

**City of Scranton  
Office of Economic and Community Development  
City Hall  
340 North Washington Avenue  
Scranton, Pennsylvania 18503**

**Request of Proposal**

**Real Estate Title Agencies**

**Title Searches for Demolition of Hazardous Structures**

The City of Scranton's Office of Economic and Community Development (OECD) is seeking proposals for professional services of Title Searches. The funding will be provided by Community Development Block Grants (CDBG) under Eligible Activity CFR 570.201(d) clearance for blighted structures.

**SCOPE OF SERVICES AND QUALIFICATIONS**

This Request for Proposal has been established to encompass all Real Estate Title Services anticipated under demolition of hazardous structures funded by Community Development Block Grants. Qualified Real Estate Title Agencies are invited to submit proposals describing their ability to carry out the activities outlined below.

**SCOPE OF WORK**

The Real Estate Title Agency shall provide an itemization of the fees it will charge for the following services:

Perform a full title search for properties that are earmarked to be demolished under the "Demolition of Hazardous Structures" by funds provided through the U. S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant Program (CDBG).

Other requirements:

- The title company shall provide evidence of its Title Insurance Agency license.
- The title company shall provide evidence of its Errors & Omissions coverage.

## PROPOSAL FORMAT GUIDELINES

Proposers are to provide the City of Scranton's Office of Economic and Community Development (OECD) with a complete proposal using the following guidelines:

Proposals should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the Request for Proposal (RFP) instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

The following proposal sections are to be included in order in the proposer's response:

1. **Contact Information and Cost:** Complete Appendix A, "Cover Page". Complete and label Appendix B, "Fee Proposal" as described in the cover page information, detailing the costs for services. The costs to provide services should address the Scope of Work. The firm should include the fee for service(s) and any additional fees they may charge.
2. **Background and Project Summary:** The Background and Project Summary should describe the proposer's understanding of the work to be completed and the objectives to be accomplished. Refer to the Background and Scope of Work sections contained in this RFP. Additionally, describe the proposer's experience with the services requested in this RFP and any specific experience related to that affordable housing market and to the project Background and Scope of Work.
3. **Timeframe:** Define a reasonable time frame for turnaround for approximately **ten (15) to thirty (25) properties located in Scranton, Pennsylvania from initial date of contract award to expiration of contract approximately December 31, 2016. The turnaround time should commence from the date of the title search order to date of completion.**
4. **Staffing:** Provide a list of individual(s) who will be working on this title search and include a resume or bio of the key staff that will be providing service.
5. **References:** Provide at least three (3) local references that received similar services from your firm. The City of Scranton's Office of Economic and Community Development (OECD) reserves the right to contact any of the organizations or individuals listed. Information provided shall include client name, project description, project start and end dates, and client project manager's name, telephone number and e-mail address.

## **PROCESS FOR SUBMITTING PROPOSALS**

The proposal must be submitted using the format as indicated in the proposed format guidelines.

Number of Proposals - submit one (1) original and one (1) copy of the proposal.

Complete proposals should be submitted to:

**Scranton City Controller  
340 North Washington Avenue  
City Hall  
Second Floor  
Scranton, Pennsylvania 18503**

**It is suggested that all proposals are hand delivered to the City Controller's office and must be received with date and time stamped no later than 10:00 a.m. on Wednesday, October 21, 2015. Bids will be opened in the City Controllers Office on Wednesday, October 21, 2015 All proposals received after 10:00 a.m. will not be accepted.**

Questions regarding this Request for Proposal should be directed via e-mail to [Toleski@scrantonpa.gov](mailto:Toleski@scrantonpa.gov) or by contacting:

**Office of Economic and Community Development  
340 North Washington Avenue  
Scranton, Pennsylvania  
Phone: 570/348-4216**

The City of Scranton's Office of Economic and Community Development reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

The Scranton's Office of Economic and Community Development may also contact and evaluate the proposer's references; contact any proposer to clarify any response; contact any current users of a proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. Scranton's Office of Economic and Community Development shall not be obligated to accept the lowest

proposal, but shall make an award in the best interest of the City of Scranton. After written proposals have been reviewed, discussions with prospective firms may or may not be required.

The Office of Economic and Community Development reserves the sole right to determine whether a Proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any Proposal; and waive the right to accept a part, or parts, of a Proposal, unless otherwise restricted in the Proposal.

A Notification of Intent to Award may be sent to the vendor(s) selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City of Scranton/OECD may negotiate a contract with the next highest scoring vendor or withdraw the RFP. The City of Scranton and the Office of Economic and Community Development encourages proposals from minority and women owned businesses.

REQUEST FOR PROPOSALS  
Real Estate Title Services

CITY OF SCRANTON'S  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

APPENDIX A – COVER PAGE

A. Contact Information:

Company Name:

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Street Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail:

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Name of Contact Person:

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Title:

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Office Phone: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_

Check here \_\_\_\_\_ if business is a registered WBE or MBE

**Appendix B: Fee Proposal:** Successful proposers will provide and complete the services and a schedule of deliverables and fees associated with each deliverable. Costs must include all expenses. Fees should be as detailed as possible with fees broken down into hourly rates and/or flat fees, if applicable. (And label as Appendix B)