

REQUEST FOR PROPOSALS

Welcome Home Ohio Housing Development Program

Lorain County Land Reutilization Corporation (Land Bank)

RFP Issue Date: October 2, 2025

Proposal Submission Deadline: October 16, 2025

Estimated Project Start Date: October 23, 2025

SECTION 1: INTRODUCTION AND OVERVIEW

1.1 Purpose

Lorain County Land Reutilization Corporation (Land Bank) is seeking qualified developers and builders to participate in the Welcome Home Ohio program administered by the Ohio Department of Development. This program provides funding for the construction of new owner-occupied housing units to increase homeownership opportunities for income-eligible residents throughout Lorain County.

1.2 Program Background

The Welcome Home Ohio program provides funds for the creation of owner-occupied housing units across the state through grants and tax credits. The program offers up to \$30,000 in grant funding per unit and tax credits of \$90,000 or up to 90% of total project costs for qualifying residential properties. The program requires homes to meet a minimum size of 800 square feet and includes a 15-year deed restriction to ensure ongoing compliance with affordability requirements.

1.3 Scope of Work

The selected respondent(s) will be responsible for the complete application, development and construction of new single-family homes under the Welcome Home Ohio program, including but not limited to:

- Site preparation and utility connections
- Construction of residential units meeting all program requirements
- Obtaining all necessary permits and approvals
- Ensuring compliance with local, state, and federal building codes
- Managing deed restrictions and ongoing compliance monitoring
- Coordination with the Land Bank throughout the development process

SECTION 2: MANDATORY QUALIFICATION REQUIREMENTS

2.1 Welcome Home Ohio Program Experience

Respondent must have existing experience as a developer and builder under the Ohio Department of Development Welcome Home Ohio program. Respondents must provide detailed documentation of this experience, including:

- Number of units previously constructed under the Welcome Home Ohio program
- Project locations and completion dates
- Total value of projects completed
- References from Ohio Department of Development and local land banks
- Documentation of successful program compliance
- Any challenges encountered and how they were resolved

2.2 Financial Capacity and Construction Financing

Private financing for construction must be provided by the respondent independent of the grant funding, as grants are provided on a reimbursement basis only. Respondents must demonstrate:

- Availability of adequate construction financing to cover full project costs upfront
- Understanding of reimbursement-based grant funding mechanisms
- Financial statements for the past three years audited by a certified public accountant
- Current line of credit or construction loan pre-approval letters
- Evidence of successful completion of projects with similar financing structures
- Proof of adequate working capital to manage cash flow during construction and reimbursement periods

2.3 Construction Timeline Requirements

To mitigate risk to the land bank, respondent must demonstrate ability to deliver projects from initiation to certificate of occupancy in less than 100 days. This requirement includes:

- Detailed project timeline showing all phases from permit application to final inspection
- Historical performance data demonstrating ability to meet aggressive timelines
- Identification of potential schedule risks and mitigation strategies
- Evidence of established relationships with subcontractors and suppliers
- Contingency plans for weather delays, permit issues, and material availability

2.4 Deed Restriction Monitoring Capability

Respondent must be capable of monitoring deed restrictions to ensure ongoing compliance with program requirements for the required 15-year period. This includes:

- Systems and procedures for tracking deed restriction compliance
- Annual monitoring and reporting protocols
- Experience with affordable housing compliance monitoring
- Staff dedicated to compliance oversight
- Technology platforms or databases for tracking restricted properties
- Procedures for addressing non-compliance issues

2.5 Project Management and Administrative Capability

Respondent must provide a critical path showing work allocation plan that demonstrates limited administrative burden on the land bank and full compliance with all program requirements. This includes:

- Comprehensive project management plan with clearly defined roles and responsibilities
- Communication protocols with the Land Bank and Ohio Department of Development
- Quality control and inspection procedures
- Document management and reporting systems
- Procedures for handling program compliance requirements
- Administrative structure to minimize Land Bank involvement while ensuring oversight

SECTION 3: ADDITIONAL QUALIFICATION REQUIREMENTS

3.1 Construction Experience and Expertise

Respondents must demonstrate:

- Minimum of 5 years experience in residential construction
- Completion of at least 25 single-family homes in the past 3 years
- Experience with affordable housing construction requirements
- Knowledge of Ohio building codes and local ordinances
- Established relationships with local building officials and inspectors

3.2 Licensing and Insurance Requirements

- Valid Ohio contractor's license and all required trade licenses
- Current registration with Ohio Department of Commerce
- General liability insurance minimum \$2 million per occurrence
- Workers' compensation insurance as required by Ohio law
- Professional liability insurance minimum \$1 million
- Builder's risk insurance for project duration

- All insurance policies must name the Land Bank as additional insured

3.3 Quality Control and Warranty

- Established quality control procedures and inspection protocols
- Minimum one-year warranty on all construction work
- Two-year warranty on major systems (HVAC, plumbing, electrical)
- Ten-year warranty on structural elements
- Procedures for handling warranty claims and customer service

3.4 Environmental and Sustainability Requirements

- Knowledge of environmental regulations affecting construction
- Experience with energy-efficient construction practices
- Ability to meet or exceed local energy codes
- Understanding of green building principles and programs
- Procedures for proper waste management and disposal

3.5 Community Relations and Local Preference

- Demonstrated commitment to hiring local workers when possible
- Procedures for minimizing construction impacts on neighborhoods
- Community outreach and communication strategies
- Experience working in diverse communities
- Commitment to equal opportunity employment practices

SECTION 4: PROPOSAL SUBMISSION REQUIREMENTS

4.1 Proposal Format and Content

Proposals must be submitted in the following format and include all requested information:

Section A: Executive Summary (2 pages maximum)

- Overview of organization and team
- Summary of Welcome Home Ohio experience
- Key differentiators and value proposition

Section B: Organization Qualifications (10 pages maximum)

- Company history and organizational structure
- Key personnel biographies and qualifications
- Current workload and capacity analysis
- Organizational chart showing project team roles

Section C: Welcome Home Ohio Program Experience (15 pages maximum)

- Detailed description of all Welcome Home Ohio projects
- Project summaries including scope, timeline, budget, and outcomes
- References from Ohio Department of Development and partner organizations
- Lessons learned and process improvements implemented

Section D: Financial Capacity (10 pages maximum)

- Audited financial statements for past three years
- Current financial position and liquidity analysis
- Construction financing arrangements and capacity
- Bonding capacity and surety company information

Section E: Project Approach and Timeline (15 pages maximum)

- Detailed project management methodology
- Critical path schedule showing 100-day completion timeline
- Risk identification and mitigation strategies
- Quality control and inspection procedures
- Communication and reporting protocols

Section F: Deed Restriction Monitoring Plan (5 pages maximum)

- Systems and procedures for 15-year compliance monitoring
- Staffing and organizational structure for monitoring
- Technology platforms and tracking methods
- Reporting and documentation procedures

Section G: References (5 pages maximum)

- Minimum of five references from recent similar projects
- Contact information for Ohio Department of Development representatives
- References from financial institutions and bonding companies
- Community and local government references

4.2 Submission Requirements

- One original and five copies of complete proposal
- Electronic copy on USB drive in PDF format
- Proposals must be sealed and clearly marked "Welcome Home Ohio RFP"
- Late submissions will not be accepted

SECTION 5: EVALUATION CRITERIA

Proposals will be evaluated using the following weighted criteria:

5.1 Welcome Home Ohio Experience (30%)

- Depth and breadth of program experience
- Quality of previous project outcomes
- Strength of references and recommendations
- Understanding of program requirements and compliance

5.2 Financial Capacity and Stability (25%)

- Financial strength and stability of organization
- Adequacy of construction financing arrangements
- Understanding of reimbursement-based funding structure
- Bonding and insurance capacity

5.3 Project Management and Timeline (20%)

- Feasibility and detail of 100-day completion timeline
- Quality of project management approach
- Risk identification and mitigation strategies
- Communication and coordination procedures

5.4 Construction Quality and Capability (15%)

- Technical expertise and construction experience
- Quality control procedures and warranty provisions
- Subcontractor relationships and management
- Safety record and procedures

5.5 Deed Restriction Monitoring (10%)

- Adequacy of monitoring systems and procedures
- Long-term organizational commitment
- Technology and tracking capabilities
- Compliance reporting and documentation

SECTION 6: TERMS AND CONDITIONS

6.1 Contract Terms

The successful respondent will enter into a development agreement with Lorain County Land Reutilization Corporation (Land Bank) that will include:

- Performance standards and timeline requirements
- Payment terms aligned with grant reimbursement schedule
- Quality standards and inspection procedures
- Compliance monitoring and reporting requirements

- Default and termination provisions
- Insurance and bonding requirements

6.2 Program Compliance

All construction must comply with:

- Welcome Home Ohio program guidelines and requirements
- Ohio Department of Development standards and procedures
- Local zoning and building codes
- Federal, state, and local regulations
- Environmental regulations and requirements
- Fair housing and equal opportunity requirements

6.3 Selection Process

- Initial review for completeness and mandatory requirements
- Detailed evaluation by review committee
- Interviews with top-ranked respondents (if required)
- Reference checks and due diligence
- Final selection and contract negotiation
- Award announcement and contract execution

6.4 Rights Reserved

Lorain County Land Reutilization Corporation (Land Bank) reserves the right to:

- Reject any or all proposals
- Request clarification or additional information
- Negotiate with selected respondents
- Cancel this RFP at any time prior to contract execution
- Award contracts to multiple respondents if deemed appropriate

SECTION 7: SUBMISSION INSTRUCTIONS

7.1 Submission Deadline

Sealed proposals must be received no later than October 16, 2025 at 4:00 pm:

Lorain County Land Bank
Room 500
226 Middle Avenue
Elyria, Ohio 44035

Attention: Nicole Beko, Executive Assistant/ Coordinator

7.2 Pre-Proposal Meeting

A mandatory pre-proposal meeting will be held on October 10, 2025 at 9:00 am at Lorain County Land Bank, 226 Middle Avenue, Room 555, Elyria, Ohio 44035. Attendance is required for proposal submission eligibility.

7.3 Questions and Clarifications

All questions must be submitted in writing to nbeko@loraincounty.us no later than October 9, 2025. Responses will be provided to all prospective respondents.

7.4 Contact Information

For questions regarding this RFP, contact:

Nicole Beko
Executive Assistant/ Coordinator
Lorain County Land Reutilization Corporation (Land Bank)
440-328-2336
nbeko@loraincounty.us

This RFP represents a significant opportunity to participate in Ohio's affordable housing development initiative while partnering with Lorain County Land Reutilization Corporation (Land Bank) to address critical housing needs in our community. We encourage qualified developers and builders with Welcome Home Ohio program experience to submit comprehensive proposals demonstrating their capability to deliver high-quality, affordable housing within the specified timeline and program requirements.