

Village of Los Lunas

Request for Proposals
For the Purchase & Development
Of a Charter School and Related Facilities
On Village Owned Real Property

El Molino South Redevelopment Project



Tract: PARCEL 2 S: 33 T: 7N R: 2E, 10.46 ACRES, PLAT M-451
Immediately south of 906 Juan Perea Road SE
Los Lunas, NM 87031

Issuance Date: May 30, 2024
Due Date: June 20, 2024 at 4 p.m. Mountain Standard Time
(Due date and time shall be strictly observed.)

RFP Website: <https://www.loslunasnm.gov/Bids.aspx?BidID=5>

Village of Los Lunas

Administration Department

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Glossary of Terms

The terms that are used with capitalized letters throughout the RFP are defined below:

Ad Hoc Selection Committee:	A committee of three members that will evaluate and score the proposals based on the evaluation criteria and make a recommendation to the Village Council.
Developer:	The Proposer that is selected by the Council and enters into a Development Agreement with the Village.
Development Agreement:	The terms of the awarded contract between the successful Proposer and the Village.
FTE:	Full Time Equivalent. The number of total hours worked divided by 2,080 hours. This metric will be used in proposals to measure the number of construction and permanent jobs created by the proposed redevelopment.
MR Area:	A defined area of the Village determined to be blighted by the Village Council.
MRA Plan:	The required documentation that guides the redevelopment of the determined MR Area. An MRA Plan must be in place before the State's laws governing the MRA are allowed to be applied.
Project:	The focus of this RFP. This includes the property defined by this RFP and all developments on the site.
Proposer:	A person or entity responding to this RFP. Anyone that puts forth a proposal for this request.
RFP:	Request for Proposals. This document providing information and specifying the requirements for Proposers to bid on the Project.
Station Area Plan:	The Village of Los Lunas Rail Runner Express Station Area Plan adopted on May 8, 2008, which provides recommendations and goals for the redevelopment of an area surrounding the Los Lunas Transportation Center for Transit Oriented Development (TOD).
Subject Site:	The 10.46 acre property located south of 906 Juan Perea Road SE, Los Lunas, NM. The proposed Subject Site is shown in Exhibit A.
TOD:	An acronym for Transit Oriented Development. A type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of quality public transportation.
Transportation Center MRA Plan:	The Village of Los Lunas Transportation Center/Station Metropolitan Redevelopment Area Plan approved on

	December 17, 2015 that established specific goals for the redevelopment of the Transportation Center Area.
Village:	The incorporated Village of Los Lunas
Village Project Manager:	The Village staff responsible for overseeing the issuance and awarding the RFP. Erin Callahan – (505) 295-8208, callahane@loslunasnm.gov.
Zoning Code:	The Village of Los Lunas Zoning Code. This is the Code of Ordinances controlling land development in the Village of Los Lunas. This Code of Ordinances is located in Title 17 for the Los Lunas Code of Ordinances.

Part I: Project Overview and Background

A. Overview and RFP Objective for the Site

The Village of Los Lunas (Village) is inviting proposals from private developers, persons or other entities (Developer) interested in undertaking the purchase and development of the Village owned Subject Site, currently zoned TOD-MU, for a charter school facility. This facility may be combined with adjacent facilities, if applicable. The Subject Site is located just south of 906 Juan Perea Road SE, Los Lunas, NM, and as shown on Exhibit “A” of this RFP.

In addition to being economically feasible, any proposed redevelopment of the Subject Site should complement the Transportation Center area.

B. Project Goals

The following goals have been established for the Project:

- **Charter School.** The Village is looking for a Developer to develop the Subject Site as a charter school, which may include additional complementary educational uses. The charter school may stand alone on the Subject Site, or may be developed in conjunction with adjacent parcels, if applicable.
- **Quality Design.** The Village seeks proposals that feature a high quality and well-designed urban development that fits in the Village’s TOD area. The redevelopment should reflect the design guidelines as reflected in the Station Area Plan. The redevelopment should have a vibrant streetscape and direct pedestrian connections to the Transportation Center. The Subject Site should provide public access and be a continuation of the public realm. Finally, service areas for the redevelopment should not negatively affect the public realm.
- **Catalytic Economic Redevelopment.** The proposed redevelopment should be of such quality that it adds and integrates into the community and catalyzes economic growth and redevelopment, including mixed-use, residential and retail, in the surrounding area.
- **Experience.** The project team shall be experienced and professional with a demonstrated expertise and track record with development projects that have revitalized communities and furthered economic redevelopment.

C. Context of the Subject Site

The Subject Site is just South of the Los Lunas Transportation Center along NM State Highway 314 (see Exhibit A). The Transportation Center serves the New Mexico Rail Runner Express and also houses offices for the Village of Los Lunas. Land uses around this area are very mixed and include agricultural, residential, office, restaurant, institutional, and recreational. To the North of the Subject Site is the School of Dreams Academy Charter School facility, and north of that are two agricultural parcels that separate the site from the Transportation Center. West of the Subject Site are railroad tracks utilized by Burlington Northern Santa Fe (“BNSF”) Railway Company and the New Mexico Rail Runner Express, which offers commuter rail service along a 96.5 mile corridor that runs through Valencia, Bernalillo, Sandoval and Santa Fe counties. South of the Subject Site are a mixture of low density residential and agricultural properties. East of the Subject Site is a single-family residential development.

D. The State Metropolitan Redevelopment Code and Creation of an MR Area and MRA Plan

As defined by the State of New Mexico Redevelopment Code §3-60A-7, a MR Area may be established by a local governing body, such as the Los Lunas Village Council, with the adoption of a finding that “rehabilitation, conservation, slum clearance, redevelopment or development, or a combination thereof, of and in such area or areas **is necessary** in the interest of the public health, safety, morals or welfare of the residents of the municipality.”

Following adoption of an MR Area, the local governing body may adopt an MRA Plan. Under State of New Mexico Redevelopment Code § 3-60A-9, it must be found that:

- 1) *The proposed activities will aid in the elimination or prevention of slum or blight;*
- 2) *A feasible method is included in the plan to provide individuals and families who occupy residential dwellings in the metropolitan redevelopment area, and who may be displaced by the proposed activities, with decent, safe and sanitary dwelling accommodations within their means and without undue hardship to such individuals and families;*
- 3) *The plan conforms to the general plan for the municipality as a whole; and*
- 4) *The plan affords maximum opportunity consistent with the needs of the community for the rehabilitation or redevelopment of the area by private enterprise or persons, and the objectives of the plan justify the proposed activities as public purposes and needs.*

Once an MR Area is designated and the respective MRA Plan adopted, the local governing body may utilize § 3-60A-12 of the New Mexico State Code to dispose of property under municipal control:

A municipality may sell, lease or otherwise transfer real property or any interest therein acquired by it in a metropolitan redevelopment area and may enter into contracts with respect thereto for residential, commercial, industrial or other uses, or for public use, or may retain such property or interest for public use, in accordance with the plan. The purchasers or lessees and their successors and assigns shall be obligated to devote the real property only to the uses specified in the metropolitan redevelopment plan for a period of years as set out in the sale or lease agreement and may be obligated to comply with other requirements which the municipality may determine to be in the public interest, including the obligation to begin within a reasonable time any improvements on real property required by the plan. The real property

*or interest shall be sold, leased, otherwise transferred or retained at not less than its **fair value** [emphasis added] for uses in accordance with Redevelopment Law as determined by the governing body of the municipality or by the metropolitan redevelopment agency, if so authorized.*

E. The Los Lunas Transportation Center/Station Metropolitan Redevelopment Area

On December 17, 2015, the Village Council designated a portion of the Transportation Center Area as an MR Area and adopted the Los Lunas Transportation Center/Station Metropolitan Redevelopment Area. The purpose of this MRA Plan is to establish the necessary goals to create a major activity center within the heart of the historic Village, provide a healthy economic environment, increase housing choices, as well as land values. The goal of the Transportation Center MRA Plan is to encourage the development of a mixed-use, walkable, transit-oriented development (TOD) that would provide increased residential and commercial opportunities for Village residents.

F. Subject Site

- **Current Ownership:** Village of Los Lunas
- **Location and Site Description:** The plat for the Subject Site is shown in Exhibit A. It is located just south of the intersection of Courthouse Road and New Mexico Highway 314. The Subject Site is approximately 10.5 acres, which will be dedicated to the charter school facility and other related educational facilities.
- **Zoning:** The Subject Site is currently in a TOD-MU (Transit Oriented Development – Mixed Use) Zone.
- **General Conditions.** As seen in Exhibit A, the property was developed for a mobile home park and has existing infrastructure including utilities and interior roads that have been upgraded in some cases to serve the existing portable campus for the School of Dreams Academy.
 - Access to the property is currently from Juan Perea Road, with no direct access from New Mexico Highway 314, which would require a railroad crossing as recommended by the Transportation Center Phase II Master Plan.
 - The property does not have any unusual topographic conditions.
 - The property is in a flood plain.
 - The Village has conducted a Phase I environmental assessment and geotechnical engineering study.
 - The Subject Site currently is serviced by public transit options, including local bus lines and the New Mexico Rail Runner Express train service.

Part II: Project Expectations and Developer Responsibilities

A. Project Assistance:

The Village desires to sell the Subject Site to a Developer in accordance with the Metropolitan Redevelopment Act. The Village offers the following framework for the

sale of the Subject Site and development of the property:

1. Cost of the Subject Site: All sale prices and ground lease rates will be considered, as long as the Village can show fair value was obtained as described in §3-60A-12 NMSA 1978. The minimum sales price of the entire Subject Site is \$686,895 or approximately \$1.51 per square foot. In order to help ensure a high-quality development, the Village will include provisions in a purchase agreement or ground lease relating to the design and operation of the Facility. Additionally, the Village will include performance measures and reversionary provisions in any executed Agreement. Though the Village will require the terms described above, the Village is open to negotiate many other terms of the sale or ground lease.

B. Project Summary: The Subject Site is a key site in the redevelopment of the Village's Transportation Center Area for TOD as envisioned by the Station Area Plan and the Transportation Center MRA Plan. The Village expects the charter school develop a permanent facility, either on the Subject Site only or incorporating any adjacent parcels, as applicable.

C. Proposal Requirements:

Proposals MUST contain the following:

1. Conceptual Plan: The Proposer is expected to provide a conceptual plan for the development of the site that demonstrates substantial compliance with the existing Village Zoning and Building Codes.

2. Financial Statement: A financial statement, at delivery of the Proposal supporting the Proposer's capability to undertake this project including operating revenues and expenses, history of debt repayments, and letters of credit.

3. Previous Projects: A list of any previous or current Village projects that the Proposer or any member of the Proposer's team was involved with, either directly or indirectly.

4. List of Development team members: A complete list of the development team, including names, addresses, individual resumés, of those individuals to be assigned to the project; the responsibilities of each team member or firm; and the experience of all those involved.

5. Time period: A complete timeline for commencing and completing all construction and including the commencement of any complementary or ancillary uses to the Charter School on the Subject Site.

6. Estimated costs: Estimated development costs and verifiable evidence of financial capability.

7. No Village financial liability: An affirmative statement that the Village will not be required to offer financial assistance or pay any closing cost, inspection fees or professional fees.

D. Interested Users:

The Proposer is expected to have an established relationship with potential users of the site.

E. Selected Developer Responsibilities:

The selected Developer will be responsible for all aspects of the redevelopment of the Subject Site, including, but not limited to:

- Visioning, subject to the Village's approval;
- Replatting of the Subject Site;
- Budgeting
- Environmental Analysis and Remediation;
- Design and Plan Review Processes;
- Contractor Selection and Oversight;
- Construction; and
- Close-Out.

Part III: Proposer Submittal

A. Schedule for Response to RFP

The following listing of important deadline dates below applies to this RFP. The Village reserves the right to revise this schedule in the event that it is needed. If a revision to this schedule must occur, the addenda will be posted to the Village's website:

<https://www.loslunasnm.gov/Bids.aspx?BidID=5>

- | | |
|---|--------------------------------|
| • Issue RFP | May 30, 2024 |
| • Deadline for submitting RFP questions | June 12, 2024 |
| • Proposals Due | June 20, 2024 at 4 p.m. MST |
| • Bid Opening | June 20, 2024 at 4:15 p.m. MST |
| • Ad Hoc Committee Evaluation | June 21, 2024 – June 28, 2024 |
| • Village Council decision on selected proposer | July 11, 2024 |

B. RFP Contact and Communication

For this solicitation, direct all communication to the Deputy Village Administrator, Erin Callahan:

**Village of Los Lunas
Administration Department
Attn: Erin Callahan
660 Main Street NW
Los Lunas, NM 87031**

Direct contact information for the Deputy Village Administrator is **(505) 295-8208 or callahane@loslunasnm.gov**.

Interested Proposers may download a copy of this solicitation from:

<https://www.loslunasnm.gov/Bids.aspx?BidID=5>

It is the responsibility of all Proposers to examine this entire RFP and seek clarification of any requirement that may not be clear and to check all responses for accuracy before

submitting a proposal. Negligence in preparing a proposal may result in the submittal being deemed non-responsive in the Village's sole discretion. The Proposer shall be responsible for fully understanding the requirements of the RFP and subsequent documents.

If there are questions about the RFP or the RFP process, please contact the Deputy Village Administrator listed above. Note that the Deputy Village Administrator may answer informal technical questions regarding the RFP orally. The Village makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this RFP.

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.loslunasnm.gov/Bids.aspx?BidID=5>

Failure to submit timely proposals pursuant to the RFP and any addendums may be grounds for deeming a submittal non-responsive. Any protests to any portion of this RFP or the procedure in selecting the successful Proposer will be handled as described in Part V.D.

C. 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 ex-parte communications regarding this award with any member of the Village, their advisors or any of their contractors or consultants involved with the awarding, except for communications expressly permitted by the Deputy Village Administrator and this RFP.

Any Proposer engaging in such prohibited communication may be disqualified at the sole discretion of the Village.

All formal inquiries or requests for significant or material clarification or technical interpretations or notification to the Village of errors or omissions relating to this RFP must be directed, in writing, to the Deputy Village Administrator. All questions must be delivered to the Village Administration's reception desk at the Village Hall, 660 Main Street NW, Los Lunas, NM 87031 or e-mailed to the Deputy Village Administrator at callahane@loslunasnm.gov. The Deputy Village Administrator will post these inquiries and affiliated responses to the website within 3 business days of receipt of the inquiry. The source of the question will not be disclosed until the contract has been awarded.

- All responses shall be in the format described below in Section D, Proposal Format and Requirements. Facsimiles or electronic mail proposals will not be considered.
- Erasures, interlineations, or other modifications of the proposal shall be initialed in original ink by the authorized person signing the proposal.
- Periods of time, stated as a number of days, shall be in calendar days.
- The Village will not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation. All materials and proposals submitted in response to this solicitation become the property of the Village and will not be returned.

D. Proposal Format and Requirements:

The proposal shall provide the name, title, address, telephone number and email of individuals with authority to contractually bind the Proposer and who may be contacted during the period of the contract negotiations. The written proposal shall be signed by an individual authorized to bind the Proposer. Required Format is:

1. Proposals shall be submitted as an original, 4 hard copies formatted on 8-1/2" x 11" paper and tabbed by sequential sections as identified in Submittal Content for ease of reference. Proposals should address the proposal requirements and must NOT exceed 20-single sided typewritten pages (or 10-double sided pages), inclusive of any illustrations, images, and other pertinent documents. Items excluded from this page limit are as follows: title/cover page; table of contents; tab pages; and resumes.
2. Any Proposer submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the RFP and any addenda. Proposals should include all criteria for selection to be considered complete. Any proposal that does not meet this requirement may be considered non-responsive.
3. Proposers submitting proposals which meet the Evaluation Criteria, and which are deemed to be the most advantageous to the Village may be requested to give a presentation to the Ad Hoc Selection Committee.
4. All responses and accompanying documentation to the RFP will become the property of the Village at the time the proposals are opened.

PART IV: Submittal Content

All Proposer's responses shall address each of the items listed herein but may also include any other items which the Proposer believes may be important to the project. The organization of the submittal information shall follow the order of the Submittal Content in this RFP.

A. Development Overview:

1. **Contact Information:** Provide the primary contact information for the principal individual(s) representing the Proposer. This section of the proposal should also identify the Proposer's company or organization that will enter into contracts with the Village and the individuals that will sign on behalf of the Proposer.
2. **Project Summary:** Provide a concise summary of the overall proposal.

B. Consistency with the Village's Project Goals:

1. **Charter School:** Provide an overview of the planned charter school and any complementary educational uses. Share a description of the anticipated approach to programming and redevelopment of the Subject Site. Share an overview of how the Proposer or the Proposer's agent will manage the property to ensure a high-quality development.
2. **Vitality:** Describe how the proposed redevelopment will energize the Transportation Center Area and serve to encourage further redevelopment.

3. **Quality Design:** Provide design information for the Project in the form of color drawings and exhibits suitable for study. Describe how the design reflects the urban form, includes a vibrant streetscape, and provides pedestrian connections to the Los Lunas Transportation Center. Share how the design will provide public access and a continuation of the public realm. Finally, describe service areas and design plans to ensure they do not negatively affect the public realm.

At a minimum, include a conceptual site plan that demonstrates the proposal.

4. **Catalytic Economic Redevelopment:** Describe how the project will act as a catalyst for further redevelopment in the surrounding area.
5. **Experience:** Proposer must provide a brief description of their team's demonstrated expertise and track record in the developments that have revitalized communities and furthered economic development. This description should include the team's experience in financing, developing, and operating a charter school and related/complementary educational facilities. Provide at least one example of a past successful educational facility development or redevelopment project that the Proposer was involved in.

C. Benefit to the Surrounding Community:

1. **Benefit to the Community:** Briefly describe the proposed benefits to the community as compared to the Village's investment in the proposed Project. Benefits could include, but are not limited to, removal of blight, creation of jobs, promotion of economic development along with the creation of educational opportunities. Additionally, provide the Proposer's expectations of the number of construction-related FTEs created if the Project is selected and the number of permanent FTEs created on the Subject Site for each year of the ten years following obtaining a Certificate of Occupancy for the Subject Site. This information will be used to measure performance and determine claw back provisions in an executed Development Agreement.

D. Financial Structure

1. Project Budget:

Provide a description of the proposed development phases and related cost and revenue estimates for the Project.

The uses/expenditures listed in the proposal should include, but not be limited to, the following line items:

- a. Purchase Price or Ground Lease Revenue
- b. Hard Costs
 - i. Construction Cost
 - ii. Construction Contingency
- c. Soft Costs
 - i. Architectural/Engineering
 - ii. Accountant
 - iii. Administrative Expenses

- iv. Survey and Re-Plat
- v. Market Study (if applicable)
- vi. Legal
- vii. Title
- viii. Consultants (if any)
- ix. Soft Cost Contingency
- x. Developer Fee
- d. Reserve Set-Up Costs

E. Developer Capacity

- 1. Letters of Interest:** Provide letters of interest from all interested users of the site.
- 2. Other Obligations:** Identify any current or pending obligations of the Proposer that may impact the Proposer's ability to complete the proposed redevelopment in a timely manner. Identify other projects that the Proposer is contemplating and/or working on. Then, provide an analysis of the impact of other obligations and projects on the completion of the proposed redevelopment of the Subject Site.
- 3. References:** Provide two reference letters from entities that have participated in any of the Proposer's or team member's projects, during the last five years.

F. Project Details:

- 1. Time Frame:** Provide a proposed schedule of development, including project benchmarks such as obtaining all entitlements for the intended use, approvals of design, submittal, review, filing and receipt of building permits, commencement of construction/rehabilitation work, and completion of construction. Please also address any proposed phasing involved with this project and related schedule or business operation impacts.

***Note: A schedule based on this submission will be incorporated into the Development Agreement. However, the Village recognizes that the actual start date (and subsequent benchmark dates) may change based on when the Development Agreement is executed.**

- 2. Compatibility with Adopted Plans:** Describe how the proposed redevelopment is compatible with the Village's adopted plans, including the Comprehensive Plan, the Station Area Plan, and the Transportation Center MRA Plan.
- 3. Other Information:** Proposer may also submit any other relevant information to this proposal but must stay within the total page limit as described in Section III.D above. Any extra pages will not be reviewed or may render the proposal to be non-responsive to this RFP.

PART V: Evaluation and Selection

A. Ad Hoc Selection Committee:

The ad hoc selection committee will consist of three members.

B. Evaluation Process:

Below is the process for determining the most qualified and compatible developer.

1. The Ad Hoc Selection Committee will review all proposals against the Evaluation Criteria listed in Exhibit C: Proposal Evaluation Criteria Matrix, page 17.
2. Interviews by the Ad Hoc Selection Committee of the top Proposers may follow after the initial review. The Village may request supplemental information during the selection process.
3. A recommendation will be made to the Village Council.
4. The Village Council will make the final selection, and negotiation of the Development Agreement will follow.

The Village reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received. Nothing in this RFP implies a contractual obligation with any firm, nor will the Village reimburse costs for submittal requirements.

Per the MRA Code, Section 3-60A-12 (C), if no proposals are accepted by the Village Council, the Administration Department will try to negotiate an agreement with any of the Proposers who had submitted a proposal or reserve the right to negotiate terms with any other non-submitter.

C. Evaluation and Scoring:

The Village will evaluate all responsive RFPs and measure each Proposer's response against the selection criteria set forth in Exhibit C in this document, resulting in a numerical score for each proposal. There are a total of 300 points available in the categories listed. **All properly submitted proposals are subject to these evaluation criteria.**

D. Protest Procedures:

Within 15 days after the Village's final selection, any Proposer not selected may appeal the decision.

PART VI: Submission of Proposal

Proposals may be submitted at any time during normal Village business hours until this RFP is closed. Proposals must be delivered to the Village Hall, 660 Main Street NW, Los Lunas, NM 87031. No telephone, email or facsimile proposals will be considered. **Any late submissions will not be accepted.**

Proposals must be submitted in a sealed envelope and the following information should be noted on the outside of the envelope:

Name of Proposer: _____
Attention: Erin Callahan, Administration Department
Title of Proposal: **El Molino South Redevelopment Project**

EXHIBIT A: SUBJECT SITE AND PARCEL BOUNDARY MAP

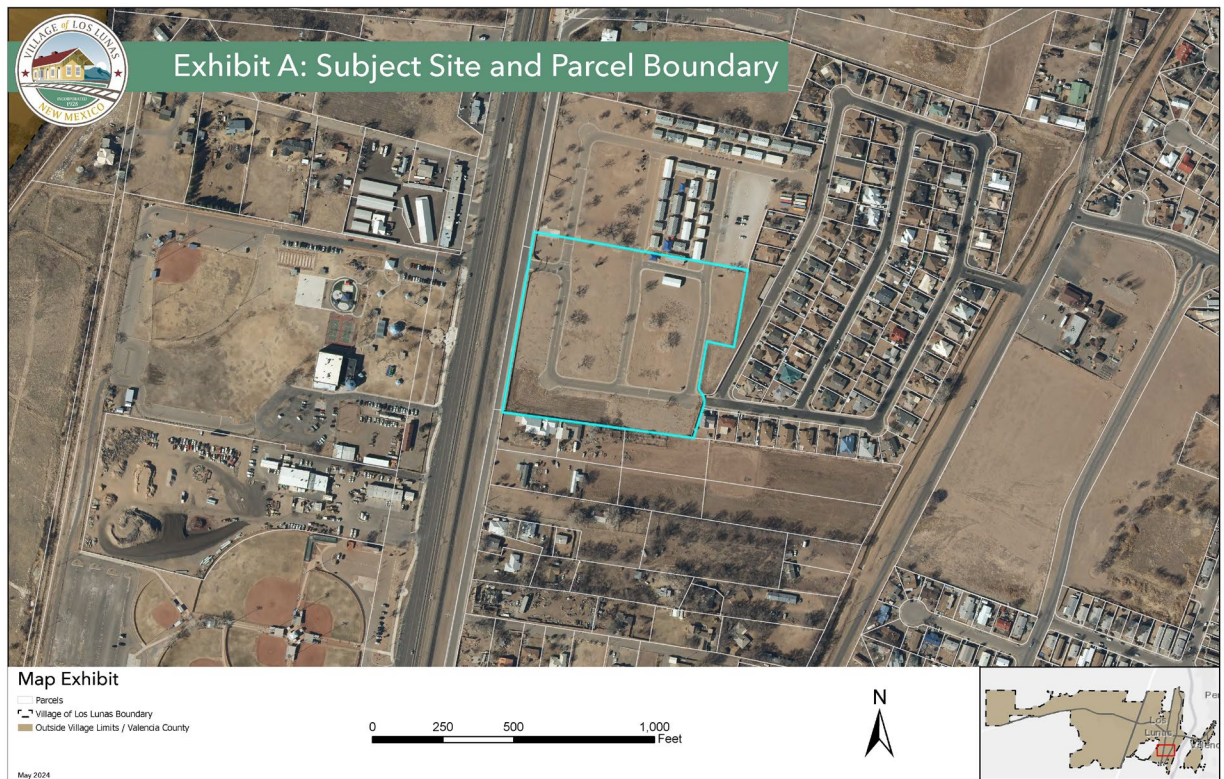


EXHIBIT B: PROPOSAL EVALUATION CRITERIA MATRIX

Criteria	Maximum Points	Points Received
1. Consistency with the Village's Project Goals as Outlined in Part I.B <ul style="list-style-type: none">• Proposal provides for the development of a charter school, which may include additional complementary educational uses.• Evaluation of whether the Proposal will add vitality and catalyze further redevelopment in the area.• Overall quality of design of the urban development.• Past performance of individuals or project team on similar projects.	50 30 30 30	
2. Benefit to the Surrounding Community <ul style="list-style-type: none">• Proposed benefit to the community. (Removal of blight, creation of jobs, promotion of economic development, creation of housing, etc.)	20	
3. Financial Structure <ul style="list-style-type: none">• Evaluation of project budget, including (but not limited to) construction, soft costs, developer fee, initial reserve amounts, and financial feasibility.	50	
4. Developer Capacity <ul style="list-style-type: none">• Provided adequate information showing evidence of interest from all proposed users.• Proposer demonstrates adequate capacity to develop the proposed Project. (evaluated through information provided in Other Obligations and References)	20 30	
5. Project Details <ul style="list-style-type: none">• Evaluation of the achievability of the Proposer's time schedule and the Proposer's ability to complete the project satisfactorily in a timely manner.• Compatibility with Village's adopted plans, goals and objectives for the area.	25 15	
TOTAL POINTS	300	

Completeness of the proposal will be evaluated within all of the above criteria.