

**Justin S. Greene**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Camilla Bustamante**  
*Commissioner, District 3*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Hank Hughes**  
*Commissioner, District 5*

**Gregory S. Shaffer**  
*County Manager*

September 6, 2024

**Santa Fe County**  
**RFP No. 2024-0266-HA**  
**Santa Fe County Regional Affordable Housing Investment and Implementation**  
**Strategy**

**ADDENDUM NO. 2**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 2. This documentation shall become permanent and made part of the departmental files.

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***Attachment A: Pre-Proposal Agenda and Sign-In Sheet***

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Question No. 1: What is the expected budget for this project?

**Answer No. 1: \$75,000**

Question No. 2: What is the timeline to complete the Housing Investment and Implementation Strategy? And what is the timeline for which the recommendations will cover?

**Answer No. 2: Staff anticipates the study would be completed within 4 months of final contract award. Staff anticipates the project would include a 5-year planning period.**

Question No. 3: Page 8 has “additional services” for technical assistance. Are those additional services expected to be part of the lump sum project budget? Or how should we assign a cost to this portion?

**Answer No. 3: Please list additional services as a separate cost within your lump sum cost proposal. All services would be on as a needed basis and would be approved in writing prior to start of work.**

Question No. 4: How are they thinking about conflicts of interest? Will we be able to garner local knowledge from providers without risking their ability to bid on future housing RFP’s

**Answer No. 4: Staff does not anticipate conflict of interest. Contractor will be able to work with the County to garner local knowledge.**

Question No. 5: What income levels should the plan address?

**Answer No. 5: Up to 150% of AMI**

Question No. 6: Please clarify what is meant by Exhibit A below. We did not see Exhibit A in the RFP.

h) All required EPA forms in accordance to the Supplemental Conditions, Exhibit A. *(does not count against page limit)*

**Answer No. 6: Please omit and disregard h) from Section IV. of the RFP.**

Please add this Addendum No. 2 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Amanda Patterson-Sanchez, Procurement Planner Analyst at [apatterson-sanchez@santafecountynm.gov](mailto:apatterson-sanchez@santafecountynm.gov).



**PRE PROPOSAL CONFERENCE**  
**RFP No. 2024-0266-HA**  
**Housing Investment and Implementation Strategy**  
**August 28, 2024 10:00 AM**

**Contracting Agency: Santa Fe County**

- |                            |                             |                     |
|----------------------------|-----------------------------|---------------------|
| • Mohamed Al Hussaini      | Procurement Specialist Sr.  | Purchasing Division |
| • Amanda Patterson-Sanchez | Procurement Planner Analyst | Purchasing Division |
| • Adrianna Velasquez       | Deputy Director             | Housing Authority   |

**Project Information**

Santa Fe County, Housing Authority is requesting a Request for Proposals for experienced and qualified consultants/planners or firms to provide professional consulting services for preparation of a regional affordable housing investment and implementation strategy for Santa Fe County.

**Proposal Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
  - Sequence of Events are listed on page 11.
  - Proposal Organization - Proposal should be organized as outlined in the RFP on page 20.
  - Selection of finalist(s) – the most qualified proposal received based on the evaluation criteria outlined in the RFP (pages 23) will be scored by a three to five-member evaluation committee.
  - Preferences -
    - 1) N.M. In-State Business Preference Certificate 50 points total of all evaluation factors added to score.
- OR**
- 2) N.M. Resident Veterans Preference Certificate, 100 points total of all evaluation factors added to score. For more information on State Preference visit [www.tax.newmexico.gov](http://www.tax.newmexico.gov)
- AND**
- 3) Santa Fe County Preference, 50 points total of all evaluation factors added to score. For more information on County Preference visit <https://www.santafecountynm.gov/finance/purchasing-division>.
- Please submit all questions via email to Amanda Patterson-Sanchez at [apatterson-sanchez@santafecountynm.gov](mailto:apatterson-sanchez@santafecountynm.gov). The last day for questions will be **Friday, August 30, 2024**. (*Any contact with any other County staff member or persons other than the Procurement Manager may be grounds for disqualification.*)
  - Addendum will be issued on **Friday, September 6, 2024**. (*Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.*)
    - Proposal Submittal – **Due Date: Wednesday, September 18, 2024 Time: 2:00 PM**  
**Location: Santa Fe County Purchasing Division, 102 Grant Avenue 1st Floor, Santa Fe, N.M. 87501**

**Electronic submission also available via Dropbox utilizing Dropbox link. Please copy and paste in browser: <https://www.dropbox.com/request/6nr5X5Nn0p3jkeincrb>**



**SANTA FE COUNTY**

Sign in Sheets

RFP No. 2024-0266-HA

**Housing Investment and Implementation Strategy**

August 28, 2024 AT 10:00 AM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Mohamed Al-Hussaini	SFC-Purchasing	(505) 992-9864	<a href="mailto:malhussaini@santafecountynm.gov">malhussaini@santafecountynm.gov</a>
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