

**HOUSTON COUNTY LAND BANK AUTHORITY  
REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FOR PLANNING, ADMINISTRATION, DEVELOPMENT AND RELATED SERVICES**

The Houston County Land Bank Authority is requesting statements of qualifications and proposals for qualified Developer/Consultants with a strong record in successfully assisting local governments with the implementation of Federally Assisted Projects. Responding firms should be qualified to provide grant writing, grant administration, construction developer and related services for projects utilizing federal funds. The Land Bank plans to contract with a consulting and developer firm for grant writing, administration and developer services for a 2025 Community Home Improvement Program (CHIP). This grant will be for New Construction of single-family affordable homes. Responding firms should be qualified to provide the above stated services for a period of 2 to 3 years.

This 2025 procurement action may also lead to additional contracts and/or contract addendums for planning, design, administrative, construction development and other related services. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs.

This selection will be made based on a proven successful track record in writing and administering Community Home Investment Program (CHIP) grants as well as experience in providing developer services for new construction projects. This includes a good understanding of all laws governing the CHIP program.

**INTERESTED QUALIFIED FIRMS MAY SUBMIT QUALIFICATION STATEMENTS TO PROVIDE, AT A MINIMUM, THE FOLLOWING SERVICES.**

**Consulting Services**

1. Grant writing services
2. Grant Administration Services to include but not limited to:  
Environmental Review Record preparation (Tier 1 and 2)  
Preparation of project presetup and setup documents  
Preparation of draws and disbursement requests  
Application intact for eligible home buyers  
Document preparation for loan closing for eligible home buyers  
Financial administration of grant funds and record keeping

**Developer Services**

1. Assist with property selection and acquisition
2. Assist with the land clearance and preparation process
3. Hire qualified surveyors and appraiser as needed
4. Design Management including plan selection
5. Preparation of the bids and specifications for construction
6. Completing the construction bidding process and attending bid openings
7. Construction Contract preparation
8. Construction oversight and management of project including assisting with permitting, utility hookups and inspections during construction.
9. Coordinate with underwriter and financial institutions to assist eligible home buyers
10. Attend loan closing

Criteria for evaluation includes:

- 1) willingness to assist with the development of the project application
- 2) CHIP housing program grant experience, including references of successful completed CHIP programs preferably New Construction projects.
- 3) Experience as a Developer for New Construction affordable housing projects
- 4) key personnel and CHIP qualifications
- 5) capacity of organization
- 6) current workload
- 7) level of services proposed
- 8) mobility and proximity to project
- 9) cost to provide these services, if funded.

The Houston County Land Bank Authority reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The Houston County Land Bank Authority is an equal opportunity employer. Further in accordance with section 504 of the Rehabilitation Act of 1973, as amended. The Houston County Land Bank Authority does not discriminate on the basis of handicapped status in the administration or operation of its programs. This project is covered under the requirements of Section 3 of the HUD Act of 1968.

*The Houston County Land Bank Authority also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*

For consideration, interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **4:00 PM on December 16, 2024**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and proposal packages should be submitted to the name and address listed below:

Bryan Wood  
Houston County Land Bank Authority  
P.O. Box 2030  
Perry, GA 31069  
Office 478.988.2714

PLEASE WRITE CHIP PROPOSAL STATEMENT ON THE EXTERIOR OF THE ENVELOPE

