

CITY OF TUSCALOOSA       )  
STATE OF ALABAMA       )

**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**(A17-0942)**

**TO:           Qualified Firms**

**FROM:       The City of Tuscaloosa, Alabama**

**RE:           Request for Statement of Qualifications for Professional Title Services**

**DATE:       7/28/2017**

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**Section 1. Introduction.**

This is a Request for Statement of Qualifications (“RFQ”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional services as more particularly described herein. The City of Tuscaloosa (“City”) will adhere to the following method for conducting evaluations of received RFQs:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide professional title services.
- b. Award will be made to the responsible firm whose Statement of Qualifications is most advantageous to the City, with price and other factors considered.
- c. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City, and reserves the right to reject all firms.

- e. Consideration will be given to such matters as the firm's integrity, compliance with public policy, record of past performance, and financial and technical resources.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Statement of Qualifications. Following the receipt of Statements of Qualifications, a certain firm or firms may be selected for further consideration.

## **Section 2. General Scope of Services**

The City of Tuscaloosa seeks the services of a professional title service firm which has the knowledge, experience and expertise to perform the services as requested.

The firm must have the expertise and sufficient resources to perform the following types of services upon request from the City:

- (1) Full service for real estate closings
- (2) Lien and bankruptcy searches for current owner record title information
- (3) Owner's and encumbrance reports
- (4) Other real property related services per industry standard
- (5) Issuance of American Land Title Association Commitment/Binder for Owner/Purchaser

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City.

The City reserves the right to select or reject any firm responding to this RFQ. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm is expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

### **Section 3. Firm Qualification and Proposal Requirements**

The selected firm or firms must be experienced and qualified to provide the required scope of services. To be eligible, the firm or firms will be required to be licensed and approved for work within the State of Alabama.

The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2.

Firms interested in performing the work will be considered on the basis of a Statement of Qualifications containing information submitted in response to this request in a form limited to seven (7) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

**Proposals are due on or before 5:00 p.m. CST on August 17, 2017. Proposals received after this deadline will not be accepted.**

All proposals should be submitted in 8 ½" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFQ. Fancy binding and color displays other than those necessary are highly discouraged.

#### **Provide three (3) bound copies to:**

**Glenda D. Webb, City Attorney  
Office of the City Attorney  
City of Tuscaloosa  
Post Office Box 2089  
Tuscaloosa, Alabama 35403-2089  
(205) 248-5140**

**Courier address:  
Office of the City Attorney  
2201 University Blvd.  
Tuscaloosa, Alabama 35401**

The following information must be submitted with the proposal on the date indicated above:

- a. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above. Relevant experience will be judged on the basis of the experience of those individuals named to the firm's project team for this project. Provide at least three (3) references. (30 points possible)

- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
1. The general experience of the firm. (20 points possible)
  2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. (20 points possible)
  3. A statement of experience and work of similar nature that all the proposed personnel have performed. (20 points possible)
  4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (5 points possible)
  5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (Pass/Fail)
  6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (5 points possible)
- c. Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFQ. If none exists, such a statement should be made. (Pass/Fail)

The City reserves the right to reject any Statement of Qualifications and to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFQ. This RFQ may be modified or amended at any time and for any reason, in the discretion of the City.

Any questions by the firm related to this RFQ should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City will not respond to questions from individual firms during the RFQ process.

**END RFQ.**