



**TEMPLE REVITALIZATION
CORPORATION**

FY 2024

Approved Developer List

REQUEST FOR QUALIFICATIONS

Issued: October 23, 2023

Statements of qualifications will be accepted any time.

Temple Revitalization Corporation
2 North Main Street
Temple, TX 76501
Phone: 254-298-5641
Email: info@templerc.com

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RFQ TIMELINE

Phases	Event
Phase 1	Release of RFQ
Phase 2	Submit qualifications: 1. By emailing: info@templerc.org <u>OR</u> 2. Paper copies to: Temple Revitalization Corporation 2 N. Main Street Temple, Texas 76501
Phase 3	Pre-Qualification Period

The respondent will be notified with the results once the evaluation committee reviews their submission.

SECTION 1 – GENERAL INFORMATION

1.1. SUMMARY

In accordance with Temple Revitalization Corporation's (TRC) Property Transfer Policy, TRC is issuing a Request for Qualifications (RFQ) to identify Approved Developers. The goals of the RFQ process are to (1) qualify developers to be eligible for participation in TRC Lot sales and Development Projects; (2) organize developers by capacity and expertise; (3) encourage and support quality and efficient property development; and (4) ensure that the transfer and development of TRC Lots accomplishes the Public Purposes outlined in the Property Transfer Policy.

1.2. QUALIFICATION PROCESS

The RFQ process will establish a qualified pool of developers to be added to a TRC approved list. Each Approved Developer from the RFQ process will be eligible to purchase Lots from TRC. Given the variety of sizes and conditions of land parcels, their geographic location, and the broad variety of goals of the TRC, a variety of builder and developer types will be encouraged to apply. After being identified as an Approved Developer, the Developer will need to provide updated information every two years to remain on the list of Approved Developers, as well as stay compliant with all obligations under any then-existing contract between the Approved Developer and TRC. Unless approved otherwise by the TRC President, all Developers interested in participating in Lot acquisition from the TRC must be qualified through this RFQ process to be eligible to purchase Lots and must construct any building or development in accordance with the Temple Revitalization Corporation Developer Program Guidelines and any contractual obligations.

1.3. REQUIRED QUALIFICATIONS

The successful respondents to this RFQ must meet the following required qualifications as an Established Developer or Start-Up Developer:

- a. **Established Developer:** Must have the capacity, based on track record, to build multiple units on separate land parcels at the same time, must demonstrate relevant business experience of more than five years and must have successfully completed at least ten ground up residential, retail, or commercial projects.
- b. **Start-up Developer:** Must have the capacity, based on track record, for building one to four projects on separate land parcels at a time, must demonstrate relevant business experience of at least two years, and must have successfully completed at least four ground up residential projects or at least two commercial or retail projects. If the Start up Developer is a new entity or partnership, one of the managing partners who is responsible for construction operations will be required to clearly

demonstrate the required experience.

SECTION 2 – SUBMITTAL REQUIREMENTS

2.1. ELECTRONIC SUBMISSION

Electronic submissions should be emailed to info@templerc.com.

2.2. PAPER SUBMISSION

If a submission is delivered via hardcopy, the envelope or package containing the completed submission should be marked legibly on the outside with the respondent's name and address.

2.3. SUBMISSION INSTRUCTIONS

Incomplete submittals will not be accepted or considered.

2.4. REQUESTS FOR ADDITIONAL INFORMATION

Requests for additional information can be emailed to info@templerc.com.

2.5. INFORMATION REQUESTED FROM RESPONDENTS

Each qualifications statement must contain all required items and be submitted in the same order as listed below. The qualifications statement must provide enough detail to permit the TRC to conduct a meaningful evaluation of the submission and to assess the respondent's capabilities and experience. However, qualifications statements should be prepared simply and economically, providing a straightforward, concise response to the information requested below. Incomplete qualifications statements may be rejected during review by the evaluation committee.

The required information and documents include:

a. Respondent's Capabilities and Information

In this section, respondents must provide the following:

1. Cover letter;
2. Statement of Qualifications (information requested in Section 2.5(b) and 2.5(c) below); and
3. Insurance/Bonding.

If the above minimum documentation is not submitted, the response will be deemed non-responsive and will not move forward for review with the

committee.

b. Developer Categories

In this section, respondents must:

1. state which developer category the respondent is proposing to be categorized under – Established Developer or Start-Up Developer;
2. describe the capacity, based on track record, for building multiple projects (Established Developer) or one to four projects (Start-Up Developer) on separate land parcels at a time;
3. describe the number of years of relevant business experience; and
4. describe the number of residential, retail, and/or commercial projects that the respondent has successfully completed.

c. Demonstrated Experience and Qualifications

In this section, respondents must:

1. describe the respondent's relevant qualifications, including but not limited to evidence of having built the required minimum projects as the prime contractor based on the category the respondent is applying for, along with the addresses and duration of each project or time to completion.
2. provide the following to describe the respondent's experience and track record:
 - a. past performance on similar construction/development projects (experience with TRC is not required to be qualified, but if the respondent has performed other similar projects for TRC or for the City of Temple (the "City"), respondent must address its track record over the past five years);
 - b. scattered-site development experience; and
 - c. professional references (must include at least three).
3. provide the following examples relating to developments the respondent has completed:
 - a. development of quality construction/buildings in support of neighborhood values and plans;
 - b. use of innovative building materials and systems; and
 - c. capacity to begin development when awarded lots, within contract specified timeframe.

d. Respondent Information Form (See Section 5 – Required Forms)

- e. **Conflict Disclosure Form** (See Section 5 – Required Forms)

SECTION 3 – EVALUATION & AWARD

3.1. ELIGIBILITY FOR AWARD

- a. Responsive Submission
Qualifications statements will be deemed responsive if they comply with all material and administrative aspects of this RFQ.

- b. Responsible Respondent
A responsible respondent is a developer who has adequate financial resources (or the ability to obtain such resources), can deliver the project as required by TRC, and is a qualified and established entity regularly engaged in the development industry.

Responsible respondents must, at a minimum, meet the Established Developer or Start-Up Developer categories.

3.2. EVALUATION CRITERIA AND SELECTION

- a. Statements of qualifications will be evaluated using the following criteria:

Criteria	Points
Qualifications	30
Experience and Track Record	30
Capacity to Perform	40

- b. The TRC will select respondents to be placed on the Approved Developer list that meet the evaluation criteria with a score of 75 and above. The committee may also request that respondents on the list participate in an interview to gather more information on their capacity to perform.

- c. The list of Approved Developers will include all developers which, in the opinion of the TRC, are the best qualified to carry out the Community Development Program objectives.

SECTION 4 – ADMINISTRATIVE REQUIREMENTS

4.1. SUBMISSIONS

- a. The TRC reserves the right to reject any and all qualifications statements submitted and to waive any informalities in qualifications statements received. The TRC also reserves the right to request additional information from respondents. Receipt of any qualifications statement will under no circumstances obligate the TRC to consider the respondent for inclusion on the Approved Developer list.
- b. A qualifications statement may be withdrawn or canceled by the respondent by notifying the TRC.
- c. All qualifications statements meeting the submission requirements of this RFQ will be considered for inclusion on the Approved Developer list.
- d. Respondents that do not meet the evaluation criteria with a score of 75 and above may re-submit at any time.
- e. Approved Developers will remain on the list and be eligible to purchase Lots through the TRC for a period of two years. Approved Developers will need to provide updated information every two years to remain on the list of Approved Developers, as well as stay compliant with all obligations under any then-existing contract between the Approved Developer and TRC.
- f. The TRC will not be liable to any respondent for costs associated with responding to this RFQ.

4.2. CONFLICT OF INTEREST

- a. The respondent must submit the attached Conflict Disclosure Form with the respondent's RFQ submission if the respondent:
 1. has an employment or other business relationship with a TRC or City Officer or a family member of a TRC or City Officer that results in the respondent receiving taxable income, other than investment income, that is more than \$2,500 in the preceding 12 months;
 2. has given a TRC or City Officer or an Officer's family member, one or more gifts totaling more than \$100 in the preceding 12 months; or
 3. has a family relationship with a TRC or City Officer.
- b. "Officer" means:
 1. a member of TRC or the City's governing body;
 2. a director, superintendent, administrator, or other person designated as an executive officer of the TRC or City; or
 3. an agent of the TRC or City who exercises discretion in the planning, recommending, selecting, or contracting of an Approved Developer.

SECTION 5 – REQUIRED FORMS



FORM 5.1. - RESPONDENT INFORMATION FORM

1. Company Information

Company Name: _____

Business Address: _____

Remit-to Address, if different: _____

Tax Identification Number: _____

Contact Person: _____

Phone: _____

Email: _____

2. Authorization

Authorized Signature: _____

Print Name: _____

Title: _____ Date: _____



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FORM 5.2. - CONFLICT DISCLOSURE FORM

1. Name of Respondent: _____

2. Name of TRC or City Officer about whom the information is being disclosed:

3. Describe each employment or other business relationship with the TRC or City Officer, or a family member of the TRC or City Officer, as described by Section 4.2. Also describe any family relationship with the TRC or City Officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form as necessary.

a. Is the TRC or City Officer or family member of the TRC or City Officer receiving or likely to receive taxable income, other than investment income, from the respondent?

_____ YES

_____ NO

b. Is the respondent receiving or likely to receive taxable income, other than investment income from or at the direction of the TRC or City Officer or family member of the TRC or City Officer AND the taxable income is not received from the TRC or City?

_____ YES

_____ NO

4. Has the respondent given to a TRC or City Officer or an Officer's family member, one or more gifts totaling more than \$100 in the preceding 12 months?

_____ YES

_____ NO