

Exhibit C-2

REQUEST FOR QUALIFICATIONS

INTRODUCTION:

The Land Assemblage Redevelopment Authority (LARA) seeks to qualify certain non-profit organizations to partner with qualified builders in the marketing of new affordable housing to be built on lots assembled by LARA. Accordingly, LARA invites you to respond to this “Request for Qualifications” (RFQ) if you believe your organization meets the criteria set out on **Attachment 1** attached hereto.

LARA is issuing this RFQ relating to the release of a “Request for Proposals” (RFP) in that will invite proposals from qualified Community Development Corporations (CDCs) and other builders who are interested in developing and constructing affordable homes on LARA- owned lots located throughout several Houston neighborhoods.

Respondents must meet the minimum criteria set forth and must provide all information identified in **Attachment 1** to this RFQ. All Community Development Corporations (CDCs) that meet these minimum requirements are strongly encouraged to respond to this RFQ. Please note that qualifying to partner with a builder under this RFQ will not disqualify or otherwise hinder a CDC from responding to the Request for Proposals that LARA will release at a future date.

All responses to this RFQ should be hand delivered to 611 Walker, 6th Floor Main, between the hours of 9:00 am and 4:00 p.m. to the attention of Lynn Henson. Respondents found to be lacking any items shall be contacted and allowed to resubmit completed packages. On behalf of LARA, the Housing and Community Development Department of the City of Houston will then review all responses and make a determination on whether the respondent meets the minimum criteria. The Department may request more information from any and all respondents. The decision of the Department with respect to each respondent is final.

Attachment 1

Minimum Criteria for a CDC to Qualify to Enter into Contract with Builder

1. Must be a non-profit corporation in good standing with Secretary of State of Texas. Submit copies of all of the following:
 - Charter
 - Bylaws
 - Articles of Incorporation
 - Letter from IRS with Tax ID #
 - Letter of good standing from Texas Comptroller
2. CDC and board members must not owe any money to City of Houston ("City").
 - Submit completed Affidavit of Ownership
3. CDC and board members must not be in default on any contractual or other obligation to City.
 - See 2 above
4. At least 25% of those board members serving 12 months or more must either live within the identified geographic service area or own a business within the identified geographic service area.
 - See 9e below
5. Must have been in existence and had an office for at least the past three years. Submit copies of one of the following:
 - Utility or phone bills with organization name and date for five months prior to submitting this response
 - Lease agreement or rent receipts with organization name and date for five months prior to submitting this response
 - Letter(s) from landlord/property owner verifying organization's occupancy for the past three years
6. Must have had operating revenue for, at least, each of the past three years. Submit copies of one of the following:
 - Federal tax returns
 - Bank year end summary statements
 - Financial statements or audits
7. Must have at least one full-time, paid employee dedicated to the CDC's activities. Submit copies of one of the following:
 - Consultant contract
 - Pay stubs
 - Payroll register
8. Must provide satisfactory financial statements for the past two calendar years.
 - Previous year financial statement
 - Two years prior financial statement

9. Must provide the following additional information:
- a. evidence of no bankruptcy, debarment or business foreclosure for the past ten years; (see 2 above)
 - b. identification of geographic service area;
 - map
 - c. evidence of current checking account;
 - most recent bank statement
 - d. satisfactory bank reference;
 - reference letter from bank officer
 - e. list of board members and resumes of all board members; (include home and business addresses)
 - list of board members
 - resumes of board members
 - f. list of staff and resumes of all staff members;
 - list of staff members
 - resumes of staff members
 - g. evidence of length of time in existence;
 - historic narrative, 1 page maximum
 - h. list of successful housing and other projects (include addresses and year built).
 - list of successful projects

Note- Sales by CDCs for or on behalf of developer/builders shall be conducted in compliance with the Texas Real Estate License Act, Chapter 1101, Texas Occupation Code.