



REQUEST FOR QUALIFICATION (RFQ)

SITE-PREP CONSTRUCTION SERVICES

For OMLB Inventory Properties Participating in the Shovel-Ready Project

Omaha Municipal Land Bank (OMLB) is soliciting qualification submissions for qualified, licensed (if applicable) vendors to provide site-prep construction services for OMLB-owned properties participating in the shovel-ready project.

It is the intent of this RFQ to identify a short list of “On-Call” vendors that are prequalified and approved to be considered for the shovel projects through the end of the project, September 30, 2026.

Responses are to be submitted in electronic format (Adobe PDF preferred) and emailed to info@omlb.org.

IMPORTANT DATES

ISSUANCE OF RFQ: Wednesday, September 17, 2025

	Submittal Deadline	Board meeting date for consideration of approval
SUBMITTAL DEADLINES (Qualifications submitted by these dates at 5:00 pm CT will be considered for pre-qualification approval at the following month’s board meeting):	Wednesday, October 22, 2025	Wednesday, November 12, 2025
	Wednesday, November 19, 2025	Wednesday, December 10, 2025
	Wednesday, December 17, 2025	Wednesday, January 14, 2026

NON-DISCRIMINATION AGREEMENT

The following terms and conditions are hereby incorporated into any Agreement made between your Company ("Company") and Omaha Municipal Land Bank for services provided to the OMLB. The terms and conditions in this Addendum are hereby incorporated into any Agreement between OMLB and the Company as if fully set forth therein.

Nondiscrimination

In accordance with the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §48-1122, and OMLB policy, Company agrees that neither it nor any of its lower-tiered subcontractors, if any, shall discriminate against any employee or applicant for employment to be employed in the performance of this Agreement with respect to hiring, tenure, terms, conditions, or privileges of employment because of the age, race, national origin, color, religion, sex, sexual orientation, gender identity, transgender status, marital status, disability or veteran status of the employee or applicant, or any other basis prohibited by applicable federal, state or local law.

E-Verification

Pursuant to Neb. Rev. Stat. §§4-108 through 114, the Company is required, and hereby agrees, to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. The company is further required, and hereby agrees, to require that all subcontractors, if any, use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986.

Classification of Workers

Company, and all lower-tiered subcontractors under Company if any, shall properly classify all workers as either employees of Company or lower-tiered subcontractors, if any, or as independent contractors according to applicable law, and shall treat them accordingly for purposes of workers' compensation insurance coverage, unemployment taxes, social security taxes, income tax withholding and all other payments or benefits incident to or affected by such status.

Company, and all lower-tiered subcontractors, if any, utilizing the services of workers who are properly and according to applicable law **not** classified as employees under this section shall provide written notice to said workers of their status as independent contractors. Said notice shall include a provision advising workers that they are not eligible for workers' compensation insurance coverage, unemployment insurance, social security tax withholding, income tax withholding, and all other payments or benefits incident to or affected by such status, from the Company or OMLB. The Company shall provide certification of compliance with this section to the OMLB upon request.

Failure by the Company, or any lower-tiered subcontractor engaged by the Company, if any, to fully comply with the terms of this provision shall be considered and treated by OMLB as a material breach of this Agreement.

COMPANY

Date

SIGNATURE

SIGNATOR PRINTED NAME AND TITLE

1. Introduction

1.1 Background on the Omaha Municipal Land Bank

The Omaha Municipal Land Bank (OMLB), a governmental, 501(c)3 nonprofit organization, aspires to serve as a community development intermediary for Omaha as its land banking tool that creates pathways for stimulating the local economy by addressing systemic vacancy issues at its core.

The Nebraska Land Bank Act allowed the City of Omaha to create the Omaha Municipal Land Bank, as a governmental nonprofit organization in 2014. Since its establishment, the Land Bank has served as a critical tool for supporting long-term development and building sustainable communities in Omaha by transforming problem properties into neighborhood assets. Separate from the functions of a real estate office, the Landbank pursues abandoned properties rejected by the open market, to eliminate their liabilities and transfer them to new owners in a manner most supportive of local needs and priorities.

OMLB's mission is to empower Omaha to create sustainable and thriving communities through the equitable transformation of problem properties. To learn more about OMLB, visit www.omahalandbank.org.

1.2 Overview of the Shovel-Ready Project

The Land Bank has received funding from the Department of Economic Development's QCT Affordable Housing Program in the amount of \$1,250,000.00. In response to the negative economic impacts for those disproportionately impacted by the COVID-19 pandemic, OMLB was awarded the funding to transform a minimum of 20 buildable lots.

The success of this project seeks to foster housing innovation to lower costs through conducting lot site preparation work necessary to support the development of homeownership units within qualified census tracts located in North and South Omaha. This grant funding will allow us to transform many of our challenging lots and contribute to increasing housing opportunities in Omaha. We are presently negotiating amending the income restrictions to be increased to 80% AMI to allow for more developers to participate in contributing to affordable housing production.

Through leveraging government and philanthropic dollars to absorb site prep costs, such as clearing trees, replating, rezoning, etc., and addressing the legal barriers, the landbank would essentially develop construction-ready sites with clean titles available to support the development of infill housing opportunities that would otherwise not have taken place.

1.3 DEFINITIONS

- 1.3.1 **“OMLB”**, **“Land Bank”** or **“Landbank”** refers to the Omaha Municipal Land Bank.
- 1.3.2 **“Respondent”** or **“Firm”** refers to the individual or business submitting a Response to demonstrate the company’s qualifications, capabilities, and interests to supply future services requested by OMLB as it relates to the Shovel-ready project.
- 1.3.3 **“Response”** means a completed response with all required contents submitted by the Respondent to provide the services requested, which constitutes an offer to contract with OMLB at said terms and conditions.
- 1.3.4 **“Contractor”** means the Respondent that will be selected by OMLB through the RFQ process to provide services to OMLB pursuant to a Professional Services Contract.
- 1.3.5 **“Contract”** means a Professional Services Contract between OMLB and the Contractor, wherein the Contractor agrees to supply real estate and brokerage services to OMLB.
- 1.3.6 **“On-call Contractors”** refers to the list of vendors that have been approved by the OMLB Board of Directors to participate in Shovel-ready related projects within the approved threshold specified in the resolution as a result of this RFQ process.

2. INSTRUCTIONS TO THE RESPONDENTS

The following conditions outline OMLB's expectations relevant to services to be identified for participation in this RFQ.

2.1 Scope of Work

OMLB Board of Directors solicits qualification submissions for qualified, licensed (if applicable) construction site-preparation construction services on properties owned by the Omaha Municipal Land Bank that will be participating in the Shovel-ready project.

The scope of this project will require vendors to submit the necessary qualifications as evidence of their ability and capacity to provide one or more of the following services:

Site Prep Construction Services

- a. Tree and Brush Removal
- b. Excavation and Grading
- c. Erosion Control Services
- d. Paving
- e. Silt Fencing
- f. Seeding

OMLB will treat all qualifications as proprietary and confidential information, and therefore, not subject to public disclosure until the execution of any resulting agreement with a successful proposer or until all qualifications are rejected, at which time they may be considered as public information and subject to State of Nebraska public record laws. All qualifications must be valid for a period of 45 days from the submission deadline date. Qualifications must be signed and dated by an authorized official to bind the proposer to its provisions.

OMLB reserves the right to conduct discussions with any or all firms/individuals who respond to this RFQ for the purpose of clarification and modification. Discussion and negotiation may include, but are not limited to details of the conveyance, characteristics of the property, zoning, schedule, pricing, and economic information. OMLB will not be responsible for any costs incurred in the preparation or submission of the qualification.

OMLB reserves the right to reject any and all qualifications, wholly or in part, to waive any technicalities, informalities, or irregularities in any qualifications which do not materially affect the integrity or effectiveness of the competitive qualification process, and, unless otherwise specified by the proposer in their qualification, to accept any item or group of items in the qualification.

OMLB reserves the right to analyze qualifications in detail and to award contracts which it, in the exercise of reasonable discretion, believes to be in its best interest.

The final list of qualified and approved construction professionals will remain active until **Wednesday, September 30, 2026**.

2.2 Notices

Information about the Request for Qualifications can be accessed on the OMLB website at the following web address: <https://omahalandbank.org/site-ready/>

All communications with OMLB concerning this RFQ, including questions, must be presented in writing via email directed to: info@omlb.org. The questions and answers will be returned via email to inquiring firms/individuals and the complete listing of questions and answers will be posted on the referenced webpage listed above for all participating firms/individuals to access.

All responses are to be submitted electronically to **info@omlb.org**. OMLB will accept responses for qualifications continuously, reviewing submissions once per month. All qualifications received by 5:00 pm CT on third Wednesday of each month will be reviewed for approval the following board meeting. Qualifications received after that time will be reviewed the following month. OMLB retains the option, at its sole discretion, to extend the qualification due dates.

3. Content of Responses

3.1 Submittal Requirements

This is an open bidding process, including public advertising, which is required by OMLB. An RFQ may also be sent to firms identified by OMLB consultants and to firms that have previously expressed interest. Applicants are strongly encouraged to use the following outline as a template to organize their responses in their submission:

3.1.1 Cover Letter

Include in your bid response a Cover Letter that includes an overview of your company, and relevant services your firm is seeking to be considered for, explain your firm's approach to work, and express your interest in participating in this project. The cover letter must not exceed one page in length and must include the following information:

- a. Identify the legal name of the organization and state of the organization, a list of applicable Nebraska licenses, if applicable, and qualifications.
- b. Describe your company's service offerings and specify one or all of the services you would like to be considered for as identified in the scope of work (section 2.1).
- c. Elaborate on why the Firm is interested in working with OMLB and participating in the mission of this project of creating affordable housing.

3.1.2 Signed compliance form (page 2 of this packet) & Non-discrimination agreement (page 3 of this packet)

3.1.3 Litigation Acknowledgement Statement

A statement regarding legal action, including a list of any active or pending litigation in which the Respondent is or will be a party and a brief description of the reason for the legal action.

- a. If no legal actions are ongoing or pending, include a section in the Response marked "Legal Actions – None."

3.1.4 Conflict of Interest Statement

A statement regarding conflicts of interest, which provides information regarding any actual or potential conflicts of interest.

- a. If no conflicts of interest exist, a section in the Response marked "Conflicts of Interest – None."
- b. A failure by Respondent to disclose any actual or potential conflict of interest at the time of Response may disqualify Respondent from contracting with OMLB for the Contract referenced in this RFQ and any other future contracts.
- c. If Respondent fails to disclose an actual or potential conflict of interest and OMLB enters into an agreement with Respondent, OMLB will consider such nondisclosure to be a fraudulent inducement to contract and may rescind the contract and/or pursue other available remedies.

3.1.5 Point of Contact

Identify the name and title of the principal point of contact, names, email address, and job title.

3.1.6 Proof of Expertise

Provide a written explanation that shows proof that the Respondent is knowledgeable, qualified, and capable of performing the work on the assigned. Please address each of the following items and points in your response.

Approach to Project Management

- Identify the approach to working on a project and ensure quality control and assurance within a specified timeline

- Explain how you respond to/work with curious/upset neighbors and maintain communication with those nearby who may be impacted by the project (noise/dust/erosion/traffic etc.)
- Describe your firm's project management approach and crew organization for all seasons of the year
- Describe your firm's experience in dispute resolution

Team Experience & Qualifications

Information about Respondent and team members, including contact information, email address, and job title.

- Provide any resume of each proposed crew leader, and list any education, training, and relevant experiences for each team member as an appendix to the RFQ response, not to exceed three (3) pages
- Identify the name and title of the principal point of contact, names, email address, and job title
- Identify each team member's position within the firm, list the principal-in-charge of the agreement
- Identify any systems and training used for the completion of any assigned work

Relevant Firm Experience

List and describe 3-5 projects completed by your firm or currently in progress. The projects used as a reference for demonstrating your firm's experience should be similar to the projects the firm is seeking to be considered for.

For each project, please clearly identify the following items:

- Number of locations serviced,
- Type of service(s) provided
- Indicate the status of completion
- Project owner
- Project location
- Contact name, title, and phone number

3.1.7 Contractor Requirements

The bid response includes a description of the company identifies the crew members, identifies the legal name of the organization, and specifies the state of the organization. list of applicable Nebraska licenses, if applicable.

All Respondents are required to be **registered** as an **OMLB Vendor**. If you have not registered, please submit your registration before your bid submission by using the link below:

<https://omahalandbank.org/get-involved/vendor-registration/>

3.1.8 Insurance & Licensure Requirements

All vendors must be prepared to provide the below-required insurance to work with OMLB. Please include a copy of the Respondent's certificate of insurance, including general liability and errors and omissions.

If at any time your insurance expires or your coverage is dropped, OMLB will deactivate you from our vendor pool until such time as we receive an updated and valid Certificate of Insurance.

3.1.7.1 Worker's Compensation Insurance Statutory

Worker's Compensation Insurance must comply with Nebraska law.

3.1.7.2 Employer's Liability Insurance

1	Bodily Injury Each Accident	\$100,000.00
2	Bodily Injury Each Employee	\$100,000.00
3	Policy Limit	\$500,000.00

3.1.7.3 General Liability Insurance

1	General Aggregate Limit	\$1,000,000.00
2	Completed Operations	\$1,000,000.00
3	Each Occurrence Limit	\$1,000,000.00

3.1.7.4 Licensures & Certifications

Trade licenses are required for certain vendors as required by the City of Omaha Planning Department.

If your trade requires a license, please provide a scanned copy at the time of submission.

If applicable, list any certifications associated with the City of Omaha Small and Emerging Business (specify Tier I/II status) or other related business certifications.

If at any time your license expires or is revoked, OMLB will deactivate you from our vendor pool until such time as we receive updated and valid copies of your license.

4. RESPONDENT WARRANTIES

The submission of a Response shall constitute a warranty that:

- Respondent has carefully and thoroughly reviewed the RFQ and obtained all necessary guidance or clarification as to all terms and conditions contained in this RFQ or otherwise expressed by OMLB;
- Respondent is skilled and experienced in the type of services called for in this RFQ;
- Respondent is not currently in arrears to the City of Omaha or Douglas County with respect to taxes, fines, or judgments;
- Respondent certifies that they have not been suspended, placed in ineligibility status, or voluntarily excluded from covered transaction from any federal agency operating under the provisions of Executive Order 12549 “Debarment and Suspension” and 24 C.F.R. Part 24 (government debarment and suspension regulations).
- Respondent has not defaulted on any past contract with the City of Omaha or Douglas County or OMLB; and,
- Neither the Respondent nor any of its employees, agents, suppliers, or subcontractors have relied on any verbal representations from OMLB or its employees, contractors, or directors.

Failure of a Respondent (or representative of Respondent) to ensure that the Respondent is fully acquainted with existing conditions, or the amount of work involved will not be a basis for requesting additional compensation after the Respondent enters a Contract with OMLB.

Issuance of this RFQ and receipt of proposals does not obligate OMLB to award a contract or guarantee that the Respondent will be included on the On-Call Contractors List. Nor does it constitute a commitment by OMLB to Respondents, impose any legal obligation on OMLB, or establish any formal relationship between OMLB and Respondents. OMLB reserves the right to postpone the bid deadline, accept or reject any or all proposals received in response to this RFQ, negotiate with any or all the Respondents, or cancel all or part of this RFQ.

5. QUALIFICATIONS & SELECTION CRITERIA

Information obtained from the RFQ, and any other relevant source may be used in the evaluation and selection process as listed below:

5.1 Required Qualifications

To be considered for this opportunity, the qualifications submitted must include all required documents specified in Section 3 “Content of Responses”.

5.2 Approach to Project Management (30 points)

The qualifications response identifies the firm's approach to work by articulating the following items listed below:

- Identify the approach to working on a project and ensure quality control and assurance within a specified timeline
- Explain how you respond to/work with curious/upset neighbors and maintain communication with those nearby who may be impacted by the project (noise/dust/erosion/traffic etc.)
- Describe your firm's project management approach and crew organization for all seasons of the year
- Describe your firm's experience in dispute resolution

5.3 Team Experience and Qualifications (35 points)

The qualifications response speaks to identifying the following items outlined below:

- Provide any resume of each proposed crew leader, and list any education, training, and relevant experiences for each team member as an appendix to the RFQ response, not to exceed three (3) pages
- Identify the name and title of the principal point of contact, names, email address, and job title
- Identify each team member's position within the firm, list the principal-in-charge of the agreement
- Identify any systems and training used for the completion of any assigned work

5.4 Relevant Firm Experience (30 points)

The qualifications response has identified three (3) to five (5) relevant projects completed by their firm as requested in Section 3.1.5 which demonstrates the Respondent's overall reputation, service capabilities, and quality on similar projects. Response includes all requested information for each project, including:

- Number of locations serviced,
- Type of service(s) provided
- Indicate the status of completion
- Project owner
- Project location
- Contact name, title, and phone number

5.5 Other factors (5 points)

The firm expresses its familiarity and/or willingness to coordinate with OMLB staff, City of Omaha Code Enforcement, and key stakeholders

6. EVALUATION & SELECTION PROCESS

6.1 RFQ Selection of On-Call Contractors

OMLB's Finance Committee and key OMLB staff members will serve as the Vendor Selection Committee, which will be responsible for reviewing the materials submitted and completing the bid evaluation process to identify the recommended On-Call Contractors List to be approved by the full Board of Directors at the following board meeting. The Vendor Selection Committee reserves the right to request additional documentation and conduct interviews with Respondents as necessary. Failure to respond to the established deadline in any request for additional information will result in automatic disqualification.

6.2 Post-Award Expectation

As project scopes are identified, OMLB staff or designated project manager will engage the relevant On-Call Contractors list to request quotes for services. For projects with fees of \$250,000 or less, candidates will be forwarded by the Finance Committee for approval by the Board, then forwarded to OMLB staff for contract negotiations.

Firms completing successful negotiations will be included on the list of firms approved for OMLB projects as needed. This list of approved firms shall remain active until September 30, 2026, with annual renewal optional.