

SECTION 1 – INTRODUCTION

1.1 Background

Maumee Valley Planning Organization (MVPO) serves as the grant administrator for the county land banks of Defiance, Fulton, Henry, Paulding, Putnam, and Williams Counties (collectively referred to herein as the “Land Bank” or “Land Banks,” with the understanding that each is a distinct and independent entity). Each Land Bank is a special-purpose entity established under Ohio Revised Code Chapter 5722. Funding for is sometimes provided by the Ohio Department of Development to support the Land Banks in fulfilling their mission.

Currently, Defiance and Paulding County Land Banks have received funding through the WHO program. Several other Counties are considering applying for funding in the next cycle of the WHO program. As part of this effort, Defiance and Paulding Counties plan to construct and/or rehabilitate up to 10 homes each with funding that has already been secured. All counties are exploring future applications for these funds and, if awarded, will also require qualified contractors to support their housing development efforts.

MVPO is seeking proposals on behalf of the Land Banks for the construction of new housing units within the region. The construction will occur on vacant parcels owned by the Land Bank or other community partners, which will be at no cost to the contractor. This RFP is designed to identify Contractors with the experience, capacity and willingness to develop and build new Housing units in the region. Houses that are identified for rehab will be bid out based on the specific scope of work to contractors that are pre-qualified through MVPO’s CHIP program. The end user for the units will be families or individuals that have an income equal to or less than 80% of the Annual Median Income. Contractor will not be responsible for identifying the end buyer or selling the home.

Proposals shall be made in compliance with the Ohio Department of Development’s (ODOD) Welcome Home Ohio (WHO) program guidelines and regulations. The main component that applies to your proposal is that each unit must be 1,000 square feet of habitable space in the current program, with the potential to allow for 800 square feet in the next round of funding. All homes will be constructed utilizing building codes associated with the local political jurisdiction. All areas within MVPO’s six county service area are under consideration. You may mark in your proposal which county(ies) you are interested in working with and if there is an impact on price or proposal based on county.

For the purpose of this RFP, Contractor may make the assumption that the Land Bank will be the Contractor’s sole client, lots will be zoned appropriately, have utility services on site, have a clear title, are platted and prepared for construction and were previously used or developed for housing. Specific lots will be identified by the Land Bank, but the Land Bank welcomes suggestions. Once specific lots are identified, the selected contractor(s) may tweak their initial proposal during the contract award period/negotiations to meet the unique site needs.

1.2 Goals & Objectives

The goal of the WHO program is to construct or rehab affordable owner-occupied housing units for individuals/families making 80% or less of the County's average median income. Grant funds are available to the Land Bank to help with construction/rehab, which allows the homes to be affordable.

MVPO and the Land Banks vision a variety of scenarios taking place to satisfy the grant requirements and community needs, which is why we are seeking a diverse pool of qualified contractors. The main objective is that the homes are 1,000 square feet, and components such as energy efficiency and low cost maintenance materials are an added bonus to help make the home sustainable and affordable for the client. Contractors are asked to provide Base Prices and proposed styles/plans for homes from 800-1,800 square feet to allow for different family sizes. A cost for preparing a home for physically disabled persons is requested as an option as well. Additionally, the contractor shall design units that fit into the existing neighborhood – which will be taken into consideration after identifying specific lots.

1.3 Assumptions:

Please make the following assumptions when preparing your proposal

1. Contractor will provide detailed specifications of the products, finishes, and fixtures submitted as part of the Base Price
2. Lots will maintain in ownership by the Land Bank or community partner. Contractor will be paid by the Land Bank.
3. Lots will be provided to the Contractor at no cost but may require compaction depending on previous use of lot. The cost of performing construction diligence is the responsibility of the Contractor. If construction due diligence proves the lot is unbuildable, Contractor will be provided with an alternative lot.
4. Sites meet local zoning requirements.
5. The cost to address sites that require removal of existing vegetation will be addressed on an individual basis as an additional cost. Grading the site to permit proper drainage should be included in the cost of the unit.
6. Utilities will be readily available at the sites. If not, this will be addressed as an extra individual cost as specific sites are identified.
7. Landscaping requirements unit Base Price should include the seeding of the entire lot and an allowance of \$1,500 for bushes and trees to be managed and installed under the purchase agreement.
8. Kitchen appliances shall be included in the unit base price. Please include an oven, stove, dishwasher, refrigerator and garbage disposal.
9. All units must include hookup for an in-unit washer and dryer. A washer and dryer are not required to be included in the base cost, but may be noted in the "optional upgrades" list.
10. Sidewalks shall connect all entry doors to commonly accessed areas (driveway, garage, etc). An outdoor seating area no less than 100 square feet shall be included in the Base Price.
11. All driveways, alley driveway pad, patios, sidewalks shall be concrete with specifications provided by the Contractor
12. Contractor will interact with MVPO/Land Bank as the client.

13. Units shall have no less 800 sq ft of livable space and a one car garage. Larger units shall also be included in the proposal (additional bedrooms, bathrooms and garage space) up to 1,800 square feet. Please note: The current grant that Paulding and Defiance have secured require 1,000 sq ft of livable space. We are allowing proposals to have a minimum of 800 sq ft because the next round of funding allows for that. However, if a contractor wants to start work sooner in Paulding and/or Defiance counties, units must have a minimum of 1,000 sq ft. Mobile homes are not allowed.
14. Contractor shall provide a description of the homeowner's warranty including appliances
15. Materials purchased for Land Bank units will be exempted from Sales Tax under ORC 5739.02(B)(13).
16. The Contractor shall have 6 months from contract signing to complete the new build.

Final selection of building areas and sites has not been made at this time, therefore your proposal/base price may be tweaked based on the specifics of the lot at the time a contract is awarded.

1.4 Financing, Budget and Schedule:

The Land Bank anticipates making full payment of the contracted work for each unit as they are completed at closing. The Contractor is therefore expected to finance the construction carrying costs including, but not limited to insurance, maintenance, materials, labor, utilities, permits, etc. If the Contractor proposes draws during construction that would reduce the Base Price of each unit, the total cost savings to the Land Bank should be identified in the Proposal. The Contractor should anticipate paying tap, building permit and inspection fees as well as materials, labor, administration and any other cost to construct the unit. Building lots are being provided by the Land Bank as part of the projects.

Based on responses, each Land Bank will select one or more Contractors to complete as many units as possible with the funds provided in phases. If multiple Contractors are selected, awards will be spread evenly to each Contractor & throughout each County in the MVPO service area. If the selected Contractor is unable to demonstrate construction financing of their proposal within 10 days of award notification, the Land Bank will have the option of selecting another Contractor from those who responded to the RFP. Once the Contract is signed, Contractor will have 6 months to complete the project (extensions may be granted at the discretion of the Land Bank). The site will be inspected by a Land Bank provided housing inspector. This RFP may be advertised more than once to allow for additional Contractors to be selected as additional funds are secured for the programs.

SECTION 2 – PROPOSAL INSTRUCTIONS

2.1 Communication Regarding this request for Proposal

Please direct all questions regarding this RFP in writing to Estee Blair. All questions and responses will be posted on the MVPO website at www.mvpo.org/bids. All proposals must be submitted in person or online to Estee as well, using communication method outlined below. Confirmation of receipt of your proposal will be given – if it is not received, please follow up with Estee. A copy of this RFP and any additional documentation can be found at www.mvpo.org/bids

Maumee Valley Planning Organization
ATTN: Estee Blair
1300 E Second Street, Suite 200
Defiance, OH 43512
eblair@mvpo.org
419-784-3882

2.2 Submission Schedule

| Date | Activity |
|--------------------------------|--|
| August 13, 2025 | RFP is Released |
| September 4, 2025 1:00 PM | Presentation/meeting of RFP with Q&A period @ “Defiance County East” building/MVPO Office Conference Room – 2 nd floor |
| September 10, 2025 | Final question deadline |
| September 15, 2025 | Final responses to questions will be posted |
| September 19, 2025 | Proposal Due Date |
| By September 30, 2025 | Proposal Selection |
| October 2025- December 2026 | As lots are acquired and end users are secured, selected contractors will be contacted and will enter into a contract at that time |
| April 2027 | All projects must be finished |

Another RFP round may be available in the future as future funding is secured. The current dates pertaining to lot acquisition and finish of projects are for Defiance and Paulding Counties only. The other counties do not have money currently secured

2.3 Pre Proposal Meeting

MVPO will host a pre-proposal meeting. Attendance is not required but is highly encouraged as it may be a factor in scoring the proposals received. The objectives of the meeting are to review the RFP and answer questions. Proposers shall notify Estee via email (eblair@mvpo.org) if they intend to attend and the number of persons attending. See 2.2 Submission Schedule for the proposal meeting date and time.

2.4 Submitting a Proposal

Each entity seeking consideration related to this RFP must submit a proposal. All proposals shall be submitted as a PDF via electronic submission to ebclair@mvpo.org or may be received in person at the MVPO office. The Subject Line or Envelope must indicate “New Home Construction Proposal”. If your file is too large to send in one email, please send it in multiple parts and indicate that in your subject line (ex: New Home Construction Proposal Part 1 of 3). You will receive a receipt of your submission. If you do not receive a receipt, please assume it was not received and re-submit. The Land Banks reserve the right to reject any or all proposals, to waive irregularities in a proposal or to accept the proposal(s) which in the sole judgment of the Land Bank is in the best interest to the Land Bank. The Land Banks also reserve the right to accept a part or parts of a proposal unless otherwise restrict in the RFP. The Land Bank reserves the right to seek further information for clarification. Upon review of the proposals, the Land Banks may designate a few contractors as finalists, and those finalists may be asked to provide additional information and/or a presentation or to participate in a live Question and Answer session. The Land Bank reserves the right to visit Contractors previous building sites, with the Contractor’s approval and attendance, to inspect proposed units. Federal, State and local laws regarding competitive procurement, anti-competitive practices and conflict of interest shall be applicable to this RFP. The Land Bank does not guarantee any contract will be awarded.

2.5 Required Proposal Contents

The structure of the Proposal submission is based upon completing the information requested in the Exhibits provided. Following this order and format are important to the submission to ensure consistent presentation of information and structure for an equitable review. Those proposals that do not follow the format are at risk of information not being acknowledged during the review process, damaging the proposer’s selection chances. Proposers re required to submit information in their proposal as required in each Exhibit of the RFP.

2.6 Scoring Criteria

| Criteria | Points |
|--|--------|
| Experience & Reputation with New Builds – <i>Contractor demonstrates a history in constructing quality units with positive client references</i> | 20 |
| Financial Capacity to Meet Budget Needs – <i>Contractor has ability to finance part or all of the build up until the sale</i> | 15 |
| Affordability and Value of Unit – <i>The unit is affordable and materials are high quality with sustainability in mind</i> | 30 |
| Collaboration experience with mission- aligned partners – <i>contractor has completed projects for similar partners or programs in the past</i> | 10 |
| Completeness of RFP/Design & Impact – <i>All elements called out in the RFP are addressed in the proposal and contractor demonstrates and understanding of the project’s goals and objectives</i> | 25 |
| Total Points | 100 |

SECTION THREE – PROPOSAL FORMS

3.1 Letter of Transmittal

The undersigned hereby certifies that items furnished in this proposal will be in full accordance with the Land Bank's specification applying thereto unless exception are stated.

Entity Name: _____

Street Address: _____

City, State Zip: _____

Proposer's Name: _____

Proposer's Phone: _____

Proposers Email: _____

Ownership (Circle one): Sole Proprietor Franchise Partnership LLC
 Joint Venture Corporation Other: _____

Please include Proof of Legal Establishment with your Proposal (*such as: Articles of Incorporation, Fictitious Name Registration, Certificate of Good Standing, Partnership Agreement, Business License, etc*) **along with your IRS W-9 Form.**

Affidavit of Non-Collusion and Authorization

I hereby affirm that neither the undersigned, nor any agent, representative, or party acting on behalf of the proposer, has paid or agreed to pay—directly or indirectly—any person, firm, or corporation any money or other valuable consideration for the purpose of securing or attempting to secure the contract referenced herein. Furthermore, no such payment or reward will be made in the future.

By signing below, I certify that I am an authorized representative of the proposing entity and that I have reviewed and am submitting this proposal on behalf of said entity.

SIGNATURE: _____

3.2 COMPANY PROFILE AND BACKGROUND

Name of Company: _____

Primary Business: _____

Number of Years: _____ Number of Employees: _____

Do you have any current or pending lawsuits? If yes, please explain below:

Key Personnel AND/OR Subcontractors – Please complete the chart below identifying individuals that may be directly involved with the Land Bank Project. Please attach a resume and/or qualification statement for each person & outline the key responsibilities of each person. Anything else to help the Land Bank understand who we will be working with (organizational chart, etc) is encouraged.

| Name (& Company name if Subcontractor) | Title | Contact Information (Phone/Email) | Primary contact? Yes/No |
|--|-------|-----------------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Contractor may provide this in their own format as a separate attachment as long as separate attachment contains all information requested

3.3 References, History, Experience, Financing, Schedule

References: Please Submit a reference sheet that contains **3** references for current or previous work conducted by your company that is similar to the work being asked for in this RFP. Please include client name, point of contact (if company/organization), address, telephone number, email address, description of job, date(s) performed, budget, schedule and outcome/status. Your references may be for individuals, companies, non-profits, government, or any other entity. If you have experience conducting similar work with similar partners to Land Banks, we would like you to list those first.

Company History: Attach a brief description of the company's history, corporate values, and unique qualifications (licenses, trainings, certificates, etc).

Previous Experience: Please provide a separate attachment detailing your previous experience on new builds/similar work. Please include pictures or addresses where work occurred.

Project Financing and Schedule: Contractors will need to show that they have the ability to finance part or all of the project until closing. This can be demonstrated through construction financing, internal financing capacity, or demonstrating the credit needed. This will be asked for again within 10 days of awarding specific contracts for specific lots.

If the Contractor cannot fully finance the project through closing, they must submit a plan outlining progress payment requests to the Land Bank. If the contractor can finance the project in full but prefers to receive progress payments, they may present both options – along with a cost savings analysis showing the financial benefit to the Land Bank if progress payments are made.

Project Schedule: Please provide your typical construction schedule for a unit once the contract is signed, permits are issues and all items not under the control of the contractor are completed. Include time for the Land Bank to determine final optional upgrades for the unit.

3.4 Housing Proposal Form

Please fill out the following form for **each** type of development you are proposing (ex: modular vs stick build vs kit build and/or 1,000 vs 1,200 sq ft). **If your proposal/unit price will differ per county, please also submit a separate form for each county** (Defiance, Henry, Fulton, Paulding, Putnam or Williams). If you have specific floor plans, renderings, etc, please attach them as well – or any other materials that would assist the Land Bank in identifying the buyer/marketing the home.

Don't forget that your proposal must take the assumptions outlined in Section 1 into consideration and all assumptions must be included in the costs (appliances, driveways, sidewalks, landscaping, etc). The Unit Price is a Base Unit and there is no need to itemize costs, unless you prefer to do so, in which case you may provide your own format/proposal.

| | | | |
|---|--|-------------|--------------------|
| Which County Does this proposal apply to? Circle/highlight all that apply. Please complete a separate form for each county if there are price differences* | Defiance | Henry | Fulton |
| | Paulding | Putnam | Williams |
| | All (no price difference/willing to work in all) | | |
| Housing Type: | Modular | Stick Build | Kit Build Other |
| Number of Stories: | | | |
| Number of Bedrooms: | | | |
| Number of Bathrooms: | | | |
| Utility Room- if yes, (Sq. Ft.) | | | |
| Garage Size (Sq. Ft.) | | | |
| Basement Size (Sq. Ft.) | | | |
| Outdoor Seating Area (Sq. Ft.) | | | |
| Total Unit Sq. Ft. | | | |
| Base Price <i>(be sure to include all items listed in the "assumptions" – appliances, landscaping, etc)</i> | | | |
| IF single floor, please provide total base price for making unit complete ADA Accessible: | | | |

Please list all additional costs for items not accounted for in the RFP in the Additional Suggested/Optional Upgrades chart on the next page.

Suggested/Optional Upgrade Items

Items listed are suggestions, but you are not required to provide a price. The goal is for all lots to have public utilities secured, but some villages do not have public utilities so there may be an instance where a well/septic installation must take place. Other upgrade items could include anything you typically provide that is not included in the “assumptions” list, such as a larger garage, storage shed, etc.

| Item | Base Price |
|--------------|------------|
| Well | |
| Septic | |
| Washer/Dryer | |
| | |
| | |
| | |
| | |

Required Attachments for Housing Proposal Form:

1. Standard Features - Interior and Exterior
 - a. Provide a separate attachment highlighting all standard interior and exterior features of the proposed plan such as materials, appliances, fixtures, etc.
2. Rendering/Site Plan/Floor Plan
 - a. Real pictures of previously conducted work are encouraged
 - b. Please be sure to include your minimum requirements for lot size/layout based on the proposal so the Land Bank can pair your proposal to vacant lots available
3. List of Optional Upgrades and Costs
4. Base Price and Allowances Per Unit

END OF DOCUMENT