STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
OFFICE OF HOUSING

REQUEST FOR INFORMATION
RFI# 27-631-1111-00036

Housing Development Projects in Partnership with Government Agencies

Release Date: August 31, 2027

Due Date: Rolling deadline until March 31, 2027

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I. INTRODUCTION

For Fiscal Year 2027, the Department of Workforce Solutions (DWS) received several appropriations for housing projects statewide:

- An appropriation from the general fund to fund housing, affordable housing, transitional housing, homelessness initiatives and the expansion of housing services statewide" (House Bill 2, Section 5, Item 172).
- An appropriation of capital outlay funding for "housing and homelessness projects statewide" (Senate Bill 240, Section 60).
- An appropriation of $5 million from the general fund for "tribal housing projects and infrastructure in consultation with the Indian Affairs Department" was made to Department of Finance and Administration (House Bill 2, Section 5, Item 159) and subsequently transferred to DWS to administer.

The DWS Office of Housing seeks to identify attainable housing, affordable housing, supportive housing, and transitional housing development projects throughout the state in order to deploy some or all of this funding. Projects may be either new construction or renovation projects, and may be in the pre-development process, ready for construction, or under construction.

The DWS Office of Housing intends to use this information to enter into governmental entities for housing projects statewide.

A. Purpose of this Request for Information (RFI)

The purpose of this RFI is to solicit and gather information to help DWS Office of Housing determine how to best utilize general funds and capital outlay to governmental entities for the development of attainable housing, affordable housing, supportive housing, and transitional housing throughout the state. This RFI is to obtain information about specific projects from governmental entities about these types of projects in their jurisdiction that could utilize DWS funds.

The RFI Point of Contact (identified in Section I.D. below) may follow up with any written responses to clarify or solicit additional information. Please feel free to share this RFI with anyone you believe may be interested in participating.

B. Background

Information submitted in response to this RFI may be used to:

- Evaluate potential projects for funding
- Prioritize investments across geographic regions and housing types
- Support the negotiation and execution of IGAs, including establishing project scope, funding amounts, timelines and performance requirements within an IGA.

This is not a formal procurement solicitation.

C. Eligibility

The following entity types are eligible to respond to this RFI:

1. Counties
2. Municipalities
3. Housing Authorities that operate as governmental entities and have the authority to enter into intergovernmental agreements with DWS
4. Local Educational Agencies
5. Higher Education Institutions
6. Indian Tribes, Pueblos and Nations
7. Special Districts or other entities with the authority to enter into intergovernmental agreements with DWS and to undertake all activities proposed in the response.

D. Scope of Work and Objectives

1. Scope

The purpose of this RFI is to identify and collect information on attainable housing, affordable housing, supportive housing, and transitional housing projects throughout the state. The DWS Office of Housing is seeking details on a range of development projects that address housing needs across these categories.

Projects may include new construction or renovation efforts and may be at various stages of development, including pre-development, ready for construction, or currently under construction.

The DWS Office of Housing will use the information provided in response to this RFI to inform potential partnerships and enter into IGAs with governmental entities.

2. Objectives

The DWS Office of Housing will evaluate responses based on how well they align with the following objectives:

- Demonstrated ability and experience of the governmental entity to deploy and manage funds effectively
- Demonstrated ability and experience of any developer involved in the project to utilize available funds within required expenditure deadlines
- Overall financial feasibility of the project
- Reasonableness of the amount of funding requested. Depending on the project size and total project budget, requests should generally be between $250,000-$3,000,000.

- Number of new housing units to be created or preserved
- Commitment to long-term housing affordability, including proposed income eligibility and period of affordability
- Developer partner's experience and capacity to successfully complete the project
- Degree of investment and leverage of other funding sources, including contributions from the submitting governmental entity
- Where applicable, evidence that the submitting governmental entity has, within the past five years, adopted - or is actively in the process of adopting - land use policies and practices that make housing development easier, more predictable, and more cost-effective

In addition, the DWS Office of Housing will consider geographic distribution when making decisions about entering into intergovernmental agreements, aiming to balance investments across the state, including both rural and urban areas, and to support a diverse mix of project types.

E. RFI Point of Contact

The Procuring Agency has designated the following Points of Contact who are responsible for the conduct of this RFI whose names, addresses, and telephone numbers are listed below:

Point of Contact	**Lisa Huval, Housing Initiatives Manager**
Office address:	Department of Workforce Solutions Office of Housing 401 Broadway Blvd. NE, Albuquerque, NM 87102
Office Phone:	(505) 709-0081
Email Address:	lisa.huval@dws.nm.gov

F. Terminology

The following definitions apply to this RFI:

"**Affordable Housing**" means units of housing limited to buyers or renters who have a household income that is less than 80% of the Area Median Income.

"Attainable Housing" means units of housing limited to buyers or renters who have a household income that is less than 150% of the Area Median Income.

"Bonfire Portal" means the site hosting the electronic procurements and RFI's accessible to the public All RFI documents, addenda, Q&A's will only be posted to this site.

"Intergovernmental Agreement" or "IGA" means an agreement between two governmental entities.

"Supportive Housing" means permanent, affordable housing combined with supportive services for people experiencing or at risk of experiencing homelessness.

"**Request for Information**" or "**RFI**") means Document used for soliciting information or recommendations to the marketplace through a structured, defined, non-binding inquiry process.

"Transitional Housing" means Housing with supportive services for people experiencing homelessness with the goal of helping residents move to and maintain permanent housing.

II. CONDITIONS GOVERNING THE RFI

A. Sequence of Events

The primary RFI Point of Contact will make every effort to adhere to the schedule below. However, dates and times may be modified, depending upon the questions and responses received.

Action	Responsible Party	Due Dates
1. Release of RFI	DWS	August 2026
2. Submission of Response	Respondents	Responses may be submitted at any time and will be accepted on a rolling basis until March 31, 2027.
3. Response Review	DWS	Responses will be reviewed monthly. Each month, DWS will review proposals received on or before the 15th of that month. For example, responses received on or before September 15th will be reviewed by October 15th.
4. Any resulting Intergovernmental Agreements	DWS /Respondents	Any resulting IGAs will be made on a rolling basis until all funds are allocated, or until the Department issues a notice that the RFI has terminated, or March 31, 2027, whichever comes first.

B. Explanation of Events

1. Release of RFI

This RFI is being issued on the date indicated in the Sequence of Events Table above, by DWS.

2. Submission of Response
DWS will accept and review responses to this RFI on a rolling basis starting immediately on the date indicated in the Sequence of Events Table above.

3. Response Review
Responses will be reviewed monthly as outlined in the Sequence of Events Table above.

4. Any Resulting Intergovernmental Agreements
Any resulting IGAs will be made as indicated in the Sequence of Events Table above.

C. General Requirements

Submission of a response to this RFI constitutes acceptance of, and consent to, the following General Requirements:

1. No Obligation
This RFI is for informational purposes only. Participation does not create any binding obligation. The agency reserves the right to accept or reject any submission, request additional information and modify or cancel the RFI at any time

2. Governing Law
This RFI and any subsequent agreements that may be issued by the Procuring Agency shall be governed by the laws of the State of New Mexico.

3. Clarifications
All requests for clarification must be directed to the RFI Point of Contact identified in Section I.D.

4. Response Preparation Cost
Any cost incurred by the respondent in the preparation, transmittal or presentation of any response or material submitted in response to this RFI will be borne solely by the respondent.

5. Use of Information
The Procuring Agency reserves all rights available to it by law. If an RFP or other type of solicitation results from this RFI, respondents to this RFI are hereby notified that all information, documentation, and any specific content or approaches included in RFI responses will be analyzed, may appear in various reports, and may be used in the resulting solicitation. Therefore, do not submit any proprietary or confidential information. The Procuring Agency cannot guarantee the confidentiality of the information submitted.

6. Eligibility to Participate in Subsequent Procurement

If the Procuring Agency decides to issue an RFP or other form of solicitation, those parties who choose to respond to this RFI, as well as those parties who choose not to respond to this RFI, will be eligible to participate in that procurement.

7. Ownership of Materials

Ownership of all data, material, and documentation originated and submitted to the Procuring Agency, pursuant to the RFI, shall belong exclusively to the Procuring Agency and be subject to public inspection in accordance with the New Mexico Open Records Act. No documents will be returned once submitted to the Procuring Agency.

8. Acceptance

The State of New Mexico reserves the right to reject responses that arrive late, or do not meet all of the specified requirements.

III. RESPONSE FORMAT AND ORGANIZATION

A. Number of Responses

Respondents should submit one response per project. Respondents may submit multiple responses to this RFI. Respondents should submit electronic responses using the Bonfire Portal.

B. Number of Copies

Respondents need only upload one (1) electronic copy into the Bonfire Portal.

C. SUBMISSION OF PROPOSALS

ONLY ELECTRONIC SUBMISSION VIA BONFIRE PORTAL IS PERMITTED (https://nmdws.bonfirehub.com/projects/251605/details).

DWS utilizes Bonfire for accepting and evaluating responses.

1. Electronic Submission Requirements

a. Bonfire Registration and Technical Support

Offerors must complete their full registration in the Bonfire Portal in advance of the submission deadline. Registration must be 100% complete to submit a response to this RFI. It is the Offeror's responsibility to ensure registration is finalized to allow timely

upload of all required proposal documents.

Registration may be accessed at:
https://nmdws.bonfirehub.com/portal/

The Bonfire Portal is secure, and accessible only to DWS personnel, through a password-protected login.

For assistance with completing the registration process, uploading a proposal, or other technical support issues contact: Support@GoBonfire.com or call 1-800-354-8010.

b. Submission Instructions

Offerors must follow all submission requirements outlined in Sections III.D and IV.A and upload all documents in accordance with Section III.C.

Please download the Project Overview Form, complete it in Excel, and upload it in its designated location in the Bonfire Portal.
https://nmdws.bonfirehub.com/projects/251605/requestedInformationNew/14367

Prepare responses to each question in Section IV.A and upload the necessary response or supporting documentation for each query in its designated place within the Bonfire Portal.

c. Late Submissions

The Bonfire Portal automatically locks at the exact date and time of the deadline; once locked, no additional uploading, modifying, or submitting of documents will be permitted.

Offerors are responsible for ensuring that all required documents are fully uploaded and successfully submitted through the Bonfire Portal before the submission deadline established in this RFP. Offerors must allow sufficient time to upload large files and verify that the submission is complete.

A proposal will be considered late if it is not:

i. Fully uploaded and complete, and
ii. Received in the Bonfire Portal by the submission deadline.

Submissions that fail to reach the Bonfire Portal due to antivirus software, firewalls, security filters, quarantining, or any other system interference will also be deemed **late**.
In accordance with statute and rule, **LATE RESPONSES WILL NOT BE ACCEPTED.**

RESPONSES WILL BE ACCEPTED ON A ROLLING BASIS UNTIL 5:00PM MST ON THE DATE INDICATED IN SECTION II.A, SEQUENCE OF EVENTS

D. Response Format

The Respondent's response to this RFI should be organized in the following format:

1. Response to RFI Requirements according to the questions in Section IV.A.1.
   a. Complete the Project Overview Form available for download via the Bonfire Portal https://nmdws.bonfirehub.com/projects/251605/details
   b. Ensure responses reference any attached Supporting Materials/Documentation, as applicable/appropriate.
2. Response to Question IV.A.2 (project schedule)
3. Response to Question IV. A.3 (project budget)
4. Response to Question IV.A.4 (experience)
5. Response to Question IV.A.5 (land use practices) – if applicable
6. Response to Question IV.A.6 (capital outlay forms) – if applicable
7. Response to Question IV.A.7 (other sources) – if applicable
8. Other Supporting Materials/Documentation
   a. Respondents may attach other materials that they believe may improve the quality of their responses.
   b. Any Supporting Materials/Documentation that do not seamlessly integrate into the Respondents response to the questions should be attached at the end of the response.

For any response marked "if applicable," the Department will assume that there is no response to that question if no relevant attachment is uploaded into the Bonfire Portal.

IV. REQUIREMENTS

A. General Responses Requested

Respondents are requested to respond to all of the following questions. Additional supporting information may be provided as attachments and may be referenced from the narrative response as appropriate. Respondents are invited to provide additional information as they deem appropriate.

1. Complete all items in the Project Overview Form

2. Provide a brief narrative overview of the project
3. Project schedule:
   a. Provide a detailed plan that outlines the timeline, tasks, and key milestones for the entire project, including those portions of the project that would use

DWS Office of Housing funds. **Any project seeking general funds must fully expend any such funds no later than June 30, 2027. Any project seeking capital outlay funds must fully expend any such funds no later than June 30, 2028.**

4. Project budget/pro forma:
    a. Provide a narrative describing the proposed approach to financing the project including:
        i. A timeline for securing the proposed funding
        ii. The projected "capital stack" for the proposed project.
        iii. Indicate the status of each funding source (e.g. application pending, awarded, in negotiations, executed agreement) *
        iv. Any perceived challenges to financing the project and how these challenges will be addressed and/or mitigated.
        v. The name of the entity or entities responsible for financing the project.

    b. Provide a Sources and Uses project pro forma during pre-development, construction, and permanent phases of the Project, to include:
        i. The estimated total cost of the Project.
        ii. The sources of funding (e.g. private equity, tax credits, bonds, commercial loan, bond financing, deferred developer fees, etc.).
        iii. All direct, indirect and financing costs that clearly specify key assumptions and how calculations are made from pre-development up to, and including, stabilized operations.
        iv. Unit Mix
        v. Development Costs

        *When applicable, DWS Office of Housing will coordinate with Housing New Mexico and New Mexico Finance Authority to ensure appropriate subsidization of projects.

    c. For attainable/affordable rental projects, supportive housing and transitional housing projects, provide a stabilized year operating statement detailing assumptions for all sources of income, a vacancy factor, detailed operating expense budget included proposed lease payment (if applicable), net operating income, capital reserves, debt service and equity returns.

5. Experience:
    a. For responses that include a private developer partner (non-profit or for-profit), describe the developer partner's experience and capacity to carry out this project.
    b. For projects where the governmental entity is the developer, describe the entity's experience and capacity to carry out this project.

6. Land use practices:
    a. Provide a narrative that describes any land use practices the government entity with land use jurisdiction over the project has adopted within the last 5 years or is actively in the process of adopting that make it easier, more predictable, and more cost effective to build housing.
    b. If no response is included, the Department will assume that no such land use practices exist.

7. Capital outlay request:
    a. If this project was submitted as a capital outlay request in the past three years, please include copies of the capital outlay request forms.
    b. If no response is included, the Department will assume that no such request was made.

7. Other sources
    a. If this project has received funding or approval for funding or tax credits from Housing New Mexico (Mortgage Finance Authority) and/or the New Mexico Finance Authority, please submit a written confirmation from the funding agency that acknowledged submission of this application for funding.
    b. If no response is included, the Department will assume that no funding or tax credits from these agencies is associated with the project. If other materials within the response indicate that these agencies have given or pledged funding or tax credits from these agencies and no response is included, the Department will consider the application incomplete.