

## **REQUEST FOR QUALIFICATIONS (RFQ) FOR REAL ESTATE TITLE SERVICES**

### **PURPOSE**

St. Louis Development Corporation ("SLDC") is seeking proposals from title companies to include on a "Short List" of approved consultants. The short list will be used by its member development agencies: Land Reutilization Authority of the City of St. Louis (LRA), Planned Industrial Expansion Authority of the City of St. Louis (PIEA), Land Clearance for Redevelopment Authority of the City of St. Louis (LCRA), and Port Authority of the City of St. Louis. These agencies have need of title services during the research, acquisition and sale phases of property acquisition and disposition. Once a short list has been established, SLDC will select firms from the short list to provide services on an "as needed" basis.

### **SCOPE OF SERVICES**

The nature of the services required will be of the following general descriptions:

1. Customary record examination followed by delivery of a 'Commitment to Insure' covering each title submitted and containing the usual recitations relating to vested interests (ownerships of record) and listing such conditions and encumbrances as may constitute exclusions from Policy coverage, as well as the recorded property description and the name of the party to whom tax bills are being sent as of the date of examination.
2. Preparation of all necessary title closing documents.
3. Use of your title closing personnel and closing rooms at time of scheduled title transfers.
4. Recording services to be provided promptly upon closing (same day, if possible).
5. Possible infrequent requests for extraordinary "over the phone" information relating to ownerships, apparent title problems, encumbrances, et cetera. Such requests, if any, will be restricted to situations where time is of the essence.
6. The complete legal description of each parcel of property to be acquired or sold, including the exact address and tax locator number of the parcel and the names and addresses of the owners of record.
7. The names and addresses of all persons holding judgments or liens of any type, including mechanics, special tax liens and MSD liens against the parcel, as well as any information regarding the filing of a bankruptcy petition by the parcel's owners.
8. A description of the type of lien held and the book and page number where the lien is recorded.

## **RESPONSES**

Firms desiring inclusion on the "Short List" should provide SLDC with the following information in writing and may include any additional information the firm considers pertinent.

1. Qualifications and educational background of all professionals who will work on this project.
2. Year firm was established.
3. Copy of last audited financial statement.
4. Company branch locations and qualifications of those staffs.
5. Information concerning minority employment policies of your firm.
6. Examples of expertise in chaining city properties.
7. The cost of each "Commitment to Insure" that will be billed to SLDC.
8. The cost of each "Letter Report" that will be billed to SLDC.
9. Confirmation that the firm has a current business license issued by the City of St. Louis.
10. List of projects or clients you have worked for in the past three years (provide names and contact phone numbers for each client).

All firms submitting qualifications should be able to insure title being transferred from all SLDC agencies including those that came into the LRA inventory via Sheriff's Deed.

If based on hourly rate, provide the hourly rates to be charged for services provided by each individual listed in your response.

Provide an explanation if fees will be calculated on any other basis.

Itemize the type and estimate the amount of expenses for which your firm would seek reimbursement.

It is anticipated that a maximum fee for services will be established based on the fees proposed in the consultant proposal selected and the number of responses to this RFQ prior to the commencement of work by any respondent selected. If a respondent is selected and does not wish to accept the maximum fee limitation established, another qualified respondent may be selected to be the Consultant.

Information to be furnished in the same order and format as above. Failure to provide any of the information above may result in disqualification of further consideration.

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consideration.

Please submit **five (5)** copies of your qualifications to SLDC by **12:00 PM on May 31, 2016**. Responses should be addressed to Nathon Chacon Real Estate Specialist. Responses should be clearly marked **“Request for Proposal—Real Estate Title Services”**

### **EVALUATION**

The criteria for evaluating responses to this request will include but not be limited to, the following:

1. Qualifications and experience of the professional members of your firm who would be involved with this project.
2. Professional experience and reputation.
3. Ability to carry out work expeditiously.
4. The firm’s experience with property located in the City of St. Louis, Missouri (the “City”) or City projects.
5. Verification that the firm has a current business license issued by the City of St. Louis and all City taxes are current.
6. Willingness to partner with certified MBE/WBE firms, if the firm itself is not a certified MBE or WBE.
7. Cost.

### **PROJECT MANAGER**

All inquiries regarding this request should be in writing and directed to Nathon Chacon, Real Estate Specialists.

### **LIVING WAGE**

Firms submitting responses are advised that the City’s Living Wage Ordinance 65597 and associated regulations apply to contracts with a total value of over \$50,000 in any twelve month period. This contract is included in the scope of the Living Wage Ordinance, but SLDC does not anticipate that the services rendered under this RFQ will reach that amount. However, **all contracts from any source received by a firm in a twelve-month period must be aggregated to determine whether the \$50,000 threshold has been met and the Living Wage Ordinance applies to that firm.**

Further information on the City’s Living Wage Ordinance is available at:

<http://directory.mwdbe.org/>

or can be obtained by contacting Rachel Shklar at 314-426-8106 or at [rsshklar@flystl.com](mailto:rsshklar@flystl.com).

**MINORITY AND WOMEN BUSINESS ENTERPRISE (MBE/WBE)  
PARTICIPATION**

The City of St. Louis is committed to the growth and development of women and minority business enterprise (M/WBE). To further this commitment, the City encourages minority participation in all contracts financed in whole or part by the City and its affiliated agencies and authorities, including the SLDC. A goal of 25% MBE and 5% WBE utilization will be established in connection with the contract resulting from this RFQ, as directed by the Mayor's Executive Order #28, as amended and extended. This goal will be based on the negotiated contract amount and will remain in effect throughout the term of the contract. If award of a contract is made and the MBE/WBE participation is less than the contract goal, the Contractor shall continue good faith efforts throughout the term of the contract to increase MBE/WBE participation and to meet the contract goal. Further information about the M/WBE program please visit <http://directory.mwdbe.org/> or contact

Amber Gooding, Assistant Airport Director of Community Programs and Business Diversity Development at (314) 426-8192 or at [adgooding@flystl.com](mailto:adgooding@flystl.com).

**RESERVATION OF RIGHTS**

SLDC reserves the right to reject any or all proposals for any reason, in its sole discretion; to select one or more respondents; to void this RFQ and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc; to establish further criteria for selection; to ask respondents to submit additional information or evidence of their qualifications and experiences; to waive informalities in the proposals and in the proposal process; and to negotiate with respondents; to reject any and/or all proposals for any reason, in their sole discretion.