

# **REQUEST FOR PROPOSALS BIRMINGHAM LAND BANK AUTHORITY LEGAL SERVICES - QUIET TITLE ACTIONS**

## **INTRODUCTION**

The Birmingham Land Bank Authority (BLBA) requires professional legal assistance for quiet title actions related to the activities of the BLBA's efforts to return tax delinquent properties to productive use. The BLBA is seeking Respondents with demonstrated experience in providing legal services that include, but are not limited to, land banking, quiet title litigation, real estate/real property law, contracts, and property tax law. "Respondents" means the firms 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 attorney, paralegal and support staff providing the services 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 BLBA or any Respondents. The BLBA reserves the right, in its sole discretion, to amend, suspend, terminate or reissue this RFP, in whole or in part, at any stage. The BLBA reserves the right to negotiate separately in any manner necessary to serve the best interests of the BLBA. In no event shall the BLBA be responsible to Respondents for any cost 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. No Respondent shall be entitled to repayment from the BLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become property of the BLBA. Respondents may also withdraw their interest in this RFP, in writing, at any time.

## **SCOPE OF WORK**

The BLBA is requesting proposals from qualified law firms and legal practitioners to provide legal services for quiet title actions to be undertaken pursuant to the BLBA'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. The selected Respondent will provide the legal services required by the Authority to clear title to selected properties in accordance with the Code of Alabama, Section 24-9-8 and providing status reports to the BLBA regarding such legal services. It is anticipated that the selected Respondent will be responsible for, but not limited to, the following items:

- Review title searches for each quiet title action;
- Identify, locate, and serve notice to all interested parties as required by the Code of Alabama, Section 24-9-8;

- Record notices of pending quiet title in the Probate Court of Jefferson County as required by the Code of Alabama, Section 24-9-8;
- File petitions and other related documents to quiet title on behalf of the BLBA in the Circuit Court of Jefferson County;
- Manage a caseload of approximately 10 to 25 cases;
- Attend all court hearings required in connection with the case;
- Pay any other costs associated with quieting title, including fees for title reports, fees for guardian ad litem, and fees for a special master if appointed;
- Coordinate efforts with the BLBA's designated staff and City attorneys assigned to assist the BLBA; and
- Perform any other tasks associated with quiet title actions not described herein but necessary to carry out quiet title actions.

The BLBA expects that parcels will be assigned to Selected Respondents in blocks of approximately 10 parcels at a time and that title will be cleared to each parcel within eight (8) months of the assignment. Assignments will be made based on a repeating queue of identical priority. In the event that, upon title search and preliminary review, Respondent determines that certain parcels require a period of longer than 8 months to complete the quiet title action, or are otherwise outside Respondent's capacity to administer, said parcels may be returned to the BLBA without filing a petition.

#### QUALIFICATIONS

Respondent's key personnel should have at least five years' experience in their areas of expertise. All attorneys must be law school graduates currently licensed to practice law in the State of Alabama.

Key personnel should have strong legal research and writing skills, effective oral argument skills, effective communication and interpersonal skills, strong organizational and analytical skills and experience with project management and client relationships.

#### TIMELINE

- RFP Issued: August 12, 2015
- RFP Responses Due: August 26, 2015
- Selection of Consultants: September 2, 2015

The BLBA 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 quiet title actions, 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 for all services and costs required to clear title no greater than \$5,000.
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:

- 50% Depth of expertise and amount of experience in providing legal services in practice areas described in this RFP
- 40% Cost
- 10% References

## RFP SUBMISSION PROCESS

Proposal Deadline: Proposals must be received no later than 4:00 PM, August 26th, 2015. Sealed proposals must be received in the City of Birmingham Community Development Office at the address referenced below. Submittals should include three hard copies including signature. No proposals received by fax or e-mail transmission will be accepted.

Birmingham Land Bank Authority  
C/O Community Development Department  
Legal Services-BLBA RFP  
Room 1000- (10<sup>th</sup> Floor), City Hall  
710 North 20<sup>th</sup> Street  
Birmingham, AL 35203

Respondents are asked to note on the outside of their proposal package:

## REQUEST FOR PROPOSALS

**BIRMINGHAM LAND BANK AUTHORITY- LEGAL SERVICES**

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 BLBA 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 BLBA's goal to award contracts to contractors who have evidenced compliance with laws prohibiting discrimination in employment.