



**REQUEST FOR QUALIFICATIONS (RFQ)**  
**General Contractor Services for Site Remediation and Post-Construction Maintenance**  
**Issued by: Houston Land Bank (HLB)**

**Issue Date: July 01, 2025**

**Question Submittal Deadline: July 25, 2025 by 5pm CST**  
**Submission Deadline: August 15, 2025 by 5pm CST**

**Submission Portal: [HLB Intake Form](#)**

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## **I. Introduction**

The Houston Land Bank (HLB) is soliciting qualifications from experienced and licensed General Contractors to provide on-call services for property stabilization, site remediation, and post-construction maintenance across its inventory. The selected contractor(s) will assist with mitigating issues that arise due to storms, illegal dumping, neighboring property damage, fence construction, and other conditions impacting site readiness or property maintenance prior to sale.

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## **II. Scope of Services**

Qualified contractors may be asked to perform one or more of the following services on an as-needed basis:

### **A. Predevelopment Site Services**

- Debris and illegal dumping removal
- Tree trimming and removal
- Fence repair or installation for safety and security
- Erosion control and drainage solutions
- Site clearing and grading
- Temporary site stabilization post-weather events
- General repairs needed to make lots accessible or construction-ready

P.O. Box 2549, Houston, Texas 77252  
**281.655.4600**

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[houstonlandbank.org](http://houstonlandbank.org)

## **B. Post-Construction Services (prior to sale)**

- Fence reconstruction or replacement due to vandalism, weather, or neighbor activity
  - Addressing property damage caused by adjacent property owners
  - Site cleanup or maintenance (including mowing, dumping removal, etc.)
  - Minor repairs or stabilization of newly constructed homes while still owned by HLB
  - Coordination with utility companies for site access or restoration, as needed
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## **III. Contractor Qualifications**

Respondents must demonstrate:

- A minimum of 5 years of experience in general contracting or construction-related services
  - Valid licensing and insurance as required by the State of Texas and the City of Houston
  - Experience working with public agencies, nonprofits, or similar property owners
  - Capacity to respond to urgent work orders within 48–72 hours
  - Familiarity with Houston’s permitting and code enforcement practices (preferred)
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## **IV. Submission Requirements**

Each response should include the following:

1. **Cover Letter** (1 page max)
  2. **Company Overview**
    - Business name, address, phone, and email
    - Primary point of contact
    - Legal structure and year established
  3. **Relevant Experience**
    - Brief project descriptions demonstrating qualifications for this RFQ
    - Examples of similar emergency response or site remediation services
  4. **Personnel and Capacity**
    - List of key personnel with roles and certifications
    - Description of capacity to manage urgent requests
  5. **Licensing & Insurance**
    - Proof of general contractor license
    - Certificate of insurance (General Liability, Workers’ Comp, Auto)
  6. **References**
    - Three references from similar clients or public agencies
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## V. Selection Criteria

HLB will review qualifications based on:

Criteria	Weight
Experience with similar work	30%
Staff qualifications and capacity	25%
Responsiveness and availability	20%
References and past performance	15%
Demonstrated Local knowledge and permitting	10%

HLB may conduct interviews or request additional information before selecting one or more contractors.

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## VI. Contract Terms

- The initial term will be one (1) year from full contract execution with the possibility of an additional one-year renewal option.
  - Work will be assigned on an as-needed basis through work orders issued by HLB.
  - Compensation will be based on mutually agreed-upon rates or quotes per task.
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## VII. Questions & Submissions

Questions regarding this RFQ must be submitted by **July 25, 2025 by 5pm CST**

to **[procurements@houstonlandbank.org](mailto:procurements@houstonlandbank.org)**. Responses will be posted on HLB's website.

Please submit your qualifications via [HLB Intake Form](#)

All submissions must be received by **August 15, 2025 by 5pm CST**

Incomplete or late submissions will not be considered

