

Request for Qualifications (RFQ) to Develop and Sell Single Family Affordable Homes

Section 1 – Introduction

The Neighborhood Development Department of the City of Mobile, Alabama is seeking multiple qualified homebuilders or developers to build, market, and sell several single family homes within the municipal limits of the City of Mobile. The City currently has access to some individual lots that could be utilized, but the homebuilders or developers are not restricted to those lots and would be allowed to acquire property through other avenues, including those which are proposed to be financed by the City using non-federal funds. The initial focus area for this RFQ is the Campground Neighborhood. Availability of land and potential for site control will determine actual program site locations.

As described further in Section 3 of this RFQ the City will be evaluating the following:

- Resumes of Homebuilders, Developers, and/or Development Team
- Copy of Homebuilder's License
- Copy of City of Mobile Business License
- Pictures of Similar Work Performed
- Description of Work Performed with Location, Square Footage, and Final Sales Price
- Copy of Articles of Incorporation
- Identification of Team Member Responsible for Negotiating and Signing Documents

The City is requesting any firm or individual that has the experience and capacity to manage the development of at least 4 or more single family houses from acquisition to disposition to reply to this RFQ with the required response documents. The City intends to provide construction financing for actual costs on a reimbursement basis to selected qualified developers for costs associated with developments of this type as outlined in a contract based on awards from this RFQ. The City is not paying a flat rate developer fee, but rather an all in cost to build per house (which includes overhead and profit).

Nothing in this RFQ shall be construed to create any legal obligation on the part of the City or any respondents. The City reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFQ in whole or in part, at any stage. In no event shall the City be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from the City for any costs, expenses, or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the sole property of the City. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known.

Although site specific project proposals will be reviewed at a later date from those developers and builders interested in participating based on responses to this RFQ, the typical project is likely to be 1,000-1,800 square feet with a poured concrete driveway, appropriate landscaping, architectural shingle roofing, and designed to meet the neighborhood characteristics on the exterior. Further, the City will strongly prefer development teams that can meet the FORTIFIED building standard.

Section 2 – Submission Deadline

All statements of qualifications must be received by **July 11 by 4:00 pm** at the address below. Please submit your statement of qualifications with all requested attachments. Packages must be submitted in a sealed envelope and shall be labeled, “Qualifications for Single Family Development of Affordable Housing”

Baxter Bishop, Housing Improvement Program Director
City of Mobile, Neighborhood Development Department
205 Government Street
5th Floor South Tower, Suite 519
Mobile, AL 36602

Section 3 – Submission Requirements

All responses shall include the following information at a minimum:

- Contact Information

Name, address, phone number, and email of the firm or individual. Key staff should also be identified, including the name and title of the individual authorized to negotiate contract terms and make binding commitments on behalf of the organization.

- Experience

Description of experience developing and managing single family housing. Respondents should also include any descriptions of experience of acquisition, marketing, and selling affordable housing, including sources utilized. Compliance staff should be identified who will be responsible for reporting to the City and coordinating any monitoring site visits during the development. Proposed Realtors should also be included as part of the development team description. At least one member of the proposing team must have a State of Alabama Homebuilder’s License in active, good standing and this member must be the person designated as responsible for the project’s construction should a proposal be selected. A copy of the Homebuilder’s License is required to be submitted with the response.

- Organizational Documents and Financial Soundness

Provide a copy of the organization's Articles of Incorporation and Bylaws, as applicable. Financial Information will be required at a later date for project review purposes, should the response be selected for further review by the City. Identify key financial personnel who will be responsible for assembling and submitting any financial reports to the City.

After statements of qualifications have been reviewed, discussions with prospective developers may or may not be required to clarify any portions of the response.

Responses must be submitted in accordance with the instructions in Section 2 of this RFQ. Incomplete responses and responses received after the deadline may not be considered. Responses received from this RFQ may be used for other City projects where developers are exempt from procurement prior to entering into contracts for service.