

# **REQUEST FOR PROPOSALS BIRMINGHAM LAND BANK AUTHORITY TITLE SEARCHES**

## **INTRODUCTION**

The Birmingham Land Bank Authority (“the Authority”) requires professional title services related to the activities of the Authority’s efforts to return tax delinquent properties to productive use. The Authority is seeking Respondents with demonstrated experience in providing title searches, preliminary title commitments, and final title policies. “Respondents” means the businesses or individuals that submit proposals in response to this RFP.

The work contemplated is professional in nature. The Respondent shall be financially solvent and each staff member described herein shall be competent to perform such services.

Nothing in this RFP shall be construed to create any legal obligation on the part of the Authority or any Respondents. The Authority reserves the right, in its sole discretion, to amend, suspend, terminate or reissue this RFP, in whole or in part, at any stage. The Authority reserves the right to negotiate separately in any manner necessary to serve the best interests of the Authority. In no event shall the Authority be responsible to Respondents for any cost, expenses, fees or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. All supporting documentation submitted in response to this RFP will become property of the Authority. Respondents may withdraw their proposals submitted in response to this RFP, in writing, at any time.

## **SCOPE OF WORK**

The Authority is requesting proposals from qualified businesses or individuals to provide title searches that will be used to identify interested parties in quiet title actions performed by the Authority pursuant to the Authority’s enabling legislation, codified in Chapter 9 of Title 24 of the Code of Alabama (1975) (the “Enabling Law”). Respondents should be familiar with the Enabling Law and Alabama laws related to real estate, property titles, quiet title actions and property taxes. It is anticipated that the selected Respondent will be responsible for, but not limited to, the following items:

- Provide title searches to the Authority, its designated staff, the City of Birmingham Community Development Department and Law Department and private law firms assisting the Authority, for parcels that have been tax-delinquent for at least five (5) years
- Manage requests for title searches on up to fifty (50) tax-delinquent parcels per week

- Assist the Authority's designated staff, City of Birmingham Community Development Department and Legal Department, and private law firms assisting the Authority with resolving title issues; and
- Perform any other tasks associated with title searches not described herein but necessary for the Authority's purposes.

The Authority expects that searches will be assigned to the selected Respondent in blocks of up to fifty (50) parcels weekly and that title searches will be provided within one (1) week of the assignment.

#### QUALIFICATIONS

Respondent's key personnel should have at least fifteen (15) years' experience in their areas of expertise. Title searches must be based on a full search, which may include a review of records dated up to one hundred (100) years ago if necessary.

Key personnel should have effective oral and written communication skills, strong organizational and analytical skills and experience with project management and client relationships.

#### TIMELINE

- RFP Issued: December 4, 2015
- RFP Responses Due: December 23, 2015
- Selection of Consultants: January 7, 2015

The Authority reserves the right to make adjustments as needed to the above schedule.

#### QUESTIONS

Please direct all questions to [phil.amthor@birminghamal.gov](mailto:phil.amthor@birminghamal.gov)

#### SUBMISSION REQUIREMENTS

A Respondent, firm or combination thereof wishing to submit a proposal must include the following in their response:

1. A brief history of the Respondent, including general background, knowledge of title search practices and industry standards, knowledge of preliminary title commitment, final title policy, and experience working with relevant legal issues that are typically associated with the quiet title process.
2. Resumes of the personnel assigned to the project.
3. A statement substantiating the resources of the Respondent and the ability to carry out the scope of work requested.
4. Proposal of a flat fee per title search.
5. References including contact information for at least one organization to which the Respondent has provided this type of service.

#### SELECTION

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include:

- 70% Depth of expertise and amount of experience in providing services in practice areas described in this RFP
- 20% Cost
- 10% References

#### RFP SUBMISSION PROCESS

Proposal Deadline: Proposals must be received no later than 4:00 PM, December 23, 2015. Proposals must be received by Phil Amthor in the City of Birmingham Community Development Department at the email address referenced below. Submittals should include signatures. No proposals received by fax transmission will be accepted.

phil.amthor@birminghamal.gov

Respondents are asked to note in the subject line of the email:

#### BIRMINGHAM LAND BANK AUTHORITY- TITLE SEARCH RFP

The Birmingham Land Bank Authority is an equal opportunity employer. No Respondent shall be discriminated against on the basis of race, religion, age, gender, national origin, disability, or other criteria prohibited by local, State or federal law.

It is the policy of the Authority that minority-owned business enterprises and women-owned business enterprises are afforded the maximum opportunity to participate in the performance of contracts. It is also the Authority's goal to award contracts to contractors who have evidenced compliance with laws prohibiting discrimination in employment.