consideration the evaluation factors set forth in this RFQ. In the event that mutually agreeable terms cannot be reached with the selected Respondent, the City reserves the right to enter into negotiations for an Award with the next ranked Respondent(s) without undertaking a new RFQ process.

This RFQ shall be governed by the laws of the State of New Mexico.

XII. RESOURCES AND RESPONSE TIMELINE

1. RFQ Contact:

Alexandra Ladd
Office of Affordable Housing
agladd@santafenm.gov

- 2. Information Session.** All interested applicants may attend an optional pre-deadline orientation session via Zoom meeting. This meeting is to ensure understanding of the RFQ process and requirements for submittal. The virtual meeting will take place on **September 21, 2021** from **11am to noon pm**. Spanish interpretation provided upon request. Email agladd@santafenm.gov for Zoom meeting information. An archived recording of this information session will be made available on the City's YouTube channel for those not able to attend the live meeting: <https://www.youtube.com/user/cityofsantafe/videos>.

- 3. Procurement Library.** Links will be made available on the City's website (https://www.santafenm.gov/affordable_housing) to all useful resources referenced in this RFQ, including:

- Map of the Site
- Summary of Land Use Requirements for project site
- Area Median Income (AMI) Schedule for 2021
- Design Competition Info (GreenWorks Book)
- HDRB –approved Design (2011)
- Q & A (as described below)

4. **Q & A.** Questions regarding the RFQ may be emailed on an ongoing basis to Alexandra Ladd, Director, Office of Affordable Housing at agladd@santafenm.gov. All answers will be posted and made available to other respondents as part of the Procurement Library. The deadline to submit questions is one week prior to the Submission deadline.

5. **Due Date.** Complete Submissions are due to the Office of Affordable Housing no later than **5PM MDST/MST on October 13, 2021**. Applications will be electronically submitted via email or dropbox to: agladd@santafenm.gov; Attn: Alexandra Ladd, Director, Office of Affordable Housing; RFQ Name: 635 Alto LPDU. **Late or incomplete Submissions will not be accepted.** Amended Submissions, replacing a previous Submission, will only be accepted if received prior to the Submission deadline.

6. **SEQUENCE OF EVENTS SUMMARY**

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|---|--------------------------|
| a. RFQ Release date | September 15, 2021 |
| b. Letter of Interest | Immediate/ongoing |
| Submit to: agladd@santafenm.gov | |
| c. Information Session | September 21, 2021, 11am |
| Request Zoom Link agladd@santafenm.gov ; recording available at: :
https://www.youtube.com/user/cityofsantafe/videos | |
| d. Deadline to Submit Written Questions | October 6, 2021 |
| e. Deadline to Respond to Written Questions | October 8, 2021 |
| f. Due Date for Submittals | October 13, 2021 |
| No later than 5:00PM Mountain Daylight time | |
| g. Announcement of Selected Project | October 27, 2021 |