

**The City of Santa Fe  
AND  
Office of Affordable Housing**

**REQUEST FOR PROPOSALS (RFP)**

**Affordable Housing Trust Fund (AHTF)**



**RFP#**  
**21/25/P**

Amendment # 2

**Proposal Due Date: February 24, 2021**

**ELECTRONIC-ONLY PROPOSAL SUBMISSION**

Affordable Housing Trust Fund (AHTF)

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This proposal is being amended in the following areas as highlighted:

**A. SEQUENCE OF EVENTS**

The City's Central Purchasing Office and the Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	Central Purchasing Office	January 27, 2021
2. Acknowledgement of Receipt Form	Potential Offerors	February 10, 2021
3. Pre-Proposal Conference (AHTF Training)	Office of Affordable Housing	February 12, 2021, <b>1PM-2:15PM</b>
4. Deadline to submit Written Questions	Potential Offerors	<b>February 17, 2021</b>
5. Response to Written Questions	Procurement Manager	<b>February 19, 2021</b>
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>February 24, 2021, 3PM</b>
7. Proposal Evaluation	City staff*; Community Development Commission (CDC)	February 24 – March 3
8. Oral Presentation of Projects	Potential Offerors	March 3, 2021
9. Recommendation of Awards	CDC	March 3, 2021
10. Finalize DRAFT Contractual Agreements	Requesting Department/City Attorney's Office	March 17, 2021
11. Governing Body Committee Approvals	-Finance -Quality of Life	-April 19, 2021 -April 21, 2021
12. Governing Body Approval	Requesting Dept	-April 28, 2021
13. Protest Deadline	Central Purchasing Office	+15 days

**\*Reviews for completeness**

**Section II. B. 3. Pre-Proposal Conference/AHTF Training**

**Pre-Proposal Conference (AHTF Training) Zoom link, February 12, 2021, 1:00PM - 2:15PM:**  
<https://santafenm-gov.zoom.us/j/95995987745?pwd=bkRqKzB0Z0d0ME0yZlI6UjBtSUx5dz09>

**4. Deadline to submit Written Questions: February 17, 2021**

**5. Response to Written Questions: February 19, 2021**