



Request for Qualifications FY 22-03

Housing Technical Assistance, Planning and Proforma Services

Posted September 9, 2021

North Central New Mexico Economic Development District (NCNMEDD) is seeking a contractor, team or firm to provide technical assistance to communities on affordable and workforce housing projects and to develop plans and proformas for these projects. The scope of services will include the following:

1. Assist NCNMEDD to develop a basic training tool for communities on affordable and workforce housing. The tool will be available in printed, power point and webinar formats and will cover all relevant affordable housing programs and sources, as well as case studies of successful projects, including mixed-income and mixed-tenure projects.
2. Provide customized technical assistance for at least six affordable/workforce housing projects using existing Affordable Housing Plans and market studies and gathering/generating other data as needed. Other data may include:
 - Composition of the workforce—which employers need housing for their workers, are the workers living locally or recruited from elsewhere, how much are they paid?
 - Range of sales prices and rents affordable to the workforce
 - Potential sites, especially those where land or infrastructure can be donated
 - Available and needed infrastructure
 - Construction budget
 - Amount of subsidy needed to support development or rent
 - Mix of rental and homeownership units needed
3. Create a housing development plan and proforma for each project. The plan can be used to solicit a developer or by a local organization that will serve as developer.

Other Information

- The scope of services will be conducted from October 2021 through September 2022.
- All services will be performed under the direction of NCNMEDD's Executive Director.
- NCNMEDD is a council of governments that serves north central New Mexico, including the counties of Santa Fe, Rio Arriba, Los Alamos, Taos, Colfax, Mora, San Miguel and Sandoval. Communities receiving technical assistance will be located in these counties. Please visit ncnmedd.com for more information.

Responses to this Solicitation

To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to ncnmedd@ncnmedd.com no later than **Friday, October 8, 2021 at 5:00 pm.**

1. A list of all personnel who will provide services and a statement of qualifications relevant to the scope of services for each team member;
2. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate; and
3. Additional information relevant to the scope of services as determined by the consultant, team or firm.

Please contact Monica Abeita, Executive Director at monicaa@ncnmedd.com or 505-356-9588 with any questions.