Request for Qualifications – Title Company Services
Issued May 27, 2026
Updated- June 30, 2026
Submission Deadline Extended

Questions due in writing to procurements@houstonlandbank.org by June 15, 2026, at 5 p.m. Central time; all questions will be answered in writing as an addendum to this solicitation.

All responses must be submitted electronically via Submittable by July 14, 2026 at 5 p.m. Central time. Late responses will not be accepted.

Respondents must pay $100 nonrefundable application fee for consideration.

INTRODUCTION AND OVERVIEW

Houston Land Bank (HLB), a local government corporation formed by the City of Houston and a 501(c)(3) non-profit organization, seeks statements of qualifications from companies providing real estate title services to assist with the sale of properties, new affordable homes to income-qualified Houstonians and curative title work. While HLB currently assembles and initiates the development of residential properties to promote construction of affordable homes, the organization intends to expand its focus to complementary projects that support small business, workforce development, and community engagement.

HLB welcomes responses from firms with professionals who possess the required agent licensing from the Texas Department of Insurance.

Transactions will generally help to create affordable housing units and encourage community-centric redevelopment of underutilized land tracts in various Houston sub-markets. Transactions may include private, public and/or non-profit entities as well as individuals, and will primarily be related to development of affordable homes for income-qualified buyers.

HLB sells lot to approved builders for development and sale of affordable homes to income-qualified buyers. Transactions will take place on an ongoing basis as the organization identifies groups of lots to convey to approved builders and homes are completed for sale.

Once firms are identified through this Request for Qualifications, HLB intends to assign transactions on a rotating basis, with the potential for redistribution of assignments based on customer service and performance of ongoing work. HLB intends to contract for services through August 31, 2028.

ABOUT THE HOUSTON LAND BANK

Houston Land Bank is a local government corporation, originally established by the City of Houston in 1999 as the Land Assemblage and Redevelopment Authority, to facilitate the redevelopment of vacant and tax-damaged residential real estate in targeted Houston neighborhoods. HLB promotes workforce development, community development, economic development, and affordable housing through our land inventory throughout the communities we serve. We acquire vacant, deteriorated, and often contaminated properties and turn them into productive use. In addition, HLB encourages and supports resilient planning and development efforts that create affordable housing units, provide economic opportunity, and encourage community-centric redevelopment in various Houston sub-markets.

The current HLB lot inventory was assembled over the past 20 years and exists in key target Houston neighborhoods such as Settegast, Trinity Gardens, Sunnyside, Acres Homes, and Fifth Ward. To provide additional affordable housing opportunities and more comprehensive community revitalization, the organization intends to further assemble property for the HLB inventory through a variety of means, including direct acquisition. HLB strives to be a strong, innovative partner in the equitable redevelopment of Houston neighborhoods, and as a good neighbor to the communities in which it is working.

PROCESS AND SCHEDULE

Anticipated Timeline (subject to change):

RFQ Release	May 27, 2026
Deadline for Submitting Questions	June 15, 2026, at 5 p.m. Central
Responses Due	July 14, 2026, at 5 p.m. Central
Notification of Qualified Firms	Expected August 2026

Scope of Work for Services

- Coordination of complex closing transactions, some involving more than two parties and/or multiple funding sources, including public and non-profit assistance for income-qualified homebuyers.
- Communication with HLB regarding status and closing dates.
- Providing curative title work when necessary.
- Drafting of accurate closing documents and facilitating the return of them for HLB.

Statements of qualifications are to be evaluated based on the criteria below. HLB reserves the right to reject statements of qualifications deemed incomplete or unresponsive to any or all of the required response materials outlined in this solicitation, or from respondents not licensed to perform the requested services in the State of Texas.

Statement of qualifications will be evaluated based on the following:

1. Capacity to perform, adequacy of staff to perform within specified timeframe, and experience of key personnel. (40 points)
2. Experience with relevant real estate transactions involving public, private and/or non-profit entities. (30 points)
3. Communication approach and closing process. (15 points)
4. Reputation and references. (15 points)

Responses are to be evaluated by a committee of HLB representatives. The highest-scoring four respondents are to be selected as qualified for servicing HLB's transactions for up to two years.

Required Response Materials

Please organize your response as indicated below. Respondents must review the Scope of Work above; Statements of Qualifications should demonstrate the firm's ability to perform the requested services and may not exceed 20 pages in 12-point font with standard margins.

1. Cover letter: Please include your firm name and a brief overview of your response. Please also include the name of your firm's designated contact person who is authorized to execute agreements on the firm's behalf.
2. Capacity and key personnel: Provide information of the resources your firm would make available for HLB work. Please also identify the office location(s) at which the work would be performed.
3. Experience: Provide information on the firm's relevant experience, especially related to public-private partnerships and complex transactions involving public

and/or non-profit entities engaged in the development and sale of affordable homes and other community development initiatives.

4. Communication and customer service: Describe the firm's approach to communication, customer service and client support, outlining a process from initial awareness of a potential transaction to closing and completion of a sale or acquisition.
5. References: Three are required, at least one of which must be from public or non-profit entities engaged in community development and/or development of affordable homes in the State of Texas.
6. Insurance/licensing: Evidence of licensing and minimum insurance required by the State of Texas, or ability to secure same.
7. Proposed fees/rates to be charged: Provide a detailed schedule of charges or similar description of the cost of your services.

All responses must be submitted electronically via Submittable. Respondents must pay the $100 nonrefundable application fee for consideration.

Questions must be emailed by 5 p.m. central time June 15, 2026 to procurements@houstonlandbank.org; written responses will be posted on the HLB website prior to the response deadline.

***Nothing herein, or in the process, shall be constructed as having obligated HLB to pay for any expenses incurred by respondents submitting to this RFQ, or to the selected firm prior to approval by the HLB Board of Directors. Neither this procurement solicitation nor any responses to it constitute a guarantee of work, and HLB reserves the right to cancel any part of this procurement at any time.

P.O. Box 2549, Houston, Texas 77252
281.655.4600

houstonlandbank.org