



Jefferson County Land Reutilization Corporation

Land Bank

301 Market Street – Room 103 – Steubenville, Ohio 43952

Phone 740-283-8655 – Fax: 740-278-3577

landbank@jeffersoncountyoh.com

REQUEST FOR

PROPOSAL

FY2026

WELCOME HOME OHIO

GRANT PROGRAM

HOUSING SPECIALIST

1.0 Purpose and Intent:

This Request for Qualifications (RFQ) is issued by the Jefferson County Land Reutilization Corporation (Land Bank). The purpose of this RFQ is to solicit qualifications from qualified entities (Partner) to provide housing specialist/ real estate services related to the FY2026 Welcome Home Ohio Rehabilitation/ Construction (WHO_RC) Grant awarded to the Jefferson County Land Bank through the Ohio Department of Development.

2.0 Scope of Work:

The Partner shall, under the direction of the Lead Entity; Jefferson County Land Bank, provide housing/ real estate services related to the sale of three single family affordable residential homes constructed using funds from the FY 2026 Welcome Home Ohio Rehab/ Construction Grant.

The Partner shall agree to be governed and bound by the terms and requirements of the Welcome Home Ohio Fiscal Year 2026 Program Guidelines, which are attached as Exhibit A.

The Partner shall be responsible for the following obligations and activities as it relates to the WHO grant:

- A. Qualify potential home buyers based on income-eligibility requirements of 120% AMI for the initial sale of properties;
- B. Locate qualifying buyers for the newly built homes;
- C. Showing homes to potential purchasers;
- D. Assist future home buyers with financing applications;
- E. Ensure home buyers comply with financial literacy and counseling requirements under the WHO guidelines, including providing buyers with classes, meetings, and counseling;
- F. Ensure home buyers comply with a homeownership course with a curriculum that includes basic home maintenance training;
- G. Provide Land Bank with documentation needed to prove the qualification of buyers and complete the sale of the properties;
- H. Monitor that each buyer complies with requirements that buyer remains owner-occupant of property for Fifteen (15) years following the sale of the property, and that no portion of the property is being rented during the first three (3) years following the sale of the property;
- I. Assist ODOD in monitoring the 15-year affordability requirement, such as ensuring qualification of future income-eligible buyers.

3.0 Contract Terms and Payment

This Agreement shall continue for so long as both the Land Bank and Partner has continuing obligations pursuant to Section 2.0 herein. Upon the expiration of fifteen (15)

years after the sale of the last property pursuant to the WHO grant funds, the Agreement between the Land Bank and Partner shall terminate.

The proceeds remaining after all non-reimbursable expenses incurred by either the Land Bank or Partner associated with the sale of the Projects to qualified buyers shall be divided between the Land Bank and Partner as follows: 80% to the Land Bank and 20% to the Partner. Non-reimbursable expenses shall include all expenses incurred by either the Land Bank or Partner incurred related to any specific Project which are not eligible to be paid back to the Land Bank or Partner through grant funding. Overhead, salary, or general operating expenses are not to be considered non-reimbursable expenses.

4.0 Bidding and Question Period

RFQ solicitation will be advertised in the local newspaper: The Herald Star, on August 28, 2026 and on the Jefferson County Land Bank's website:
www.jeffersoncountylandbank.org.

The Land Bank will accept questions up to twenty (20) business days after the advertisement of the solicitation, or until 2:00 p.m. September 28, 2026; two days prior to the RFQ document due date. Questions will only be answered via email. All Partners shall send their questions via email to landbank@jeffersoncountyoh.com.

The Land Bank will post the questions and answers on the Land Bank website in an Addendum to the RFQ on a rolling basis. Any addendum to this RFQ will become part of this RFQ and part of any subsequent contract.

5.0 Contents of Qualification

The qualification submission shall include a discussion of the Partner(s)' approach and plans for accomplishing the work outlined in Section 2.0 Scope of Work. In narrative form the Partner must set forth its understanding of the requirements of this solicitation and its approach to successfully complete the Contract.

The Land Bank will determine that the Partner(s)' plan to complete the Scope of Work are realistic , appropriate, and attainable for completion of the project.

The Partner(s) shall identify the key personnel who will manage this project and perform the Scope of Work and include their resumes with the qualification submission. The narrative shall include the Partner(s)' relevant experience, along with a comprehensive listing of contracts of similar scope that it has successfully completed, as evidence of the Partner's ability to successfully complete the work required by the RFQ.

6.0 Instructions for RFQ Submission

Partners shall submit a qualification submission no later than 2:00 p.m. on September 30, 2026. Partners may submit via email to landbank@jeffersoncountyoh.com or deliver “hard copies” to:

Tabatha Glover
Jefferson County Land Bank
301 Market St, Room 103
Steubenville, Ohio 43952

7.0 Award Methodology

The Land Bank will award the contract to one (1) Contractor that receives the highest point total from the Board of Directors and whose Qualification submission, conforming to this RFQ, are the most advantageous to the Land Bank. The Land Bank intends to conduct a comprehensive, fair, and impartial evaluation of all Qualification submissions received. All Qualification submissions will first be reviewed to determine responsiveness and non-responsive Qualification submissions will be rejected without evaluation. The Land Bank may also reject any Qualification submission that is incomplete or where there are significant inconsistencies or inaccuracies.

8.0 Evaluation Process

Quotes will be evaluated by the Board of Directors. Qualification submissions will be evaluated based on the following technical factors, according to the pre-determined weight below:

- Personnel: The qualifications and experience of the partner’s management and key personnel assigned to this project (up to 20 points);
- Experience of the partner: The partner’s documented experience in successfully completing projects of a similar size and scope (up to 50 points);
- Ability of the partner to complete the Scope of Work: The partner’s demonstration in the qualification submission that the partner understand the requirements of the Scope of Work and presents an approach that indicates the technical requirements of the contract could be met successfully (up to 30 points).

9.0 Right to Waive

The Jefferson County Land Bank reserves the right to accept or reject any and all qualification submissions, and to waive all informalities. The Jefferson County Land Bank Board may reject any or all of the qualification submissions on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful partner against the Jefferson County Land Bank.