

## 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 in advance of its release of a "Request for Proposals" (RFP) in the very near future that will invite proposals from qualified Community Development Corporations (CDCs) and other builders who are interested in developing and constructing affordable homes on approximately 135 LARA- owned lots located throughout several Houston neighborhoods.

Effective immediately, this RFQ replaces the one LARA previously issued in July 2005. 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.

The in-take process will begin on Friday, April 28, 2006. All responses to this RFQ should be hand delivered to 611 Walker, 6<sup>th</sup> Floor, Main Conference Room, April 28, between the hours of 9:00 am and 4:00 pm. Responses will be checked for completeness while you wait. Respondents found to be lacking any items shall be allowed to resubmit at future in-take opportunities that will be scheduled over the next several weeks. 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 meet 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:
  - Letter from IRS with Tax ID #
  - Letter of good standing from Texas Comptroller (30 days old or less)
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 CDC's 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, address and date from May 2003 through April 2006
  - Lease agreement or rent receipts with organization name, address and date from May 2003 through April 2006
  - Letter(s) from landlord/property owner verifying organization's occupancy since May 2003
6. Must have at least one full-time, paid employee dedicated to the CDC's activities for at least the past 6 months. Submit copies of one of the following:
  - Consultant contract (if not in-house staff)
  - Pay stubs (most recently available)
  - Payroll register
7. Must provide audit or financial statements for past three fiscal years
8. 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 (including dates of hire);
  - list of staff members
  - resumes of staff members
- g. historic narrative about the CDC, 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.



5. The information shown below is true and correct to the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer. *[NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESSES AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]*

**Contracting Entity**

Name: \_\_\_\_\_

Business Address *[NO. STREET]* \_\_\_\_\_

*[CITY/STATE/ZIP CODE]* \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

Email Address *[OPTIONAL]* \_\_\_\_\_

Residence Address *[NO./STREET]* \_\_\_\_\_

*[CITY/STATE/ZIP CODE]* \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

Email Address *[OPTIONAL]* \_\_\_\_\_

**5% Owner(s) (IF NONE, STATE "NONE")**

Name: \_\_\_\_\_

Business Address *[NO. STREET]* \_\_\_\_\_

*[CITY/STATE/ZIP CODE]* \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

Email Address *[OPTIONAL]* \_\_\_\_\_

Residence Address *[NO./STREET]* \_\_\_\_\_

*[CITY/STATE/ZIP CODE]* \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

Email Address *[OPTIONAL]* \_\_\_\_\_

**6. Optional Information**

Contracting Entity and/or \_\_\_\_\_  
[NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or  
appealing the accuracy and/or amount of taxes levied against \_\_\_\_\_

[CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

Name of Debtor: \_\_\_\_\_  
Tax Account Nos. \_\_\_\_\_  
Case or File Nos. \_\_\_\_\_  
Attorney/Agent Name \_\_\_\_\_  
Attorney/Agent Phone No. ( ) \_\_\_\_\_  
Tax Years \_\_\_\_\_  
Status of Appeal [DESCRIBE] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

\_\_\_\_\_  
Affiant

**SWORN TO AND SUBSCRIBED** before me this \_\_\_\_ day of \_\_\_\_\_ 200\_\_.

(Seal)

\_\_\_\_\_  
Notary Public, State of Texas

**NOTE:**

This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.