

REQUEST FOR PROPOSALS
For
Real Estate Title Agencies
Title Searches for Demolition of Hazardous Structures

The City of Scranton is seeking proposals from qualified individuals or firms to provide
Title Searches services for vacant residential structures.

Approximately twenty (20) - (60) sixty properties

Each proposal is to be prepared in accordance with the criteria specified in the individual scope of work available by contacting:

City of Scranton's Office of Economic and Community Development
Scranton Municipal Building
City Hall
340 N. Washington Avenue
Scranton, Pa 18503
570-348-4216

or online at <http://www.scrantonpa.gov/oecd.html>

Two copies of the proposals are to be submitted to the City Controller, City Hall, 2nd Floor, 340 North Washington Avenue, Scranton, Pennsylvania 18503 no later than **Friday February 8, 2013 at 11:00A.M.** Faxed proposals will not be accepted. Proposals for must be contained in a sealed envelope and plainly marked on the outside

“Title Searches for Demolition of Hazardous Structures”

All questions regarding this RFP must be directed to Mr. Tom Oleski, Blight and Demolition Specialist, Scranton’s Office of Economic and Community Development at 570/348-4216 or E-mail: toleski@scrantonpa.gov

All participants are hereby notified that minority and women owned business will be afforded a full opportunity to respond to this notice and they will not be subjected to discrimination on the basis of race, color, religion, sex, national origin, disability, or family status in consideration for an award. The successful bidder must utilize, to the greatest extent feasible, minority and/or woman owned business concerns, which are located within the municipality.

Funding for the project will be provided through a United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program and Economic Development Incentive (EDI). The City of Scranton reserves the right to reject all proposals submitted, to cancel this Request for Proposal in whole or part, and/or to reselect proposals for the services required. The City of Scranton is not liable for any costs incurred by the bidders in the preparation of their proposals.

Linda Aebli, Executive Director
Office of Economic and Community Development
City of Scranton

**City of Scranton
Office of Economic and Community Development**

Request of Proposal

Real Estate Title Agencies

Title Searches for Demolition of Hazardous Structures

The City of Scranton's Office of Economic and Community Development (OECD) is seeking proposals for professional services of Title Searches. The funding will be provided by Community Development Block Grants (CDBG) under Eligible Activity CFR 570.201(d) clearance for blighted structures.

SCOPE OF SERVICES AND QUALIFICATIONS

This Request for Proposal has been established to encompass all Real Estate Title Services anticipated under demolition of hazardous structures funded by Community Development Block Grants. Qualified Real Estate Title Agencies are invited to submit proposals describing their ability to carry out the activities outlined below.

SCOPE OF WORK

The title company shall provide an itemization of the fees it will charge for the following services:

Perform a full title search for properties that are earmarked to be demolished under the "Demolition of Hazardous Structures" by funds provided under the Community Development Block Grants.

Other requirements:

- The title company shall provide evidence of its Title Insurance Agency license.
- The title company shall provide evidence of its Errors & Omissions coverage.

PROPOSAL FORMAT GUIDELINES

Proposers are to provide the City of Scranton/OECD with a complete proposal using the following guidelines:

Proposals should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the

RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

The following proposal sections are to be included in order in the proposer's response:

1. Contact Information and Cost: Complete Appendix A, "Cover Page". Complete and label Appendix B, "Fee Proposal" as described in the cover page information, detailing the costs for services. The costs to provide services should address the Scope of Work. The firm should include the fee for service(s) and any additional fees they may charge.

2. Background and Project Summary: The Background and Project Summary should describe the proposer's understanding of the work to be completed and the objectives to be accomplished. Refer to the Background and Scope of Work sections contained in this RFP. Additionally, describe the proposer's experience with the services requested in this RFP and any specific experience related to that affordable housing market and to the project Background and Scope of Work.

3. Timeframe: Define a reasonable time frame for turnaround for approximately twenty (20) – sixty (60) properties located in Scranton, Pennsylvania from initial date of contract award to expiration of contract December 31, 2013.

4. Staffing: Provide a list of individual(s) who will be working on this title search and include a resume or bio of the key staff that will be providing service.

5. References: Provide at least three (3) local references that received similar services from your firm. The Office of Economic and Community Development reserves the right to contact any of the organizations or individuals listed. Information provided shall include client name, project description, project start and end dates, and client project manager's name, telephone number and e-mail address.

PROCESS FOR SUBMITTING PROPOSALS

The proposal must be submitted using the format as indicated in the proposed format guidelines.

Number of Proposals - submit one (1) original proposal.
Complete proposals should be submitted to:

**Scranton City Controller
340 North Washington Avenue
Second Floor
Scranton, Pennsylvania 18503**

It is suggested that all proposals are hand delivered to the City Controller's office and must be received with date and time stamped no later than 11:00 a.m. on Friday, February 8, 2013. Bids will be opened in the City Council Chambers on Friday, February 8, 2013 All proposals received after 11:00 a.m. will not be accepted.

Questions regarding this RFP should be directed via e-mail to Laebli@scrantonpa.gov or contacting:

**Linda B. Aebli
Executive Director
Office of Economic and Community Development
340 North Washington Avenue
Scranton, Pennsylvania
Phone: 570/348-4216**

The City of Scranton/Office of Economic and Community Development reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

The Scranton's Office of Economic and Community Development may also contact and evaluate the proposer's references; contact any proposer to clarify any response; contact any current users of a proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The Office of Economic and Community Development shall not be obligated to accept the lowest proposal, but shall make an award in the best interest of the City of Scranton. After written proposals have been reviewed, discussions with prospective firms may or may not be required.

The Office of Economic and Community Development reserves the sole right to determine whether a Proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any Proposal; and waive the right to accept a part, or parts, of a Proposal, unless otherwise restricted in the Proposal.

A Notification of Intent to Award may be sent to the vendor(s) selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City of Scranton/OECD may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

**REQUEST FOR PROPOSALS
Real Estate Title Services**

**SCRANTON'S Community Development Block Grants
APPENDIX A – COVER PAGE**

A. Contact Information:

Company Name:

Street Address:

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

E-Mail:

Name of Contact Person:

Title:

Office Phone: (____) _____ Mobile: (____) _____

Check here _____ if business is a registered WBE or MBE

Appendix B: Fee Proposal: Successful proposers will provide and complete the services and a schedule of deliverables and fees associated with each deliverable. Costs must include all expenses. Fees should be as detailed as possible with fees broken down into hourly rates and/or flat fees, if applicable. (And label as Appendix B)