



# Request for Qualifications

FOR HOMEBUILDING SERVICES

DECEMBER 2, 2019

112 KROG ST NE #14  
ATLANTA, GA 30307

404.257.6866  
ATLLANDTRUST.ORG

# Contents

---

- Overview ..... 2
- Scope of Work..... 3
- Request for Proposals Process Timeline ..... 6
- Submission Procedures and Requirements ..... 7
- Evaluation and Selection Process ..... 9

## Overview

---

The Atlanta Land Trust (“ALT”) is seeking expressions of interest and qualifications (“Qualification Statements”) from firms (“Firms”) capable of renovating and/or constructing single-family homes on property owned by ALT for permanently affordable housing (the “Project”). ALT is soliciting Qualification Statements from qualified firms with experience constructing new single-family homes or renovating existing single-family homes. ALT intends to select a pool of qualified Firms who have the capability to complete this work. Firms responding to this Request for Qualifications (“RFQ”) must demonstrate the capability and resources to secure financial resources and have a proven track record of constructing/renovating affordable single-family homes.

The mission of ALT is to deliver and steward permanently affordable housing proximate to the Atlanta BeltLine and other targeted areas in the city of Atlanta. The ALT will also create a favorable climate for community land trust (“CLT”) development, strategically assemble land, and provide fee-for service stewardship to other entities.

Under the leadership of The Atlanta BeltLine Partnership, the Atlanta Housing Association of Neighborhood-based Developers and the Annie E. Casey Foundation, a group of more than 30 public, private, nonprofit and community organizations created the ALT to maintain affordability in neighborhoods at risk of gentrification and displacement due, in part, to the Atlanta BeltLine, throughout the portions of the city of Atlanta directly impacted by the Atlanta BeltLine. The ALT is spearheading the implementation of a city-wide CLT to:

- Provide low-and moderate-income residents access to land and housing;
- Increase long-term community control of neighborhood resources;
- Empower residents through involvement and participation; and
- Preserve the affordability of housing permanently.

A CLT is a nonprofit organization that utilizes public and private funds to provide affordable homeownership opportunities for low-income households. The CLT model helps low-and moderate-income families benefit from the equity built through homeownership, and at the same time preserves the affordability of these homes so that future residents will have the same affordable homeownership opportunities. A CLT generally structures ownership in several distinctive ways:

- Land is treated as a common heritage, not as an individual possession. Title to multiple parcels is held by a single nonprofit owner that manages these lands on behalf of a particular community, present and future.
- Land is removed permanently from the market, never resold by the nonprofit owner. Land is put to use, however, by leasing out individual parcels for the construction of housing, the production of food, the development of commercial enterprises, or the promotion of other activities that support individual livelihood or community life.
- All structural improvements are owned separately from the land, with title to these buildings held by individual homeowners, business owners, housing cooperatives, or the owners of any other buildings located on leased land.
- A ground lease lasting many years gives the owners of these structural improvements the exclusive use of the land beneath their buildings, securing their individual interests while protecting the interests of the larger community.

## Project Description

---

ALT is in the process of acquiring single-family properties for the development of permanently affordable housing through the community land trust model. ALT is seeking to identify Firms to construct new homes on vacant lots and renovate existing homes as properties are acquired. Properties will be located in the city of Atlanta and generally within the Atlanta BeltLine Planning Area.

Once a Firm has been qualified, they will remain qualified for a period of three (3) years from the date of execution of the award notice/contract. However, ALT retains the right to subsequently expand the scope of the eligible work with the developer to include other projects.

Once construction is complete, ALT will retain ownership of the land, and sell the homes while leasing the land to the homeowners. All homes will be sold to low- and moderate-income families whose incomes do not exceed the limits set forth in Exhibit A. Prior to the start of construction, ALT will enter into an agreement (“Agreement”) with the selected Firm. This Agreement will provide for the development of the Project and specify terms and conditions for the use, leasing and mortgaging of all or portions of the Project by the developer. The Project shall be developed exclusively to create and maintain a stock of permanently affordable homes to abate the displacement and growing lack of affordability experienced by the citizens of the city of Atlanta.

## Scope of Work

---

ALT is seeking Qualification Statements from experienced developers, homebuilders and/or general contractors capable of renovating and/or constructing single-family homes on property owned by ALT for permanently affordable housing in the city of Atlanta. ALT is soliciting Qualification Statements from interested qualified Firms with a documented track record of providing the required services. The anticipated responsibilities of the Firm, if selected to provide these services, will include (but not be limited to) the activities detailed below.

1. **Project Budget:** The selected Firms are responsible for developing the budget for the construction or renovation of each home. The budget should include hard costs, soft costs and any developer fees.
2. **Entitlements and Development Approvals:** The selected Firms will be responsible for obtaining permits or regulatory approvals for construction of the homes from the city of Atlanta. If rezoning is required, ALT will work with the selected Firms to obtain rezoning approval.
3. **Securing Project Financing:** The selected Firms will be responsible for obtaining financing the entire cost of each home. These costs include, but are not limited to, all pre-development and development costs such as infrastructure, entitlements, design and construction costs and off-and-on-site work, including all utilities. ALT will work with the selected Firms to seek any available public funding or low-cost capital to support the Project.
4. **Horizontal and Vertical Development:** The selected Firms will be responsible for the construction of all necessary off-site and on-site improvements including, but not limited to, all required site infrastructure, homes and landscaping. The Firms shall be responsible for the management, direction, design, integration, scheduling, control, review and approval of all subcontract work and services, and will be required to comply with all applicable city of Atlanta, State of Georgia and federal laws, regulations, and guidance, and for obtaining Certificates of Occupancy for each of the units. Specific responsibilities include:
  - a. In consultation with ALT, selecting the house plan and architect to be utilized for the project.
  - b. Coordinating site activities and logistics with ALT for all construction related activities throughout project duration.
  - c. Identifying and maintaining a team comprised of a project manager, superintendent, and support staff as required to successfully complete the project.
  - d. Negotiating all necessary contracts and subcontracts related to construction of the homes;
  - e. Installing all temporary erosion control and provide portable toilets and related storage for the project duration.
  - f. Selecting finishes and building materials that are durable and of good quality that is consistent with market driven finishes and comparable to newly renovated or constructed homes in the local market area.
  - g. Securing all interior construction work areas and to protect equipment and finished work during the construction period.
  - h. Accountably for the quality, accuracy, and timeliness of Project.
5. **Sustainable Building Practices:** The selected Firms will be responsible for achieving a high-performance building certification for all homes. The Firms shall be responsible for registering the projects with a recognized high-performance building certification program, hiring a third-party certification verifier to confirm compliance with all program criteria, and overseeing the day-to-day activities of all sub-contractors. Specific responsibilities include:

- a. In consultation with ALT, selecting a high-performance building program that best meets the objectives of the project. Recognized high-performance building certification programs include: EarthCraft, ENERGY STAR, Enterprise Green Communities, LEED Homes, or National Green Building Standard (NGBS).
  - b. In consultation with ATL, selecting a third-party verifier qualified to confirm project compliance with the selected high-performance building certification program.
  - c. Reviewing the approved house plan with ALT and the selected architect to determine compliance with the selected high-performance building certification program prior to submitting permit applications
  - d. Identifying an onsite project team member responsible for ensuring all high-performance building criteria are met through day-to-day oversight of sub-contractors.
  - e. Completing all high-performance building certification criteria and obtaining program certification prior to obtaining a Certificate of Occupancy for each unit.
6. Facilitating Community Engagement: ALT will work with the selected Firms to continue to build neighborhood support for the construction of these homes.
  7. Sales and Marketing: ALT will work with the selected Firms to establish the target sales price for each home to ensure affordability for families below identified income limits. ALT will lead the marketing efforts and identification of qualified potential applicants to purchase the units. It is ALT's intent to have pre-qualified homebuyers identified prior to completion of each home.

## Request for Proposals Process Timeline

---

Request for Qualifications Issued: December 2, 2019

Pre-Qualification Conference: December 11, 2019

*A pre-Qualification Conference is scheduled for December 11, 2019, at 9:00 a.m. (local time), at the Atlanta Land Trust offices located at 112 Krog Street, Suite 14. Attendance at the Pre-Qualification Conference is not required but is strongly encouraged.*

Questions Due: December 13, 2019

*Any questions regarding this procurement must be submitted in writing to the Executive Director, Amanda Rhein, via electronic mail at [arhein@atlandtrust.org](mailto:arhein@atlandtrust.org), on or before December 13, 2019 at 5:00 pm. All questions and answers will be posted to the Atlanta Land Trust website at [atlantalandtrust.org](http://atlantalandtrust.org).*

Responses to Questions Posted: December 20, 2019

**Submission Deadline: January 10, 2020**

ALT anticipates the following additional timelines, although these dates may change, in the sole discretion of ALT.

Ranking/Evaluation of Qualification Statements: January 17, 2020

Proponent Interviews: January 23-24, 2020

Award Notification: January 31, 2020

# Submission Procedures and Requirements

---

## Format and Content of Qualification Statement

Proponents must submit a Qualification Statement in response to this RFQ in the format specified herein. The Qualification Statement must consist of the following:

1. Title Page: Show the RFQ's subject, the Firm's name, address, website, email and telephone and fax numbers of the contact person(s) and the date of the Qualification Statement.
2. Table of Contents: Include a detailed table of contents listing sections and subsections that correspond to the requirements of the RFQ. The table of contents must also list all tables, appendices, figures, etc. contained in the Qualification Statement.
3. Executive Summary: Generally describe the Firm, provide an overview of the qualifications and a statement of why Firm is interested in this Project and best qualified to develop the proposed project. The Qualification Statement must include: (a) the domicile where Firm(s) is organized, (b) the name, brief history, contact name, address, email contact, phone number, and facsimile number of the Firm, (c) the legal structure of the entity, (d) proof of ability to do business in Georgia, and (e) a listing of major satellite offices, if any.
4. Organizational Structure and Key Personnel: Include an organizational chart of the Firm's management structure and corresponding resumes for each of the individuals identified. Also, indicate who will be the proposed lead person on the Project and his/her availability to commence work on the Project following an award.
5. Experience and Qualifications: Describe experience with single family construction within the past 10 years, including new construction and/or renovation.
  - a. Include details on number of homes and housing types, sizes, locations, cost, interior features or amenities.
  - b. Highlight any experience with an urban and/or a scattered site context.
  - c. Highlight any experience with affordable housing either through income-restrictions or market price points.
6. Fee: Proposed fee structure for the services contemplated in this RFQ.
7. Financial Qualification: Provide financial statements for the past -3 years that includes, at minimum, the following: balance sheet, income statement, statement of change in financial position.

## Submission of Qualification Statement

Qualification Statements must be submitted according to the requirements of this RFQ. Qualification Statements shall be signed by hand by a principal of the Firm with the authority to bind the Firm and enter into an agreement with ALT. Joint ventures or partnerships must designate one joint venture member/partner to represent the joint venture or partnership, respectively, with the authority to submit and execute a Qualification Statement, bind the entity as well as enter into an agreement with ALT. Each Firm is responsible for the preparation of its Qualification Statement and for the cost associated therewith. Qualification Statements are to be submitted in an unlocked Portable Document Format and may be submitted electronically via email or delivered to the ALT offices on a USB drive at:



Atlanta Land Trust, Inc.  
112 Krog Street, Suite 14  
Atlanta, GA 30307  
[arhein@atlandtrust.org](mailto:arhein@atlandtrust.org)

**All submissions must be received by Atlanta Land Trust by 3:00 p.m. EST either by delivery or email submission.** It is the responsibility of each Firm to obtain a copy of any addendum issued for this RFQ by monitoring ALT's website.

This procurement does not constitute an offer by the ALT to enter into an agreement and cannot be accepted by any Firm to form an agreement. This procurement is only an invitation for offers from interested Firms and no Qualification Statement shall bind ALT. Each Qualification Statement submitted to ALT will become the property of ALT for ALT's use, in ALT's sole discretion. ALT reserves the right to reject any Qualification Statement or all Qualification Statements or to waive any technical defect in a Qualification Statement before or after submission. ALT also reserves the right to cancel this RFQ at any time for any reason or no reason. Additionally, ALT may in accordance with applicable law, by addendum, modify any provision or part of this RFQ at any time prior to the Qualification Statement due date and time. Any Qualification Statement submitted pursuant to this RFQ will be effective for a period of not less than six (6) months.

## Evaluation and Selection Process

---

Upon receipt and review of the Qualification Statements, ALT, at its sole discretion, shall evaluate and determine which Firms, if any, are responsive and responsible and in ALT's best interests to accept. Once all Qualification Statements are received, ALT will convene an evaluation committee which will evaluate each responsive Qualification Statement in accordance with the evaluation criteria described in this RFQ. Firms may be required to make an oral presentation to the evaluation committee at any stage of the selection and evaluation process. ALT will notify each Firm of ALT's determination.

Qualification Statements will be evaluated based on the evaluation criteria described below:

1. **Project Experience:** Qualification Statement shall demonstrate the Firm's industry expertise and experience developing for-sale residential projects of similar size and scope to the single-family inventory, as well as the good faith efforts to include minority, female, small and locally-owned businesses to perform commercially useful function.
2. **Organizational Structure and Key Personnel:** Qualification Statement should provide a clear evidence that the Firm has the appropriate personnel in place to successfully partner with ALT to plan, develop and implement the Project.
3. **Financial Capability:** Qualification Statement shall demonstrate the ability to develop the Project at a minimum cost to ALT and provide to give ALT a clear understanding of the Firm's financial standing and capability to amass financial resources necessary to complete the Project. Firm has demonstrated the capacity to obtain financing for the entire cost of each home through existing construction lending relationships.

The highest-ranked Firms will be recommended by the selection committee to the Board of Directors of the Atlanta Land Trust for the execution of the award notice. Definitive agreements related to the construction of the homes will be executed on an ongoing basis. ALT's Board of Directors reserves the right to accept, modify or reject the recommendation of award under this RFQ. Once Board of Directors approval has been received, ALT will proceed with negotiations of a mutually acceptable Access Agreement or Development Agreement. Notwithstanding the foregoing, the final terms and conditions relating to the Project may be subject to financing, development commencement, title or other conditions or contingencies, as determined by ALT, in its sole discretion.

## Attachment A: Affordable Workforce Housing Information

To qualify to purchase a unit in the Project, homebuyers must, at the time of the execution of the applicable sale, have an income (adjusted for family size) that does not exceed 120% of the area median income (“AMI”) for the Atlanta-Sandy Springs-Marietta, Georgia HUD Metro FMR Area (as published from time to time by the U.S. Department of Housing and Urban Development). Atlanta Land Trust will work with the selected Firm to determine the specific income targets for each home. It is anticipated that the majority of the homes will be priced to be affordable to homebuyers with incomes that do not exceed 80% of the AMI.

Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area Median Income \$79,700								
Effective Date April 24, 2019								
Area Median Income (AMI)	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI	\$16,750	\$19,150	\$21,550	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
50% AMI	\$27,900	\$31,900	\$35,900	\$39,850	\$43,050	\$46,250	\$49,450	\$52,650
60% AMI	\$33,480	\$38,280	\$43,080	\$47,820	\$51,660	\$55,500	\$59,340	\$63,180
80% AMI	\$44,640	\$51,040	\$57,440	\$63,760	\$68,880	\$74,000	\$79,120	\$84,240
100% AMI	\$55,800	\$63,800	\$71,800	\$79,700	\$86,100	\$92,500	\$98,900	\$105,300
115% AMI	\$64,170	\$73,370	\$82,570	\$91,655	\$99,015	\$106,375	\$113,735	\$121,095
120% AMI	\$66,960	\$76,560	\$86,160	\$95,640	\$103,320	\$111,000	\$118,680	\$126,360

The maximum purchase price for each unit in the Project shall not exceed the values published from time to time by Invest Atlanta based on the income limits established by the U.S. Department of Housing and Urban Development. The 2019 limits are listed below by unit size. Final unit purchase prices will be calculated by Atlanta Land Trust based on the target income for homebuyers.

	2019 Workforce Owner Housing Maximums				
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Max Sale Price at 60% AMI	\$100,440	\$107,640	\$129,240	\$149,220	\$166,500
Max Sale Price at 80% AMI	\$133,920	\$143,520	\$172,320	\$198,960	\$222,000
Max Sale Price at 100% AMI	\$167,400	\$179,400	\$215,400	\$248,700	\$277,500
Max Sale Price at 120% AMI	\$200,880	\$215,280	\$258,480	\$298,440	\$333,000