

REQUEST FOR PROPOSALS
CONSULTANT SERVICES FOR AFFORDABLE HOUSING PROGRAM

Sealed responses will be received by the Port Arthur Economic Development Corporation (the "PAEDC"), Attn: Krystle Villarreal, 501 Procter Street, Port Arthur, Texas 77640 until 4:00 p.m. local time on August, 31, 2026 (the "Response Time") for Consultant Services for Affordable Housing Program. Responses received after the Response Time will be returned unopened.

As provided in this Request for Proposal, PAEDC is seeking qualified consultants to administer its Affordable Housing Program as approved by a ballot proposition in November 2025 and to assist in the development of program rules and homebuyer eligibility and qualification guidelines.

Each response must be submitted in a sealed envelope and plainly marked on the outside of the response CONSULTANT QUALIFICATIONS FOR AFFORDABLE HOUSING PROGRAM, and the envelope should bear on the outside the name of the consultant and its address. If forwarded by overnight or express mail, the sealed envelope containing the response must be enclosed in another envelope addressed to Krystle Villarreal at the PAEDC's address noted above. For purposes of express mail forms, the PAEDC's telephone number is (409) 963-0579. Responses received by tele-facsimile will not be accepted.

PAEDC reserves the right to reject any or all responses and to waive formalities in the responses.

Introduction

I. SUMMARY

The Port Arthur Economic Development Corporation (“PAEDC”) is requesting proposals for the consultant services for the implementation of an affordable housing program (the “Affordable Housing Program”) pursuant to the ballot proposition (the “Ballot Proposition”) below:

Authorizing the City of Port Arthur Economic Development Corporation to use the sales and use tax imposed under Chapter 504 of the Texas Local Government Code, including any amount previously authorized and collected for the following specific category or projects that qualify under Chapter 505 of the Texas Local Government Code and are projects related to: (1) recreational or community facilities; (2) **affordable housing**; (3) water supply facilities and water conservation programs; (4) new or expanded business enterprises that create or retain primary jobs; (5) sports venue and related infrastructure; and (6) to undertake any maintenance and operating costs of a facility when legally allowed.

II. BACKGROUND

For some potential homebuyers, the biggest barrier to homeownership is the down-payment and closing costs. While potential homebuyers may have a steady income that would allow them to make monthly payments, they do not have the means to save for the upfront costs of purchasing a home. In November 2025 Port Arthur citizens approved an Affordable Housing Ballot Proposition which allows PAEDC funds to be used to implement an affordable housing program in the project area as defined above.

III. SCOPE OF WORK

PAEDC anticipates the Affordable Housing Program shall include, but not limited to the following for which any responder should identify its qualifications as provided in the enclosed Request for Proposal:

1. To make site visits to the project area bounded by **Lakeshore to 19th St and Houston Ave to Memorial Blvd.**, within the City of Port Arthur to familiarize the consultant with the Affordable Housing Area as denoted in the Ballot Proposition;
2. To contact local banks and mortgage lending institutions to determine interest in providing qualified lenders with mortgage loans to be supplemented by funds through the Affordable Housing Program in the Affordable Housing Area;
3. To develop with same local banks, mortgage lenders, and realtors, an outreach program to identify qualifying persons interested in constructing and/or acquiring and rehabilitating single family residential homes within the Affordable Housing Area;

4. To provide recommendations on the highest and best use of Ballot Proposition funds for assisting mortgage lenders in facilitating the acquisition of property and construction or redevelopment of single family dwellings within the Affordable Housing Area;
5. To collaborate with local and/or regional single-family residential home builders and/or developers to develop housing cost for development in the Affordable Housing Area;
6. To collaborate with local or regional title companies to evaluate closing costs necessary for qualifying homebuyers to close a mortgage loan within the Affordable Housing Area;
7. To collaborate with banks and mortgage lenders on a loan application, loan processing, loan approval, and loan closing program for the Affordable Housing Area including negotiating loan origination and processing responsibilities, developing criteria for underwriting, and negotiating interest rates and fees;
8. To develop and/or recommend utilization of a home-buyer certificate course to be required for any qualifying home-buyer seeking participation through the Affordable Housing Program;
9. To provide periodic reports as agreed to with PAEDC for the status of the Affordable Housing Program;
10. To ensure compliance with all local, state and federal regulations;
11. To prepare and execute affordability period enforcement documents such as deed restricting, liens, affidavits, promissory notes, etc. describing how funds will be recaptured should the home be sold prior to the completing of the period of affordability; and
12. If qualifying homeowner may be eligible for additional funds through other programs administered by the City to collaborate with the City of Port Arthur, Texas on its housing programs and necessary regulatory compliance.

IV. PROPOSAL FORMAT

Please submit a proposal that addresses all items listed in Section III Scope of Work. For each item describe your organization's capacity and experience with the activities described. Where appropriate, describe what your approach will be in carrying out the activity. For each item listed in Section III you may wish to describe your capacity and experience from the following perspectives:

A. Technical Expertise

Demonstrate your technical expertise in developing and managing first time homebuyer programs. You may wish to discuss your expertise in outreach to realtors, lenders and prospective homebuyers; innovative techniques that you have developed and used in ensuring the efficiency of your homebuyer program; strategies that you have used to ensure good working relationships with lenders.

B. Management Expertise

Demonstrate your management expertise in administering homebuyer assistance programs, including a brief description of your work with HUD funded programs. You may wish to discuss your methods of compliance with annual reporting and monitoring activities; your use of enforcement documents (promissory notes, deed restrictions, etc.) to ensure homebuyer compliance with affordability and recapture requirements. In addition please describe the qualifications of your proposed project director and key staff who will be implementing the homebuyer assistance program.

C. Scope of Work/Fee Schedule

Your proposed Scope of Work, Cost proposal/Fee Schedule.

D. Insurance Requirements

The Port Arthur Economic Development Corporation requires you furnish and maintain current certificates of insurance for the duration and term of that contract within the scope and limits of the Indemnity and Insurance Requirements listed here. The certificates and endorsements are to be signed by a person authorized by the insurers to bind coverage on their behalf.

E. References

List and describe fully the last three contracts performed by your firm which demonstrate your ability to provide the supplies, equipment, or services included with the scope of the bid specifications. Attach additional pages if required. The Port Arthur Economic Development Corporation reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

F. Proposal Length

Proposals are limited to five pages in length. Proposals exceeding that limit or received by the City after the deadline will not be considered.

V. TARGETED DATES

Issue Request for Proposal	August 12, 2026
Proposal Deadline	August 31, 2026
Selection of Consultant	September 2026
Contract Award	September 2026

VI. PROPOSAL SUBMISSION

Submit, on or before the deadline noted in Section V above. Proposals are to be sent to the attention of:

Krystle Villarreal
Port Arthur Economic Development Corporation
501 Procter
Port Arthur, Texas 77640

VII. SELECTION PROCESS

PAEDC staff will screen proposals to ascertain that they meet threshold requirements outlined in this RFP. A committee may be convened to interview the most qualified proposers.

VIII. EVALUATION CRITERIA

- A. Current and previous relevant experience and demonstrated results;
- B. Demonstrated understanding of the work required as exhibited by the clarity and comprehensiveness of the proposal;
- C. Qualifications of the proposed project director and other personnel to be assigned to this project; and
- D. Experience in the designing, implementing and administering of single-family homeownership program.

Award will be made to realize the greatest benefits to the PAEDC in accomplishing the Ballot Proposition and may not necessarily be the lowest cost proposal as achievements in the Scope of Services are of the utmost importance.

IX. RESERVATIONS

This RFQ does not commit the PAEDC to award a contract or to pay any costs incurred in the preparation of a proposal. The PAEDC reserves the right to accept or reject any proposal at the PAEDC's sole discretion. Although the PAEDC's intention is to enter into contracts encompassing the scope of work contained herein, the PAEDC reserves the right to reduce or otherwise modify/negotiate the Scope of Work. Program implementation is contingent upon City of Port Arthur City Council approval.

X. NON-COLLUSION STATEMENT

Proposer shall execute and return the Non-Collusion Statement.