



## **REQUEST FOR PROPOSALS (RFP)**

### **Builder & Developer Services:**

**Release Date:** July 1, 2025

**Response Deadline:** July 29, 2025 by 5pm CST

**Submission due via** [HLB Intake Form](#)

## **1. Introduction & Background**

The Houston Land Bank (HLB) is soliciting proposals from experienced builders and developers to support its affordable housing efforts. Through this RFP, HLB seeks qualified professionals to provide construction cost estimates for floor plans in its housing catalog and conduct development readiness evaluations for lots located throughout Houston, including those within flood-prone areas.

HLB plays a central role in transforming underutilized land into productive community assets by facilitating the development of high-quality, affordable homes. As part of its mission, HLB works with nonprofit, public, and private sector partners to identify development opportunities, reduce barriers to entry, and guide investments that promote neighborhood stabilization and equitable growth.

This engagement will help HLB refine construction budgeting, assess the feasibility of building in challenging environmental conditions, and make data-informed decisions about lot disposition and future builder partnerships. Selected respondents will be tasked with evaluating architectural designs and development conditions from a practical builder's perspective to inform HLB's strategies for affordable housing delivery.

**Note:** Respondents selected for this engagement must agree to abstain from participation in the HLB Builder Program as a qualified builder or developer for a period of **two (2) years** from the execution date of any agreement resulting from this RFP.

## **2. Scope of Work**

Qualified respondents will be expected to:

### A. Floor Plan Pricing

- Review and evaluate selected floor plans
- Provide **detailed construction cost estimates** for each plan based on local building costs.
- Include pricing scenarios for different levels of finish (base, standard, and resilient/fortified options).
- Identify cost add-ons or reductions related to site conditions (e.g., floodplain mitigation, slab height).

### B. Floodplain-Specific Construction Readiness

- Estimate additional costs for building homes within Houston floodplains (e.g., elevation requirements, special permitting, drainage design).
- Identify constraints or considerations that may impact timelines and feasibility.
- Provide recommendations for resilient construction methods and materials.

### C. Lot Evaluation & Development Readiness

- Conduct site assessments of pre-identified HLB-owned lots to evaluate:
  - Access to infrastructure and utilities
  - Lot size and slope
  - Site conditions requiring remediation or prep
  - Neighborhood compatibility with selected floor plans
- Provide a scoring matrix or brief report on lot readiness from a builder's perspective.
- Recommend optimal floor plans per lot or cluster of lots based on constructability and cost-efficiency.

## 3. Submission Requirements

Responses must include the following:

- **Firm Information:** Name, address, primary contact, and builder registration/licenses.
- **Relevant Experience:** Brief overview of experience with affordable housing construction, floodplain building, and cost estimating.
- **Project Team:** Names, titles, and qualifications of key personnel.
- **Sample Work:** Include at least two samples of previous cost estimation reports or lot assessment documents.
- **Approach & Timeline:** Proposed methodology and expected timeframe to complete the requested services.
  - **Plan Pricing**



- **Site Evaluation**
- **Proformas**
- **References:** At least three recent client references on company letterhead with contact information.
- **Acknowledgment of Non-Participation Clause:** Written confirmation that the respondent is not a current HLB builder in any capacity and agrees not to apply or participate as a builder/developer in the HLB Builder Program for two (2) years from the agreement date, if selected.

#### 4. Evaluation Criteria

Evaluation Category	Points
Relevant Experience & Expertise	30
Clarity of Methodology	20
Floodplain Construction Knowledge	20
Team Qualifications	10
Cost & Fee Structure (if applicable)	10
References	10
<b>Total</b>	<b>100</b>

#### 5. Project Timeline (Subject to Change)

Milestone	Date
RFP Issued	July 01, 2025
Q&A Deadline	July 11, 2025 by 5pm CST
Submission Deadline	July 29, 2025 by 5pm CST
Selected Respondents Notified	August 2025
Project Start Date	August 2025

## 6. Submission Instructions

Submissions must be submitted via [HLB Intake Form](#)

All submissions must be received by July 29, 2025 by 5pm CST

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## 7. Questions

All questions must be submitted via email to [procurements@houstonlandbank.org](mailto:procurements@houstonlandbank.org) by July 11, 2025 by 5pm CST. Answers will be shared publicly at [www.houstonlandbank.org/resources](http://www.houstonlandbank.org/resources)

## 8. Terms & Conditions

- HLB reserves the right to reject any or all submissions and to waive minor informalities in the selection process.
- Selected respondents must **agree not to participate in the HLB Builder Program or apply for builder/developer status** with the Houston Land Bank for a period of **two (2) years** from the date of agreement execution.
- HLB may request additional documentation prior to contracting.
- Participation in this RFP does not guarantee work or inclusion in future development opportunities or lot sales.

