



**Request for Proposals
for
Development Partner**

7811 Harrisburg Blvd, Houston, TX 77012

Issued: March 16, 2026

Submission Deadline: May 15 2026, by 5:00 pm CST

Submissions due via [Submittable](#)

Table of Contents

1.0 Project Overview and Acquisition Funding.....	3
2.0 Site Information.....	5
3.0 Project Requirements.....	6
4.0 Deal Structure.....	7
5.0 Submission Instructions.....	8
6.0 Technical Proposal	10
7.0 Selection Criteria and Process.....	12
8.0 Contractual Terms and Conditions.....	14
9.0 Questions	14
10.0 Rules Governing Competition.....	14
11.0 Confidential/Proprietary Information	15
12.0 Debarment Certification	16
13.0 Non-Collusion Certification.....	16
14.0 Business Conflict History	16

Exhibits

Exhibit A – Required Forms

Exhibit B – Background Materials

1.0 Project Overview and Acquisition Funding

The Houston Land Bank (HLB) is issuing this Request for Proposals (RFP) for a unique opportunity to partner on a transformative housing development at 7811 Harrisburg Blvd, Houston, Texas, 77012. This project offers a chance to create **high-quality, affordable housing that will directly benefit families** earning up to 120 percent of the area median income and contribute to the ongoing revitalization of the surrounding community.

HLB is seeking **an innovative housing development partner** to design, finance, and operate a project on approximately 1.67 acres of land, with flexibility to propose either rental or for-sale housing. Developer(s) can propose acquiring the property from HLB or entering into a long-term ground lease with HLB or an affiliate entity. The goal is to accomplish the redevelopment of the site in a way that ensures a lasting commitment to sustainable community impact and housing affordability.

HLB has provided a preliminary concept site plan for the 7811 Harrisburg Blvd site to illustrate one possible approach to development (see **Exhibit B**, Background Materials). This concept is intended to serve as a reference point only and is not a required layout or design. Developers who propose creative, competitive solutions that maximize affordability, functionality, and community benefit will be strongly considered.

This is an opportunity to make a tangible difference in Houston, bringing new life to a strategic site while advancing HLB's mission to expand access to affordable housing citywide.

1.1 Request for Proposals

Interested respondents must submit their proposal to HLB by the deadline below to be considered for selection under this RFP. Respondents must submit their proposal in accordance with the requirements discussed within this RFP.

All proposals must be submitted electronically via [Submittable](#). Respondents must pay the \$100 nonrefundable [application fee](#) for consideration.

Submittals received after that date and time will be rejected without review. Submittals that arrive on time, but are incomplete, and/or do not follow the submittal requirements will be rejected.

Further submission instructions are provided below.

RFP Schedule and Timeline	Date
RFP Issued	March 16, 2026
Deadline for Questions	April 06, 2026
Responses to Questions Published	April 13, 2026
Submission Deadline	May 15, 2026, at 5:00 pm CST
Notification of Finalists	Upon review by Evaluation Committee
Award of Contract	Upon approval by HLB Board

1.2 About Houston Land Bank

HLB is a government corporation that promotes workforce development, community development, economic development, and affordable housing through our land inventory throughout the communities we serve. We acquire vacant, deteriorated, and often contaminated properties and turn them into productive use. In addition, HLB encourages and supports resilient planning and development efforts that create affordable housing units, provide economic opportunity, and **encourage community-centric redevelopment** in various Houston sub-markets.

HLB adopts a holistic approach that considers the community's and other stakeholders' needs and aspirations, achieving success through innovative practices that expand the organization's capacity to serve our community. HLB seeks to create an **ecosystem of resilient neighborhoods and districts where all individuals have the opportunity to thrive**. Our community partners supplement our community-focused approach, which requires empathy and understanding of disinvested neighborhoods' unique challenges and opportunities. Additionally, HLB's work aligns with the goals and objectives of the City of Houston's Complete Communities Plans, which center around a healthy, economically thriving, equitable, and sustainable Houston for everyone. HLB will also work with these partners to create specific program and policy solutions to address development needs in pilot and future neighborhoods and advance public trust and community partnerships.

1.3 Background Materials

The following are attached to this RFP as **Exhibit A** and incorporated herein by reference (Required Forms):

- Debarment Certification Form
- Non-Collusion Affidavit
- And the following are also attached to this RFP as **Exhibit B** and incorporated herein by reference (Background Materials):
 - Phase I Environmental Site Assessment (ESA) (September 2020, ESE Partners)
 - Phase II ESA (March 2023, Tetra Tech)
 - Supplemental Phase II ESA (July 2023, ESE Partners)
 - Funding & Financing Report (2024)
 - Site Survey
 - Community Engagement Materials
 - Current Site Photos
 - Aerial Photo of Site
 - Soils/Geotechnical Report
 - Preliminary Design Concepts
 - Houston AMI Chart
- HLB has included the aforementioned Background Materials to this RFP for information purposes only to assist respondents in evaluating the physical and regulatory factors affecting the development of this Site.

2.0 Site Information

7811 Harrisburg Boulevard (the “Site”), also known as the “ILA Site,” is an approximately 1.67-acre property located in the Magnolia Park–Manchester neighborhood of Houston. The Site is bordered by Harrisburg Boulevard, North 78th Street, and Avenue B, and lies directly along the METRORail Green Line corridor, providing high-frequency transit access to downtown Houston and surrounding employment centers. The Site is situated within one of Houston’s historic Hispanic communities, characterized by strong generational ties to housing, small businesses, and cultural institutions, and identified as a priority area in the City’s Complete Communities planning process.

The Site was acquired by HLB in 2019 using City of Houston affordable housing funds. It was previously developed in the 1960s with a 20,000-square-foot office building that served as the headquarters of the International Longshoremen’s Association (ILA) Local

24. The building was demolished in 2019 following the discovery of asbestos, and the property has remained vacant since that time.

HLB has conducted extensive due diligence on the Site, including a Phase I ESA (2020), Phase II ESA (2022), and Supplemental Phase II ESA (2023). These investigations concluded that no further action is required and that conditions are protective of residential reuse.

Community engagement conducted between December 2024 and March 2025, in coordination with Perkins & Will and Adaapta, identified the following priorities for redevelopment:

- Development of **high-quality affordable housing**, with a particular interest in designs that support multigenerational households.
- Incorporation of **park or green space and shared public amenities** with attention to maintenance and security.
- Potential integration of **community-serving retail or flexible commercial space** along the Harrisburg frontage, including opportunities for small-scale or temporary uses such as food trucks or kiosks.
- Preference for structures that **reflect the single-family character of adjacent blocks**, particularly on the north side of the Site, and strong opposition to townhome-style typologies.

The Site is currently zoned for residential use, though **development proposals may incorporate a mix of residential and community-serving space**. Respondents should consider transit-oriented design and potential sound or traffic mitigation measures given the Site's location on Harrisburg Boulevard.

HLB anticipates disposition of the Site through either a sale or a long-term ground lease with the selected development partner(s). A **permanent affordability covenant** will be recorded to ensure that all housing created serves households earning at or below 120% of AMI, with priority consideration given to proposals offering deeper affordability (e.g., below 80% AMI). Developers with prior experience in low-income housing tax credit (LIHTC) projects, mixed-income housing, or comparable income-restricted developments utilizing public and private financing are strongly encouraged to respond to this RFP.

3.0 Project Requirements

The respondent(s) selected to partner with HLB will design, develop, construct, and operate a project that aligns with the following RFP requirements:

- Provide at least 25 total housing units, which may be a mix of rental and/or for-sale housing.
- At least 51% of the site is required to be designated for residential use, whether single-family or multi-family, for-sale and for-rent. All housing units must be

affordable to households at or below 120% of Area Median Income (AMI). Proposals that demonstrate the ability to achieve deeper affordability (e.g., below 80% of AMI) will be prioritized in evaluation.

- Incorporate ground-floor community-serving space (e.g., retail, community facility, or flexible multi-purpose space), with a preference for placement along the Harrisburg Boulevard frontage.
- Project design should support multigenerational households, incorporate universal accessibility and sustainable building practices, and reflect the single-family residential character of the surrounding neighborhood, particularly along the north side of the Site.
- Parking and site circulation must be designed to avoid direct curb cuts along Harrisburg Boulevard and ensure safe pedestrian and vehicular access.
- HLB will work with potential for-sale housing developers to arrive at a feasible land disposition strategy that meets HLB's and the Development Partner's affordability goals. This could include condominium ownership.

If proposals are submitted by development teams that will carry out different aspects of the project, then the proposal should identify a lead or master developer and indicate who will serve as the primary point of contact with HLB.

4.0 Deal Structure

4.1 Land Ownership & Site Disposition

HLB will retain fee simple ownership of the Site under a long-term permanent affordability strategy under a lease structure. The Site will either be sold or ground leased to the selected Development Partner. Under a lease structure, HLB intends to receive a significant portion of the lease payments as capitalized payments during the construction phase of the project, with installments anticipated at the commencement of construction and at construction completion. Following project completion and stabilization, HLB will receive ongoing annual lease payments based on a negotiated percentage of net operating income, subject to further definition of allowable expenses, reserves, and cash flow waterfall. In a property sale or ground lease structure, a permanent affordability covenant will be recorded on the property prior to construction, reflecting the negotiated income levels, affordability terms, and housing uses agreed upon between HLB and the selected Development Partner.

4.2 Development Owner

The selected Development Partner will be responsible for creating the appropriate ownership entity to carry out the project. HLB anticipates that the Development Partner or its affiliate(s) will serve as the guarantor(s) for financing and construction. HLB will not provide guarantees for any project financing. The ownership entity must be structured to

ensure long-term compliance with the affordability covenant and with HLB's ongoing oversight requirements.

4.3 Financing

The selected Development Partner will be responsible for securing all financing necessary to complete the project, including predevelopment, construction, and permanent financing. Financing may consist of a combination of private equity, conventional debt, tax credit equity, public subsidies, or other resources, subject to HLB approval. HLB will not provide any guarantees for project financing, and the Development Partner or its affiliates will be required to serve as guarantors for all financial commitments.

4.4 Ongoing Community and HLB Participation

HLB is committed to ensuring that the redevelopment of the Site reflects both community priorities and organizational objectives. The selected Development Partner will therefore be required to participate in a collaborative process with HLB and community stakeholders. This process will include a minimum number of community meetings during pre-development, with at least one meeting to occur not less than two weeks prior to submission of any major funding application. The Development Partner will also be required to provide HLB with copies of all funding applications submitted, regular project updates, and reporting on construction progress. HLB anticipates semi-annual reporting during construction and the first three to five years of operations, transitioning to annual reporting thereafter. Final design approval will rest with HLB to ensure alignment with community input and organizational goals.

HLB intends to negotiate and execute a Development Agreement with the selected Development Partner. This agreement will define in greater detail the process for community engagement, the review and approval of design, the affordability mix, financial terms, and reporting requirements. Execution of the Development Agreement, along with all required approvals, will be conditions precedent to execution of the purchase and sale or ground lease documents and commencement of construction activities.

5.0 Submission Instructions

All proposals must be submitted electronically via [Submittable](#). Respondents must pay the \$100 nonrefundable [application fee](#) for consideration. Submittals received after that date and time will be rejected without review. Submittals that arrive on time, but are incomplete, and/or do not follow the submittal requirements will be rejected.

5.1 Rejection of Proposals

HLB will have the right to reject all proposals and in particular to reject a proposal not received by the date above or any proposal in any way incomplete or irregular. HLB further reserves the right to accept the proposal which is in the best interest of HLB. HLB

reserves the right to reject any proposal if HLB's review of the above submittals and its investigation fails to establish that the Contractor possesses to the satisfaction of HLB, in its discretion, the qualifications necessary to fully, properly and timely carry out all obligations described in this RFP. The Contractor will be required to comply with all local, state and federal laws and regulations pertaining to equal employment opportunities. The Contractor will upon successful award be required to execute a contract with HLB.

Women- and minority-owned business enterprises and veteran-owned firms are encouraged to respond to this opportunity.

5.2 Minimum Qualifications:

HLB requires a well-managed and financially sound firm with demonstrated skills and technical ability, high levels of customer service, responsiveness, and satisfaction, to fulfill the requirements outlined in this RFP.

5.2.1 Entity Requirements

Each entity that comprises the development team (for purposes of this section, "developer" means, as appropriate, each development team entity individually and/or collectively) must meet the following requirements to be eligible for award of the development opportunity discussed in this RFP:

- The developer must be a legally incorporated business entity that is able to conduct business and contract with HLB and within the State of Texas.
- The developer must have submitted all applicable tax returns to the Internal Revenue Service (IRS).
- The developer must provide their organization's most recent certified financial audit or compiled financial documents (within the last two years) with the submission of their proposal.
- The developer must maintain and potentially purchase additional insurance coverage meeting HLB's minimum standards and must be able to add the HLB as an insured party on their insurance policies.
- The selected developer will be required to comply with the Federal Funding Source Requirements and ensure the Project is developed in compliance with the Harris County Minimum Property Standards and operated in accordance with the Tenant Protection Policy.
- HLB reserves the right to prepare or approve, as HLB may determine, other legal documents that the selected developer must execute to facilitate the development of the property.
- The partnership/development owner will pay for the cost of HLB's title insurance policy(s) associated with the disposition of the property through either sale or ground lease and any legal fees, financial advisor fees, or other third-party consultant costs associated with the or ground lease and any legal fees, financial advisor fees, or other third-party consultant costs associated with the transaction.

- The selected developer will provide all required guarantees to facilitate the financing, construction, and operation of the development.
- Respondents shall comply with the conflict-of-interest standards of HLB, including but not limited to the Federal Funding Source Requirements and shall disclose any real or apparent conflict of interest to HLB. Proposals shall be disqualified from any developer, including an affiliate, employee, agent or officer of developer, if developer or any affiliate, agent, employee or officer of developer was a previous contributor to the plans, specifications or proposal documents for the project, if such contribution was in any way other than in an open forum.
- HLB will work in cooperation with the developer(s) to structure any other legal agreements necessary to facilitate the development of this property.

6.0 Technical Proposal

Respondents must submit a comprehensive Technical Proposal that clearly demonstrates their qualifications, development concept, and ability to meet the requirements of this RFP. Proposals that do not contain all required information may be deemed non-responsive. Organize the proposal using the following labeled subsections.

6.1 Cover Letter/Executive Summary

Provide a concise cover letter (maximum two pages) signed by an authorized representative with authority to bind the team. The letter shall identify the full development team and primary contact person and summarize the proposed project, including the number of units, affordability mix, and any community-serving uses. The letter must explicitly acknowledge the respondent's willingness to enter into an Exclusive Negotiation Period with HLB, commit to the permanent affordability covenant and deal terms described in this RFP, and confirm that all costs of preparing and submitting the proposal are the sole responsibility of the respondent.

6.2 Development Team Qualifications

Identify the company name, address, contact person, and email for each of the following: (1) Developer or Co-Developer, (2) Architect, (3) Engineer, (4) General Contractor, (5) Property Manager, and (6) Key consultants or affiliates (for example, equity providers or tax-credit syndicators). For each team member, provide a resume and a narrative of relevant experience in affordable, mixed-income, transit-oriented, or LIHTC developments. Include any vertically integrated affiliates such as property managers or general contractors and identify all MWBE or Historically Underutilized Business (HUB) partners or subcontractors. Confirm that each team member is legally able to contract in Texas and to conduct business with HLB and federal funding sources.

6.3 Prior Development Success

Describe at least two recent projects that demonstrate the team’s ability to deliver comparable developments. For each, provide location, size, unit mix, affordability levels, funding strategy and sources, partnership structure (including public/private components if applicable), community-engagement approach, current occupancy and operating performance, and key lessons learned or innovative strategies. Attach an approved underwriting pro forma or other lender- or investor-approved financial documentation for each example.

6.4 Financing Strategy and Funding Gap

Present a detailed sources-and-uses budget showing all funding commitments and their status (soft, hard, or pending) and a preliminary pro forma demonstrating the ability to cover debt service and community-serving space costs. Describe how any remaining funding gap will be closed, provide copies of all funding commitments, and include the most recent certified financial audit (within the past two years) for the developer entity that will act as guarantor. State willingness to provide all required guarantees for financing, construction, and operations.

6.5 Project Concept and Design Approach

Provide a narrative description and conceptual drawings that illustrate the site plan, building massing, unit mix, ground-floor or community-serving space, and parking strategy. Explain how the design reflects the surrounding single-family character and supports multigenerational households. Describe universal accessibility, sustainability features, and measures to mitigate sound and traffic impacts along Harrisburg Boulevard and show how the project integrates green or park space and shared public amenities. Include a table showing anticipated unit counts by Area Median Income (AMI) band (30 percent, 31–50 percent, 51–65 percent, 66–80 percent, and 81–120 percent) and by bedroom count.

6.6 Community Engagement and Neighborhood Impact

Outline a plan for engaging neighborhood groups and stakeholders during pre-development and construction, including a minimum number of required meetings and outreach methods. Describe how the team will leverage partnerships with local businesses, nonprofits, and service providers to support a vibrant mixed-income community and how the proposal advances the City’s Complete Communities goals and addresses priorities identified in HLB’s prior engagement. Summarize anticipated community benefits such as local hiring or MWBE participation.

6.7 Staffing and Project Organization

Provide a project organization chart showing relationships among team members and key personnel assignments, along with the roles, responsibilities, and location of the Project Manager and other key staff. List up to four team members (with email addresses) who will be available to respond to written interview questions should HLB conduct a second-stage evaluation.

6.8 Work Plan and Development Schedule

Present a detailed timeline from selection through financial closing, construction, and stabilization. Identify key financing application dates (such as LIHTC or bond volume cap), design reviews, and community meetings, and note critical path items and risk-mitigation strategies.

6.9 Cost Proposal

Provide an itemized development budget and any requested financial participation by HLB. Identify assumptions for either a purchase or ground lease payments, equity contributions, and operating reserves, and confirm that all proposed pricing complies with the cost-reasonableness standards of 2 CFR 200.404.

6.10 References

Supply at least three references familiar with the respondent's performance on projects of similar size, scope, and complexity. Include each reference's name, title, email address, and telephone number.

7.0 Selection Criteria and Process

HLB will evaluate all complete and timely proposals to identify the development partner whose concept, qualifications, and financing strategy best meet the goals of this RFP and provide the greatest community benefit. Proposals will be reviewed for responsiveness to every requirement in Sections 5.0 and 6.0. Submissions that are incomplete or fail to follow the required format may be deemed non-responsive and removed from consideration.

7.1 Evaluation Method

An Evaluation Committee composed of HLB staff and designated advisors will score each proposal using the criteria and point values below (**total of 100 points**). The committee may request additional information, written clarifications, or interviews. HLB reserves the right to reject any or all proposals, to waive minor irregularities, and to negotiate with one or more respondents deemed most advantageous to HLB.

7.2 Scoring Criteria

Criteria	Points	Evaluation Focus
Development Team Qualifications & References	15	Demonstrated experience and capacity of the developer and key team members in affordable, mixed-income, and LIHTC projects; strength of proposed property management; participation of MWBE/HUB firms and vertically integrated affiliates; and the quality of at least three professional references that confirm successful delivery of similar projects.
Financing Strategy & Cost Competitiveness	20	Strength and completeness of the sources-and-uses budget and pro forma; status of funding commitments; evidence of financial capacity and readiness to proceed; reasonableness and competitiveness of total

		development cost and proposed land-lease or purchase terms; and the ability to close any identified funding gap.
Project Concept, Design & Program	20	Quality of site plan, building design, sustainability features, and universal accessibility; thoughtful integration with surrounding neighborhood character; and inclusion of community meeting space and ground-floor retail or other neighborhood-serving commercial uses where feasible.
Affordability & Housing Mix	20	Depth of affordability, including units at or below 50 % AMI and commitment to very-low-income units (≤ 30 % AMI) where possible; clarity of affordability covenants; and strength of the proposed mix of unit sizes and tenures, including the inclusion of both rental and for-sale housing to broaden housing choice.
Community Engagement & Local Benefits	15	Robust, clearly defined plan for community engagement and neighborhood impact; documented strategies to partner with underrepresented or locally owned businesses; integration with local employment and training programs; and provision of resident services or on-site supportive programming that advance HLB and City of Houston policy priorities and Complete Communities goals.
Implementation Readiness & Schedule	10	Realistic, detailed development schedule from selection through financial closing, construction, and stabilization; identification of critical path items; and risk-mitigation strategies.
Total Points Possible:	100	

7.3 Two-Stage Review

1. **Initial Review and Scoring** – After the submission deadline, the Evaluation Committee will confirm responsiveness and score each complete proposal against the criteria above.
2. **Written Interview or Presentation (if requested)** – HLB may invite one or more top-scoring teams to answer written questions or participate in a virtual interview to clarify their approach, address financial gaps, or discuss community benefits. Responses will inform the final scoring.

7.4 Recommendation and Award

Following final scoring, the Evaluation Committee will recommend the highest-ranked proposal to the HLB Board of Directors. The Board, at its sole discretion, may select the recommended respondent or another proposer whose submission it determines to be in the best interest of HLB. **The selected development partner will then enter into an Exclusive Negotiation Period to finalize a Development Agreement, purchase or ground-lease terms, and all other documents required for financing and construction.** If negotiations do not result in an executed agreement within the negotiation period, HLB may engage the next-highest-scoring proposer or re-issue the RFP.

8.0 Contractual Terms and Conditions

The successful firm will be expected to execute a contract with HLB on a form that is approved by HLB's attorney.

8.1 Nondiscrimination and Equal Opportunity

HLB complies with state and federal laws prohibiting discrimination on the basis of any protected status.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, HLB commits to nondiscrimination on the basis of disability in all of its programs and activities.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, HLB will affirmatively ensure that in this RFP process and in any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

8.2 Costs of Submitting a Proposal

The cost of submittal and any related expenses, including travel and presentations, shall be entirely the responsibility of the Respondent. HLB reserves the right to reject any and all proposals.

9.0 Questions

All questions regarding information in this RFP shall be sent via email to procurements@houstonlandbank.org no later than **April 06, 2026** Central Time. Questions and answers will be posted to the HLB website for all respondents to review. The email MUST have "HLB Development Partner Proposal Question" in the subject line.

All questions will be answered in writing within three (3) business day after the question deadline and posted at houstonlandbank.org/resources under the Procurement tab.

10.0 Rules Governing Competition

10.1 Examination of Proposals

Firms should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Firms should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

10.2 Proposal Acceptance Period

Award of this RFP is anticipated to be announced within forty-five (45) calendar days from the deadline date; however, all offers must be complete and irrevocable for one twenty days (120) following the submission date.

10.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time, the selected proposal may be open for review. All materials submitted in response to this RFP will become the property of HLB. See Section XIII Confidential/Proprietary Information for additional information and instructions.

10.4 Signature Requirements

All proposals must be signed by an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature of the Cover Letter will meet this requirement. Failure to sign the proposal is grounds for rejection. The name and title of the individual/s signing the proposal must be clearly shown immediately below the signature.

10.5 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications or amendments to proposal documents are deemed necessary by HLB.

10.6 Modification/Withdrawal of Proposals

A firm may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the company. The firm may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in another manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by HLB after the date or receipt and following interviews (if applicable).

11.0 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking

individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors.

12.0 Debarment Certification

HLB must ensure that the selected contractor is not debarred from receiving federal funds. All respondents shall provide a properly executed form ensuring the contractor is not debarred from receiving federal funds. (See Exhibit A, Required Forms).

13.0 Non-Collusion Certification

HLB must ensure that the selected contractor is in compliance with Texas laws governing non-collusion. (See Exhibit A, Required Forms).

14.0 Business Conflict History