



Genesee County Land Bank Authority

452 S. Saginaw St. 2nd Floor, Flint, MI 48502

Neighborhood Stabilization Program 2

Request for Proposal: Title Services

BID NUMBER: LB 11-002

Due Date: Friday, February 4, 2011 at 3:00 pm EST

As part of the Michigan NSP2 Consortium, a partnership between:

Michigan State Housing Development Authority
The City of Flint
Genesee County Land Bank Authority (GCLBA)

Para una versión en Español, por favor llamar a Genesee County Land Bank Authority
810-257-3088.



TABLE OF CONTENTS

TABLE OF CONTENTS	2
REQUEST FOR PROPOSALS – TITLE SERVICES.....	3
INTRODUCTION.....	3
A. Overview.....	3
B. Time of Copletion	4
C. Term of Contract.....	4
D. Background	4
E. Federal Regulations.....	5
PROFESSIONAL SERVICE REQUIREMENTS	5
A. Scope of Work	5
EVALUATION CRITERIA AND SCORING.....	6
A. Experience and Capacity	6
SUBMITTAL REQUIRMENTS.....	6
A. Letter of Interest.....	7
B. Threshold Requirements.....	7
C. Main Proposal	9
SELECTION PROCESS	8
QUESTIONS.....	8
SUBMITTAL DUE DATE	9
CERTIFICATION FORM NOTE	10
RFP SUBMITTAL REQUIREMENTS CHECKLIST	11
APPENDIX A: MAP AND BOUNDARIES OF NSP2 TARGET AREA	12

REQUEST FOR PROPOSALS – TITLE SERVICES

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by Genesee County Land Bank Authority (GCLBA) in its capacity as manager of the Neighborhood Stabilization Program 2 (NSP2) for the City of Flint and the GCLBA. GCLBA invites the submission of proposals from title companies with expertise and experience in providing a range of title services.

Title companies with demonstrated experience in conducting title searches/examinations, loan closings, and issuing title policies and with an interest in making their services available to GCLBA are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP.

GCLBA is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises.

The work contemplated is professional in nature. The Respondent shall be financially solvent and each of its members (if a joint venture), its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Nothing in this RFP shall be construed to create any legal obligation on the part of GCLBA or any respondents. GCLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall GCLBA be liable 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 GCLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the GCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

Each respondent must submit one copy of their 2011 CERTIFICATE TO DO BUSINESS WITH GENESEE COUNTY. The Land Bank follows Genesee County Office of Equity and Diversity policies and procedures for procurement process. For further information on this requirement, contact the Genesee County Office of Equity and Diversity, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone (810) 257-3028; fax (810) 768-7943.

Each respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm’s name. The proposal request number and due date for this Bid is:

PROPOSAL REQUEST NUMBER: #LB 11-002

DUE DATE: Friday, February 4, 2011 @ 3:00 PM EST

The GCLBA follows Michigan State Housing Development Authority (MSHDA) Neighborhood Stabilization Program 2 Procurement Policies and Procedures which can be found at http://www.michigan.gov/documents/mshda/mshda_cd_nsp2_procurement_331622_7.pdf and are updated periodically as changes to the policy occur. For further information on these policies, contact the Heidi Phaneuf, Community Resource Planner, Genesee County Land Bank, 452 S Saginaw St, 2nd Floor, Flint, MI 48502; phone (810) 257-3088 ext 524; fax (810) 257-3090.

Title Service Companies must comply with the Genesee County Land Bank Authority Fair Housing Policy as stated below:

Equal housing opportunity for all persons, regardless of race, color, national origin, religion, age, sex, familial status, marital status, sexual orientation or disability, is a fundamental policy of the Genesee County Land Bank Authority (GCLBA). GCLBA is committed to diligence in assuring equal housing opportunity and non-discrimination to all aspects of its housing activities. As a county governmental authority undertaking housing activities, GCLBA has an ethical as well as legal imperative to work aggressively to ensure that GCLBA housing programs comply fully with all local, state and federal fair housing laws.

For questions on Fair Housing, please contact our Fair Housing Compliance Specialist, Phil Stair at (810) 257-3088 ext 525 or pstair@co.genesee.mi.us

B. Time of Completion

Any agreement awarded pursuant to this RFP solicitation shall be in accordance with the scope of work and compensation as outlined below, and, within a mutually agreed upon expedited timeframe.

C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period ending February 10, 2013, with the possibility of an extension

D. Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts.

MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

The City of Flint received \$15,772,344 and the GCLBA received \$10,710,994 for a total award amount of \$26,483,338 to assist the targeted census tracts in City of Flint.

E. Federal Regulations

Award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), which is posted on

http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds must be spent on specific eligible activities no later than February 10, 2013 and 50% of NSP2 funds must be spent no later than February 10, 2012.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

GCLBA seeks sealed proposals from title companies interested in providing title services for properties located in targeted neighborhoods and census tracts in the City of Flint. **See Appendix A – NSP2 Boundaries and Map.**

GCLBA is interested in facilitating the acquisition of vacant/foreclosed properties from various mortgage loan servicers, private sellers, and through the State of Michigan tax foreclosure process for the purpose of rehabilitation, new construction, demolition and land banking to foster neighborhood stabilization. During the program period, which ends February 10, 2013, GCLBA anticipate up to 600 assignments across the respective NSP2 areas. Further, GCLBA anticipates multiple requests within a short timeframe.

The title company will conduct title searches and examinations, and issue title abstracts, title commitments, and owner's policies pursuant to the current standards of the American Land Title Association, in connection with the conveyance of vacant lots, single family, 2-4 unit buildings, and 5 or more unit multi-family properties located in the City of Flint. The scope of work will include determining the condition of title to be insured and to evaluate the risk to be undertaken in the issuance of a title insurance policy. Title companies must establish a separate escrow account specifically for transactions involving NSP2 assisted properties.

Prior to the issuance of a title policy, the title company will determine proper execution, acknowledgment and delivery of all conveyance documents, including deeds, required to consummate transactions involving the sale of the properties. The scope of work will include a determination that proper consideration has passed, confirmation of title

clearance, preparation of settlements statements, and proper disbursement of all proceeds. The title company will also be required to coordinate with lenders in conjunction with the issuance of loan policies

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, GCLBA will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

A. Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1) Experience in Providing Title Services: (15 points)

Up to five (5) years of experience	5 Points
Five (5) to ten (10) years of experience	10 Points
Greater than ten (10) years of experience	15 Points

2) Specialized experience in Neighborhood Stabilization Program homes (20 points)

Neighborhood Stabilization Program (NSP) Experience	5 Points
Tax Foreclosed /Land Bank Experience	10 Points
Both NSP and Tax Foreclosed/ Land Bank Experience	20 Points

3) Pricing Proposal: (15 points)

Pricing proposals that are in highest cost 1/3 of proposals	5 Points
Pricing proposal that are in the middle 1/3 of proposals	10 Points
Pricing proposals that are in the lowest cost 1/3 of proposals	15 Points

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. **Responses not submitted via hard copy will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

GCLBA reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

B. Threshold Requirements

These documents must be submitted and acceptable before GCLBA will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000.
3. State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will

- assist and GCLBA in determining the Respondent's financial condition. GCLBA is seeking this information to ensure that the respondent's have the financial stability and wherewithal to assure good faith performance.
5. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
 6. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the GCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
 7. 2011 Certificate to do Business with Genesee County (If you do not have a Certificate at the time of submission, include a letter indicating the date your company's equity & diversity plan was submitted to the Genesee County Office of Equity & Diversity for review.)

C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications including resumes of the transaction team and their experience in handling affordable housing transactions.
2. Capacity to conduct title searches/examinations on a weekly basis.
3. Capacity to conduct closings on a weekly basis.
4. Pricing proposal associated with completing range of title services.
5. Respondents should state whether they are a MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

SELECTION PROCESS

The Selection Committee comprised of GCLBA staff will review qualifications in accordance with the evaluation criteria set forth herein and Michigan NSP2 Consortium objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to dweiland@co.genesee.mi.us

SUBMITTAL DUE DATE

Responses to this RFP are due by 3:00 pm on February 4, 2011. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

Doug Weiland
Genesee County Land Bank Authority
452 S. Saginaw St. 2nd Floor
Flint, MI 48502

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to GCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Certification Form Note
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- Certificate to do business with Genesee County
- State License and or Certification
- Evidence of Financial Stability
- References
- Conflict of Interest Statement & Supporting Documentation:
- Description of Company
- Capacity of Company
- Pricing Proposal
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

APPENDIX A: MAP AND BOUNDARIES OF NSP2 TARGET AREA

