



**FORT WORTH
COMMUNITY
LAND TRUST**

RFQ

COMMUNITY-BASED DEVELOPERS / BUILDERS

Fort Worth Community Land Trust
FORTWORTHCLT.ORG | DEVELOPERS@FORTWORTHCLT.ORG

I. Purpose / Background

The Fort Worth Community Land Trust (FWCLT) is a nonprofit organization dedicated to fostering attainable housing in Fort Worth, Texas. FWCLT's mission is to create pathways to homeownership, help families build a better future, and support responsible community growth.

Attainable housing is defined as homeownership opportunities affordable to working families earning 60% to 120% of Area Median Income (AMI).

II. Scope of Work / Program Overview

FWCLT seeks to partner with community-based developers, builders, contractors, and nonprofit organizations to construct high-quality residential housing on FWCLT-owned land. These projects are intended to:

- Expand pathways to homeownership for families in Fort Worth.
- Target affordability levels between 60–120% AMI.
- Strengthen community-based development capacity.

Qualified respondents will be eligible to participate in future Requests for Proposals (RFPs) for specific development sites. Following successful RFP selection, partners will enter into a Memorandum of Understanding (MOU) with FWCLT to formalize the development relationship.

III. Eligibility Requirements

- Community-based developers, builders, contractors, and nonprofit organizations.
- Demonstrated capacity or interest in producing affordable or attainable housing.

IV. Offerings / Support Provided

FWCLT provides selected partners with:

- Access to FWCLT-owned land
- Connections to financial partners.
- Supplier and building partnerships.
- Technical assistance and capacity-building support.
- Limited project-specific financial support, when available.

V. Submission Requirements

Respondents must submit the following materials:

1. [Completed Developer Questionnaire](#)
2. Letter of Interest
3. Qualifications Statement (company expertise, track record, or related experience)
4. References from relevant clients/projects within the past three years (or comparable work)
5. Professional resumes or bios for key staff
6. Project listing (completed and in-progress projects)
7. Statement of financial capacity
 - a. FWCLT recognizes that many emerging developers are small or early-stage entities. Please provide information appropriate to your scale (e.g., recent financials, credit report, liquid assets, or other equivalent documentation)

Submit all documents to developments@fortworthclt.org.

VI. Evaluation Criteria

Submissions will be reviewed based on the following factors:

- Relevant housing development experience.
- Financial and organizational capacity.
- Demonstrated commitment to affordability and FWCLT's mission.
- References and past performance.
- Experience working with diverse communities and/or emerging developer status.

VII. Legal / Compliance Requirements

All respondents must comply with applicable federal, state, and local laws, including fair housing laws, construction codes, and environmental regulations.

FWCLT is an Equal Opportunity organization. Respondents shall not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, disability, or any other protected status.

Submission of qualifications does not guarantee selection or award of any project.

VIII. Contact Information

Questions should be directed to:

Jaymar Joseph

Director of Partnerships, Fort Worth Community Land Trust

Email: jaymar@fortworthclt.org



DRAFT DOCUMENT

xxxxxxxx xx, 20xx

BY ELECTRONIC MAIL

Development Partner, a Texas Limited Liability Company

Street address

City, State Zip Code

Attn: Authorized Signer, Company Representative

Re: Memorandum of Understanding – Letter of Intent to enter into a Partnership for Infill Housing Development

To whom this may concern:

Congratulations, your firm has been selected to participate in the Fort Worth Community Land Trust ("FWCLT") infill housing development program. It is our pleasure to provide (your Company) the opportunity to partner with the Fort Worth Community Land Trust ("FWCLT") to develop properties owned by FWCLT throughout the City of Fort Worth. The Parties agree to explore development opportunities that will be presented through a Request for Proposal (RFP), undertake steps necessary to achieve the renovation, substantial rehabilitation, or new construction of residential unit(s) (the "Project") located on real property owned FWCLT (the "Land") to support the ownership of attainable housing located in the City of Fort Worth that will be purchased and occupied by individuals that earn a living wage that is no more than 80% of the Area Median Income (AMI) and could be extended to 120% AMI pending the land restrictions.

This letter of intent outline (via email) the significant terms and conditions of a Memorandum of Understanding (MOU) term sheet between FWCLT and the Development Partner (the "Parties"). The simple MOU terms to develop the Project in an expeditious time frame are as follows:

1. **Purpose:** The Partner will have access to the Land and perform the necessary due diligence and retain development rights, as an independent contractor to perform the development services and the Parties agree to perform and accept the tasks and responsibilities in connection with the proposed development (the "Project")
2. **Statement of Work:** The Project will include the following scope of services:

- Project conception and evaluation
- Project planning and design
- Governmental approvals/entitlements
- General Construction

- Project Delivery and Unit Conveyance

3. **Responsibilities and Obligations:** The Partner will have the power and authority to make such decisions and to take such actions as it reasonably considers necessary or advisable to the performance of the Development Services. The Partner is solely responsible for the compensation of its employees, subcontractors, and vendors. Also, the Partner will serve as the manager for the Project and provide industry standard representations, warranties and guaranties on the Project
4. **Fees/Profits:** The Partner will capture fees and profits from the sale of the property. The sale of the property will be based on the home price that is attainable by individuals that earn a living wage that is no more than 80% of the Area Median Income (AMI) and could be extended to 120% AMI pending the land restriction. FWCLT will provide guidance on home prices and AMI thresholds as part of the Request for Proposal (RFP) phase.
5. **Term and Termination:** This MOU term sheet shall remain in effect from the Effective Date until terminated based on the following conditions:
 - Parties mutually agree to terminate this MOU
 - Either party elects to terminate this MOU due to the defaulting party's failure to cure a default under this MOU
6. **General Provisions:** The Partner shall be eligible to perform work and execute contracts that are governed by the laws of the State of Texas. Also, the Partner shall comply with all applicable federal, state, and local laws statutes, ordinances, orders, rules and regulations, including fair housing laws, environmental standards, and construction codes. During the Term, Partner will maintain in force adequate workers' compensation, commercial general liability, professional malpractice, employment practices liability insurance, and other forms of insurance. The Partner shall convey its interest in the residential unit(s) resulting from the building improvement transfer of ownership upon project delivery to the standards quality building standards.

FWCLT will assume and perform all responsibilities and obligations of the landowner. FWCLT shall provide support and oversight to the Partner but does not agree to reimburse any expenses incurred by Partner in connection with the Project. FWCLT will be responsible for providing industry standard representations and warranties with respect to the Land, as appropriate under the circumstances. FWCLT will review and approve the design plans and contracts, the development schedule, the construction budget and all financing related to the Project. FWCLT will provide documentation on properties prior to establishing formal agreements to develop. FWCLT will endeavor to provide capacity building / technical support programming and limited financial assistance for project specific activities to achieve Project completion and marketing to prospective homebuyers for purchase upon Project completion.

If you have any questions or require additional information, please feel free to contact Jaymar Joseph, Director of Partnerships at Jaymar@fortworthclt.org .

Sincerely,

Becky Gligo

Executive Director