



Leasing Opportunity

In the Village of Jemez Springs



Request for Expressions of Interest (RFEI) for Leasing Opportunity

967 Square Feet of office/Retail Space

Notice Date: May 6, 2025

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Summary

The Village of Jemez Springs is issuing a **Request for Expressions of Interest (RFEI)** for the leasing of 967 square feet of office/retail space, currently known as the Municipal Office, located in the heart of the Village. The space offers a unique opportunity for businesses or organizations to establish a presence in a central and highly accessible location. The Village seeks to lease the premises for a variety of potential uses that support community engagement, economic growth, and mission of the Village.

The RFEI outlines the purpose of the facility; the Village’s leasing authority, and the fair market value rent for the space. It also includes a clear description of prohibited uses, such as livestock and non-compliant kitchen equipment. The Village retains responsibility for the parking areas, access roads, and underground utilities, and is open to various lease configurations depending on the interest received. Interested parties are invited to submit detailed expressions of interest, including proposed use, business background, financial capacity, and lease terms. Following the submission process, the Village will review all applications and proceed with lease negotiations accordingly. The goal is to find tenants that align with the Village’s mission and contribute to the community’s continued development.



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INTRODUCTION

The Village of Jemez Springs, a vibrant community with a rich history in New Mexico, is inviting qualified individuals or entities to submit their expressions of interest for leasing the Municipal Office space located at 080 Jemez Springs Plaza, Jemez Springs, NM 87025. This location is central to the Village and offers a unique opportunity to engage with the local community, while contributing to the Villages growth and development.

RFEI Purpose and Municipal Office Intent for Facility Activities.

The purpose of this RFEI is to identify potential tenants for the 967 square-foot office/retail space that will support the Village's growth and provide services to residents and visitors alike. The use of this facility is intended to align with the community's needs and serve as a point of contact for the Village businesses and residents.

The space is ideally suited for office, retail, or service-related activities that contribute to the economic vitality and sustainability of the Village. The Municipal Office building has been a key feature in supporting local government and community functions and will continue to serve as a central hub for various activities within the Village.

Supporting the Municipal Office Purpose and Mission

Leasing the Municipal Office space will support the Village's mission by ensuring the space is utilized in a manner that aligns with the Village's strategic goals. This includes fostering an environment that is conducive to community engagement, promoting local economic development, and providing accessible services to residents and businesses. Tenants should demonstrate a commitment to these values and the community's best interests.



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Leasing Authority

The Village of Jemez Springs has the authority to lease the Municipal Office space under applicable local and state laws. All lease agreements will be subject to the approval of the Village's governing body and will comply with the regulations set forth by the Village of Jemez Springs.

Fair Market Value Rent

The lease terms, including rent, will be determined based on the fair market value for similar properties in the area. The Village will seek to ensure that rental rates are competitive while also meeting the needs of the Village's long-term objectives. The final rental rate will be negotiated with the selected tenant(s).

Prohibited Uses

The following uses will be prohibited in the leased space:

- **Non-commercial** or government-related activities not aligned with the Village's objectives
- **Adult entertainment**, gambling, or the similar uses not consistent with the Village character.
- **Hazardous or illegal activities**, including but not limited to those that pose a risk to public safety or health.
- **Heavy manufacturing**, industrial, or other uses that are incompatible with an office/retail setting.
- **Livestock**, the keeping, breeding, or sale of livestock (e.g., cattle, horses, pigs, and poultry) as the space is intended for office/retail use and not for agricultural or livestock-related activities.



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Premises

The space available for lease is a 967 square-foot area located in the Municipal Office building at 080 Jemez Springs Plaza, Jemez Springs, NM 87025. The facility includes shared common areas and utilities, with potential customization options subject to negotiation.

Any kitchen or food preparation activities must not require equipment or systems beyond standard electricity and propane use. The installation of commercial-grade kitchen appliances, venting systems, or any other infrastructure that exceeds typical residential or light commercial requirements is prohibited. This ensures that the space remains suitable for office/retail purposes without requiring significant alterations to the facility's utilities or structure.

The premises consist of seven available office/ retail spaces within the Municipal Office building. The Village of Jemez Springs intends to retain responsibility for the parking areas, access roads, and underground utilities associated with the leased spaces. The Village will consider various lease configurations and may issue leases to multiple entities depending on the interest received. For example, the Village may issue a single lease for all serviceable spaces, a lease for a single serviceable space, or a combination of serviceable spaces. The spaces are described in detail below:

- **A:** Office/Retail 168 SF (Secured - is able to be locked)
- **B:** Office/Retail 196 SF (Secured – is able to be locked)
- **C:** Office/Retail 154 SF (Open)
- **D:** Office/Retail 174 SF (Secured – is able to be locked)
- **E:** Office/Retail 70 SF (Open)
- **F:** Office/Retail 90 SF (Open)
- **G:** Office/Retail 100 SF (Secured – is able to be locked)
- **H: (see attached floor plan)**

Each Space offers flexible leasing options to accommodate a variety of uses in alignment with the Village objectives for community and business development.



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RFEI Process and Submissions Requirements

Interested parties must submit the following information as part of their Expression of Interest.

1. **A completed RFEI submission form:** Available from the Village of Jemez Springs or downloadable from the Village website
2. **A description of the proposed use:** An explanation of how the space will be used, including any planned improvements or alterations.
3. **Business background:** Information on the applicant's business, including relevant experience, services/products offered, and how they align with the Village's goals
4. **Financial capacity:** Proof of financial ability to support the lease, including relevant documentation (such as bank statements, financial statements, etc.)
5. **References:** A list of professional references or previous leasing experience.
6. **Proposed lease term:** Suggested duration of the lease and any preferred terms or conditions.

Submissions will be reviewed on a rolling basis, with selected applicants invited for further discussions.

Next Steps

1. **Submission Deadlines:** All expressions of interest must be received by September 1, 2025.
2. **Review of Submissions:** The Village will review all submissions and evaluate them based on alignment with the objectives outlined in this RFEI, the feasibility of the proposed use, and the applicant's ability to meet financial and operational requirements.
3. **Selection Process:** After reviewing submissions, the Village may request additional information, conduct interviews, or invite applicants to provide a formal proposal.
4. **Lease Negotiations:** The selected tenant (s) will enter into lease negotiations with the Village of Jemez Springs, subject to final approval by the governing body.
5. For any inquiries or further details regarding this RFEI, please contact:

Michael Nealeigh, Mayor Village of Jemez Springs mayor@jemezsprings-nm.gov
☎ 575-829-3540

