

**City of Albuquerque
Metropolitan Redevelopment Agency**

**Request for Proposals #02-2025
Development of 1100 San Mateo Blvd. SE**



Selection Number:
02-2025

Issuance Date:
April 8, 2025

Pre-Proposal Conference:
April 15, 2025 at 12pm (MST) – Register at:
https://cabq.zoom.us/webinar/register/WN_1fz6Hw7JRweiog_edjNqug

Deadline for submitting questions:
June 4, 2025 at 5pm (MST)

Direct Formal Inquiries (via Exhibit A) to:
Stephanie Shumsky, Project Manager, at sshumsky@cabq.gov

Deadline to submit Proposals:
June 11, 2025 at 5pm (MST)
Via Electronic Upload to: <https://sfftp.cabq.gov/f/cfd5dcb250638d09>

RFP Website:
<https://www.cabq.gov/mra/request-for-proposals-rfp>

GLOSSARY OF TERMS

Affordable Housing: Affordable housing means units that are affordable to households at or below 80% Area Median Income (AMI) as defined by the City of Albuquerque, based on the HOME Investment Partnerships Program's Income and Rent Limits published for Albuquerque, by the U.S. Department of Housing and Urban Development (HUD). Details on current income, homeownership, and rental value limits are available here: <https://www.hud.gov> and <https://housingnm.org>

Albuquerque Development Commission (ADC): The Commission for the Metropolitan Redevelopment Agency (MRA); the ADC reviews and approves MRA projects.

The City: The Incorporated City of Albuquerque.

Development Agreement: The terms of the awarded contract between the successful Proposer(s) and the City.

Department of Health, Housing & Homelessness (HHH): The City of Albuquerque's department that serves low- and moderate-income and unhoused residents through a variety of housing, health, and social service programs.

Evaluation Criteria: The scored criteria that make up the bulk of the project narrative and by which Proposals will be evaluated. Proposers can score up to 100 points.

Exclusive Negotiation Agreement: If this RFP results in more qualified applications than there are available funds, the City reserves the right to enter into an Exclusive Negotiation Agreement with selected Proposer(s) to further develop the details of the proposed project prior to entering into a Development Agreement. The City of Albuquerque will consider this point the preliminary notice of award and will no longer consider other project proposals at this point. During Exclusive Negotiation, the City will review the proposed development for alignment with project goals, metropolitan redevelopment area priorities, and affordable housing requirements. The City will work with the selected teams to work out project details and develop more detailed plans and financial documents that meet local, state, and federal requirements.

Metropolitan Redevelopment Agency (MRA): An agency of the City of Albuquerque, legally enabled by State Statute § 3-60A and City Ordinances 54-1979, 76-1983, and 2015-008. MRA is dedicated to incentivizing urban redevelopment and community building in designated Metropolitan Redevelopment Areas across Albuquerque.

Metropolitan Redevelopment Area(s) (MR Areas): Designated areas of Albuquerque that have been legislatively deemed blighted and are economically underperforming relative to the City as a whole.

Metropolitan Redevelopment Area Plan (MR Plan): Each MR Area has an adopted Plan, which is approved by City Council and that guides the City's redevelopment strategies. Plans are developed in close coordination with the community and lay out the goals for each given Metropolitan Redevelopment Area. As a Rank 3 Plan, an MR Plan does not supersede other planning documents, such as the City's IDO or Community Planning Area assessments.

Project: The housing and mixed-use development that is a result of this RFP (individually called "Project Elements").

Property: The land area subject to this RFP.

Proposal: Any submitted response to this RFP.

Proposer: A person or entity responding to this RFP.

Request for Proposals (RFP): This document providing information and specific requirements for Proposers to submit Proposals under the terms outlined herein.

Subject Area: Legislatively designated Metropolitan Redevelopment Areas in which development projects may be eligible for this RFP's funding incentives, as further described and identified in Exhibit B. The Subject Area for this proposal lies within the Near Heights Expansion Metropolitan Area and Plan and is located within the City of Albuquerque.

Threshold Criteria: The minimum criteria each project must meet to be considered responsive, which are: 1) Located in an eligible Metropolitan Redevelopment Area; 2) Creates housing units and mixed-uses; 3) Organizational capacity to complete Project; and 4) Capacity to accept ownership of land and enter into development agreement(s) with the City. Threshold Criteria are unscored and are used to determine eligibility under the terms of this RFP.

A. Introduction

The City of Albuquerque (“City”), through its Metropolitan Redevelopment Agency (“MRA”), invites developers to submit proposals for development of a vacant City-owned parcel of land located at Kathryn Avenue and San Mateo Boulevard SE. This parcel is adjacent to and directly north of the new Albuquerque Community Safety Headquarters, which features dedicated space for training and community collaborations. The desired uses for the property are multi-family housing, and mixed-use(s) as the local market permits (commercial/retail/office/nonprofit and community space). Projects that include a grocery store or the provision of, or direct access to, fresh food will receive bonus points. The Property is within the Near Heights Expansion Metropolitan Redevelopment Area (“MR Area”).

This Request for Proposals (“RFP”) is intended to identify proposals for Projects that meet the Threshold Criteria and that are financially feasible with donation of the parcel by the City. Additional incentives are not part of this RFP, but may be pursued separately and may include Redevelopment Tax Abatement and Department of Health, Housing, and Homelessness affordable housing resources. Responses to this RFP will be used to select Proposer(s) with which to enter into Development Agreements. The City intends to negotiate Development Agreement(s) for one selected proposal that contains the desired Project Elements.

The Subject Property, including a drainage area, is approximately 2.4 acres. Modifications to the drainage area may be possible with coordination, review and approval by the City of Albuquerque’s Department of Municipal Development (DMD) and with certification of the revised flood management proposal by a Professional Engineer to ensure adequate flood control. It is at the sole discretion of DMD to approve or reject a revised drainage plan. The development site is part of a 3.52-acre parcel. The remaining acre to the south of the proposed development area is reserved for a future (planned) park/marketplace project and is not part of this RFP. Development of the subject Property, with a project as further described below, is desired and it is the intent of the City to transfer the subject Property to a Proposer for the intended development.

Property Information(See also Exhibit C for site details)

Location: Near Heights Expansion MR Area (Exhibit B)

Situs Address: 1100 San Mateo Blvd., SE, Albuquerque, NM 87108

UPC: 101805601723031335

Legal: LT 24A BLK 1 VIRGINIA PL ADDN (REPL OF LTS 1-24 BLK 1 VIRGINIA PL ADDN & LTS 1-5 & LTS 16-20 BLK 9 WOODS SUBD OF VIRGINIA PLACE ADDN) CONT. 153,527 SQ FT M/L

Subject Property Size: 2.4 acres (Note: the adjacent drainage area to the south is included but must be retained for drainage, however, site design is encouraged to incorporate this feature)

Zoning: MX-M / Major Transit Corridor

Current Owner: City of Albuquerque

Council District: 6

Purpose

The purpose of this Project is to help the City close housing and services gaps and create more housing supply and day-to-day services in high-need areas, while also helping the area to maintain its unique character. Further, proposals should align with the Near Heights Metropolitan Redevelopment Plan, which prioritizes revitalizing blighted commercial corridors; enhancing small business development and job creation; stabilizing low-income neighborhoods; and increasing affordable housing (<https://www.cabq.gov/mra/redevelopment-areas/near-heights>).

Proposed Projects must include multifamily housing and may include mixed commercial and/or community uses. Uses that provide groceries, or direct access to fresh food, are preferred and will receive bonus points:

- The Project must contain multi-family housing. There are no restrictions on income. Housing units may be affordable, market rate, or a combination. There are no density or housing unit requirements beyond what is allowed under current zoning. The proposed housing units may be for rent or for sale.
- While not required, the neighborhood has identified a desire for a project with mixed-use(s), specifically uses that serve the day-to day needs of the residents and surrounding community such as: groceries (preferred, earning bonus points), daycare/childcare, bike shop, health clinic/pharmacy, retail, dance studio, wellness/yoga studio, bakery or coffee shop, nonprofit offices, or other similar uses.

In submittals, Proposers must provide sufficient detail to show that the project is compelling and financially feasible, and includes an experienced development team. The Proposal should convey plans for housing and mixed-use components(s), construction phasing and timelines, and deal structures. The Proposer will need to demonstrate the relevant background to deliver on that vision.

Ultimately, the City seeks Proposals that demonstrate the capacity to deliver Project Elements that best fulfill the goals expressed in the relevant MR Area Plan and the Threshold and Evaluation Criteria. Successful Proposer(s) will work closely with City staff on the details of the Project through a negotiated Development Agreement.

B. Form of Financial & Other Assistance.

For this RFP, the City's contribution consists of the Property and assistance with the City's development process, as further described below. There is no direct financial contribution. As authorized by the New Mexico Redevelopment Code (3-60A-1 to 3-60A-48 NMSA 1978) and the corresponding Albuquerque Ordinance, the City can offer the following resources towards proposed Projects:

- 1. Direct Financial Assistance:* Not Applicable for this RFP

2. ***Assistance with City Development Process:*** Projects located in MR Areas receive impact fee waivers and priority consideration for permit reviews. Upon selection, the City may also assist the successful Proposer(s) on associated land use approvals necessary to accomplish the Project, if needed. Services may include advice on zoning review, site plan or subdivision approvals, and plan check and building permits. The successful Proposer will, at their own expense, be responsible for the preparation of all documentation to obtain any associated approvals and/or permits required to complete the project, as well as permit fees.
3. ***Security:*** The MRA recognizes the need for security leading up to and during the construction process. As such, the City may provide mobile police camera trailer and additional site monitoring. The location next to the Community Safety Headquarters is a benefit.
4. ***Other Funding Resources:*** The City encourages Proposers to pursue other funding sources as necessary to ensure financial feasibility. Other public funding sources may exist for the Project that are not listed in this RFP, including MRA's [Redevelopment Tax Abatement](#) program and other available housing funding (e.g., CBDG, HOME, Workforce Housing Trust Funds, Housing Forward ABQ funds, LIHTC, etc.). See Exhibit K for a list of financing resources. Proposers should keep in mind that public incentives are subject to applicable local, state, and federal laws and regulations, potential voter approval, funding availability and policies that govern those incentive programs—they should not represent a core financial strategy for the Project given their uncertainty.

Note: If awarded City lands (or funds), the Project must comply with federal Fair Housing requirements. If provided, affordable housing units should be comparable in types and finishes, and dispersed throughout the development and not segregated to a specific floor and/or type of unit. Furthermore, units should have equal access to building amenities. The Americans with Disabilities Act (ADA) requirements apply to all Project Elements, where applicable.

C. Threshold Criteria.

Threshold Criteria: The minimum criteria to be considered responsive are: 1) Located in an eligible Metropolitan Redevelopment Area; 2) Creates housing units and, if feasible, incorporates mixed-use(s); 3) Demonstrated organizational capacity to complete Project; and 4) Organizational capacity to accept ownership of land. Threshold Criteria are unscored and are used to determine eligibility under the terms of this RFP. All Projects must substantially meet all of the following Threshold Criteria:

1. ***Located in an eligible Metropolitan Redevelopment Area.*** The Property is located in the Near Heights Expansion Metropolitan Redevelopment Area within the City of Albuquerque. A map is available <https://www.cabq.gov/mra/redevelopment-areas/near-heights>, or in Exhibit B.

2. ***Creates new housing units and mixed-use(s)***. Projects with proposed mixed uses should provide evidence that the proposed uses are both needed and feasible for the zoning and geography. Letters of commitment from business operators are encouraged.
3. ***Proposer must exhibit organizational capacity***. The Proposer must show that they have the organizational, financial and operational capacity to complete the Project, accept ownership of the Property, and operate or oversee the completion of the Project Elements and operation of the proposed functions.

D. Evaluation Criteria.

Narratives can score up to 100 points. Up to 10 additional points may be awarded for Projects that demonstrate grocery or fresh food use(s). The scoring criteria listed below outline how the project will be evaluated.

1. ***Alignment with relevant Metropolitan Redevelopment Area Plan – up to 20 points.*** The Subject Property for this RFP is located within the Near Heights Expansion Metropolitan Redevelopment Area. Proposals should describe how the proposed Project Element(s) helps to alleviate the blighted conditions identified in this Plan and how the Project will further the Plan’s goals and policies, specifically goals related to the provision of housing and mixed-use(s). A copy of this Plan is available on-line at: <https://www.cabq.gov/mra/redevelopment-areas/near-heights>.
2. ***Provision of desired Project Elements – up to 25 points.***
 - ***Meets City housing goals (20 points)***. The Project will meet an unmet housing need and provide multi-family housing at the Property. There are no specific density or housing unit requirements beyond what is allowable by zoning. Projects can be for market rate or affordable units. Proposals must provide relevant market data to document the unmet housing need. If proposing an affordable housing project, the units must be affordable to households at or below 80% of Area Median Income (AMI) for a term of 30 years.¹
 - ***Meets community needs (5 points)***. The Project incorporates a mix of uses, such as daycare/childcare, bike shop, health clinic/pharmacy, retail, dance studio, wellness/yoga studio, bakery or coffee shop, nonprofit offices, or other similar uses. Mixed uses must be conceived of in connection with a Housing proposal, not as an independent development concept. The need for proposed uses and/or amenities must be justified in the proposal using market data.

¹ Household income limits for the affordable units, if provided, shall be based on the HOME Investment Partnerships Program’s Income and Rent Limits published for Albuquerque by the U.S. Department of Housing and Urban Development (HUD) (Details available here: <https://www.hud.gov>). For affordable units, rent maximums by unit type shall follow the New Mexico Mortgage Finance Authority (“NMMFA”) rent schedule for 80% AMI by Bedroom Size. Refer to the 80% Maximum Gross Rents by Bedroom Size for the Albuquerque Metropolitan Statistical Area here: <https://housingnm.org>

To support the narrative, Proposers must include a site plan, and additional renderings are welcome. They will not count against the page limit.

3. ***Alignment with Community Benefit Matrix – up to 25 points.*** Proposers must fill out the Community Benefit Matrix (Exhibit F). Proposers should only identify/select the elements in the Community Benefit Matrix that are financially feasible and which they are committed to incorporating into the final design. Community Benefit items identified in Proposals will be required to be included in the Project, per the Development Agreement. Projects will be evaluated based on points earned in each category. The Community Benefit Matrix provides a diverse array of design and development qualities. Categories include:
 - ***Sustainability (35 points).***
 - ***Economic impact (40 points).***
 - ***Placemaking (40 points).***
 - ***Bonus residential points (15 points)***

 4. ***Development team experience – up to 10 points.*** Proposers must provide a description of their team’s demonstrated expertise and track record in the development of similar projects that have helped to revitalize communities and furthered economic development. This description should include the team’s experience in financing, building, and operating similar projects on time and on budget.
 - a. ***Experience:*** Complete the Experience Matrix in the Proposal Information Sheet (see Exhibit D), listing all development projects completed in the past 10 years.

 - b. ***Past examples:*** Provide at least two detailed examples of past successful, completed, developments of similar size and mix of uses in which the Proposer was involved, or redevelopment projects for which the Proposer took the lead.

 - c. ***Financial fitness:*** Proposer must provide letter(s) of support from financial institution(s) that have financed their projects in the past (these letters are excluded from the proposal narrative page limit). This letter is meant to attest to the financial capacity and responsibility of the applicant. The letter should be from a bank or credit union and provide some detail on the length of the relationship, level of support provided (e.g., loan amounts), and the outcome (e.g., repayment history).

 5. ***Project schedule – up to 10 points.*** Provide a project schedule beginning with conceptual design through construction completion. Projects will be evaluated based on the achievability of the Proposer’s time schedule and the Proposer’s demonstrated ability to complete the project satisfactorily in a timely manner.

 6. ***Financial health – up to 10 points.*** MRA expects that the Proposer will be able to demonstrate the financial feasibility of the proposed Project. Not included in the narrative page limit, proposers must also include the following required financial attachments.
 - **Two years of audited financial statements.** Proposers must provide audited Income Statement, Balance Sheet, and Cash Flow analyses.
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- Financial summary. The Proposer must complete *all tabs* of the Financial Summary in Exhibit E. Financial structure, costs, etc. may be based on preliminary estimates.
- Tenant/Operator letter. If applicable, provide an official letter signed by the eventual/proposed tenant/operator confirming that the Proposer possess the right, ability and licensure to operate the proposed uses in the applicable space(s).

7. Grocery/Fresh Food Use(s) – up to 10 BONUS points. Projects that demonstrate the viable provision of grocery or fresh food uses are desired.

- Letter of commitment. To receive bonus points, the Proposer must include a letter from a grocery/fresh food vendor attesting to a commitment to operate within the proposed space. This letter must state that the operator has completed a market analysis and has determined a grocery concept to be feasible. Further, the vendor must attest that the concept is feasible with no additional subsidies from the City, State, or Federal government, beyond any that may have already been procured.

In sum, Evaluation Criteria are as follows:

Section	Points	Percent of Total
Alignment to Metropolitan Redevelopment Area Plan	20	20%
Provision of Desired Project Elements	25	25%
Community Benefit Matrix	25	25%
Development Team Experience	10	10%
Project Schedule	10	10%
Financial Plan	10	10%
TOTAL	100	100%
BONUS POINTS for Grocery/Fresh Food Uses	10	110%

E. Submission Content.

All submitted files should be named using the following standard: Project title first, Submission Content second, and Proposer entity last. For example: “1100 San Mateo SE – Project Narrative – Proposer Name LLC” and “1100 San Mateo SE – Proposal Information Sheet – Proposer Name LLC” Proposals must contain the following components:

1. **Project Narrative.** The Project Narrative should be *no longer than 30 pages*. The Project Narrative document must be clearly paginated and use common and legible font type (e.g., Times New Roman, Arial, Calibri). Font should be 11-point size or larger; figures and tables can employ smaller-sized font. Each page must be clearly and sequentially numbered. Any pages beyond the 30-page Project Narrative limit may not be read or considered, unless otherwise exempted from this requirement. The Project Narrative should be uploaded as a PDF. Site control documentation, site plans, optional renderings and exhibits should be included as separate PDF attachments and do not count toward the page limit.

The Project Narrative should include the following clearly-labeled sections, as follows:

- a. Project Summary. The development team must articulate a vision and development strategy for the Project that includes sustainable and innovative development possibilities, which must include housing units and can include mixed-use(s) as a cohesive Project.
- b. Threshold Criteria. Describe how the Project meets all of the Threshold Criteria in Section C. Please provide a narrative response to each criterion in the order listed in this RFP.
 - i. *Located in a Metropolitan Redevelopment Area.*
 - ii. *Creates housing units and mixed uses.*
 - iii. *Organizational capacity.*
- c. Evaluation Criteria. Describe how the Project meets all of the Evaluation Criteria in Section D. Please provide a narrative response to each criterion in the order listed in this RFP.
 - i. *Alignment to relevant Metropolitan Redevelopment Area Plan.*
 - ii. *Provision of desired Project Elements.*
 - iii. *Alignment with Community Benefit Matrix.*
 - iv. *Development team experience.*
 - v. *Project schedule.*
 - vi. *Financial health.*

2. *Additional required attachments.* The following are required components of the submission package but do not count against the Proposal page limit.

- a. Proposal Information Sheet. Complete the Proposal Information Sheet attached as Exhibit D.
- b. Site control. Provide documentation evidencing ability to accept ownership of land from the City or enter into a long-term lease and Development Agreement with the City.
- c. Site plans and renderings. A site plan must be provided that contains enough detail to confirm proposed development components as described in the Proposal and the Community Benefits Matrix. Sketch elevations and renderings are highly recommended to help reviewers understand the vision for the project. See Exhibit L for suggested building color palettes.
- d. Financial summary. Complete, *in its entirety including all tabs*, the Excel Financial Summary forms attached as Exhibit E. Financial structure, costs, etc. may be based on preliminary estimates. *Must be uploaded as an Excel document.*
- e. Financial documents. Provide independently audited Financial Statements including Income Statement, Balance Sheet, and Cash Flow analysis for the previous two years. If applicable, provide an official letter signed by the eventual/proposed tenant/operator confirming that they possess the right, ability and licensure to operate the proposed uses in the applicable space(s).
- f. Financial letter of support. A detailed letter of support on the Proposer's financial fitness from a financial institution that has financed Proposer's projects in the past is required.
- g. Community Benefit Matrix. Fill in the Community Benefit Matrix with points earned for each category (Exhibit F). *Must be uploaded as Excel document.*

- h. Letter of acknowledgement. Complete and sign Exhibit G.
- i. Modified W-9 form. Complete and upload Exhibit J.

3. ***Other attachments***. Additional attachments are allowed but *are not required*. These attachments do not count against the page limit, however please be judicious with the addition of optional attachments. These documents should contribute to the reviewers' understanding of the project and the experience of the project team. Other attachments may include the following:
- a. Letters of support from partners and stakeholders
 - b. Evidence of success on past projects. (e.g., news clippings, annual reports, financial documents.)
 - c. Project team short bios/résumés
 - d. (If applicable) Letter of support from grocer/fresh food provider
 - e. (If applicable) Diverse business owner certificates (see Exhibit I)

F. **Evaluation Process**

1. ***Review for Responsive Proposals***. City staff will conduct an initial review of all submitted Proposals to determine if they are responsive, meaning meets the Threshold Criteria and includes all required attachments (properly labeled and within page limits, as applicable). Responses shall be rejected if they are incomplete or do not meet the Threshold Criteria in the sole discretion of the Metropolitan Redevelopment Agency Director.
2. ***Advisory Committee Review***. In the case where there is more than one responsive Proposal, the MRA will convene an Advisory Review Committee (“the Committee”) to rank the Proposals based on the Evaluation Criteria. The Committee will consist of at least three individuals selected by the Metropolitan Redevelopment Agency Director and approved by the City’s Chief Administrative Officer. Committee members may come from the MRA, the City’s Planning Department, Economic Development Department and/or the Department of Health, Housing & Homelessness, as well as practitioners in the community. If determined to be necessary, the City may elect to hire third-party consultants to conduct an underwriting analysis to review the Project budget and any other requested financial documentation.

The Committee will evaluate all responsive Proposals and measure each Proposer’s response against the Evaluation Criteria set forth in Section E, resulting in a numerical score for each Response. There are a total of 100 points available in the categories listed plus an additional 10 bonus points for the provision of a grocery or fresh food use. The Committee will use the Evaluation Criteria as a guide in making their recommendation to the Albuquerque Development Commission (ADC).

- a. The Committee may send questions through the MRA staff to Proposers to seek clarification on portions of the responses.
- b. The Committee may conduct interviews of Proposers following the initial review of their Proposals.

- c. The City may request supplemental information during the selection process. If supplemental information is requested, it will be required of all responsive Proposers.
- d. The Committee may request assistance from third-party technical advisors, including financial advisors, who may review the responses and advise the Committee.
- e. The Committee will recommend a selection of one or more Proposers to advance to either Development or Exclusive Negotiation Agreement. The Committee's recommendation will be forwarded to the ADC for consideration at their next scheduled hearing.
- f. The ADC may accept the recommendation, reject the recommendation, or direct City staff to conduct further analysis. The ADC is not authorized to select different Proposals than those selected by the Committee.

Note: Albuquerque City Council makes the final determination of award among any and all selected Proposals after a Development Agreement is negotiated with MRA.

G. Additional Negotiations.

Proposals do not constitute final design plans and are subject to change through mutual negotiation and agreement. Among those selected, and depending on the ADC recommendation (if applicable), MRA may request additional information on the project, team roles and responsibilities, and timeline for the selected Proposer(s). The City may request further planning, concept development, and financial analysis of the proposed Project and its use of City-owned land (or funds, if applicable).

Proposer(s) may also be required to provide additional documentation and plans to demonstrate need, further outline development plans, solidify a project timeline, and identify the exact land need or gap financing, if applicable, required for the project. City staff will be available to provide technical assistance and guidance.

H. Development Agreement.

The Development Agreement for each Project will include performance requirements and mandatory reversionary provisions, up to and including reversion of land and all improvements and contract termination, which will be triggered if the performance requirements are not satisfied. A Development Agreement does not constitute a final notice of award.

Note: Any loan or grant of City Funds requires City Council approval, which takes an average of 4-8 months, and a favorable outcome for the development is not guaranteed. Please make note of this timeline when determining project schedules. The City Council agreement represents the final notice of award.

I. Submittal Process.

1. ***Schedule for Response to RFP.*** The deadlines related to this RFP are on the cover page. The City reserves the right to revise this schedule in the event that it is needed. Failure to

submit a timely Response pursuant to the RFP and any addendum may be grounds for deeming a submittal non-responsive. If a revision to this schedule must occur, the addenda will be posted to the City's website: <https://www.cabq.gov/mra/request-for-proposals>.

2. **RFP Amendments.** MRA may publish changes to the terms of this RFP at any time prior to the deadline via amendments, which will be posted to the MRA's RFP webpage. It is the responsibility of all Proposers to examine this entire RFP, check back regularly for amendments on the website, and seek clarification of any requirement that may not be clear. Proposers must check their responses for accuracy before submitting a Proposal. Negligence in preparing a Proposal may result in the submittal being deemed non-responsive at the City's sole discretion. The Proposer shall be responsible for fully understanding the requirements of the RFP and subsequent documents. Failure to respond to all publicized amendments shall render the Proposal incomplete and nonresponsive, and will therefore not be considered. It is the Proposer's responsibility to keep apprised of answers to questions and any amendments to this RFP by frequently checking the following website: <https://www.cabq.gov/mra/request-for-proposals>.
3. **Formal Inquiries.** During the Project awarding process, commencing with issuance of this RFP and continuing until award of a contract for the Project (or cancellation of the award), no employee, member or agent of any Proposer shall have any communications regarding this award with any member of the City, the Committee, the ADC, their advisors or any of their contractors or consultants involved with the awarding of the Project, except for communications expressly permitted by this RFP. Any Proposer engaging in such communication may be disqualified at the sole discretion of the City.

All formal inquiries or requests for significant or material clarification or technical interpretations or notification to the City of errors or omissions relating to this RFP must be directed, in writing, to the contact person listed on the cover page. Questions and requests for clarification must be submitted on the Inquiry Form (Exhibit A) provided on the City's website. The City will post these inquiries and affiliated responses to the website within eight business days of receipt of the inquiry. The source of the question will not be disclosed until the contract has been awarded.

4. **Preparation of Response.** The City will not reimburse the cost of developing, presenting, submitting, or providing any response to this solicitation. All materials and Responses submitted in response to this solicitation become the property of the City and will not be returned.
5. **Authorized Representative.** Any Proposer submitting a Response shall be deemed to have read and understood all the terms, conditions and requirements in the RFP and any addenda. Submissions must include a completed RFP Letter of Acknowledgement (Exhibit G) signed by an individual authorized to legally bind the Proposer.

6. **Submission of Responses.** Responses may be submitted at any time until the due date and time stated in this RFP. Responses must be uploaded to Metropolitan Redevelopment Agency via the City of Albuquerque’s Super-Flash File Transfer Protocol (“SFFTP”) file directory at Via Electronic Upload to: <https://sfftp.cabq.gov/f/cfd5dcb250638d09>.
7. Thoroughly review Exhibit H for upload instructions to ensure your file is properly uploaded. No telephone, email or facsimile Responses will be considered. Late submissions will not be accepted.
8. **Rights Reserved by the City.** The City reserves the right to reject any or all offers. The City may elect to waive informalities and minor irregularities in offers received. Nothing in this RFP implies a contractual obligation with any firm, nor will the City reimburse costs for submittal requirements. All responses and accompanying documentation to the RFP will become the property of the City at the time the Responses are submitted. Responses should include all criteria, including any additional criteria set forth by addenda, to be considered complete. Any Response that does not meet this requirement may be considered non-responsive.
9. **Appeal Procedures.** Within 15 days after the Albuquerque Development Commission’s selection of finalists, any Proposer not selected may appeal the decision to the City Council. For more information regarding the appeal process, please refer to Section 14-8-4-8 of the Metropolitan Redevelopment Agency Ordinance.

J. Attachments. Attachments to this RFP include:

- Exhibit A – Formal Inquiry Form
- Exhibit B – Metropolitan Redevelopment Area
- Exhibit C – Site Details
- Exhibit D – Proposal Information Sheet
- Exhibit E – Financial Summary (Excel)
- Exhibit F – Community Benefit Matrix (Excel)
- Exhibit G – Letter of Acknowledgement
- Exhibit H – SFFTP Upload Guide
- Exhibit I – Accepted third party diverse-owned business certifications
- Exhibit J – Modified W-9
- Exhibit K – Cost Reduction/Gap Financing Resources
- Exhibit L – Suggested Paint Palettes