GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development

TO: REAL ESTATE TITLE SEARCH COMPANIES
REQUEST FOR QUALIFICATIONS

Solicitation No.: DCEB-2015-Q-1002
Caption: Real Estate Title Search, Reports and Related Services

Issuance Date: July 22, 2015
Due Date: August 12, 2015

1.1 PURPOSE

The Government of the District of Columbia, Office of the Deputy Mayor for Planning and Economic Development ("DMPED"), is soliciting Statements of Qualifications ("SOQs") from professional companies ("Respondents") to provide **Real Estate Title Search, Reports and Related Services** in accordance with the terms, provisions, specifications, and solicitation instructions set forth in this Request for Qualifications ("RFQ"). This Request for Qualifications provides Respondents with the information necessary to prepare and submit SOQs for consideration by DMPED.

This RFQ is issued in accordance with 27 DCMR § 1615.1 which allows the DMPED contracting officer ("CO") to determine which prospective Respondents are qualified to receive and submit responses to solicitations for **Real Estate Title Search, Reports and Related Services** based on financial and professional criteria established by the CO for pre-qualification.

1.2 SPECIAL TERMS AND CONDITIONS

DMPED has an immediate need for **Real Estate Title Search, Reports and Related Services** for specific properties. DMPED intends for this RFQ to result in the pre-qualification of one or more Respondents to provide **Real Estate Title Search, Reports and Related Services** on an "as needed" basis. DMPED will issue a Request for Quote to all pre-qualified respondents when title report services are required. Respondents will be deemed pre-qualified for an initial term of one year with the option to renew for four (4) additional one-year terms. Selected firms will be properly licensed to do business in the District of Columbia and will exhibit the qualifications desired to perform the work required. Furthermore, only those Respondents who have the ability and qualifications to underwrite title insurance shall be considered in this RFQ.

1.3 REQUEST FOR QUALIFICATIONS ("RFQ")

DMPED invites sealed Statements of Qualifications for **Real Estate Title Search, Reports and Related Services** in accordance with the provisions, specifications, and solicitation instructions established in this RFQ. DMPED will determine in its sole and absolute discretion, whether each submission is responsive to the RFQ and is acceptable.

Respondents must submit one (1) original and five (5) copies of their Statement of Qualifications in a sealed envelope conspicuously marked: **"Statement of Qualifications in response to Request for Qualifications No. DCEB-2015-Q-1002 – Real Estate Title Search, Reports and Related Services".** Each respondent assumes responsibility for delivery of the completed Statements of Qualifications on or before the deadline for submission. DMPED is not responsible for any loss or delay in respect to the delivery of Statements of Qualifications. **ANY STATEMENTS OF QUALIFICAITONS RECEIVED AFTER THE DATE AND TIME FOR SUBMISSION SHALL NOT BE CONSIDERED.**

1.4 HAND DELIVERY OR MAILING OF STATEMENTS OF QUALIFICATIONS

Deliver or mail to:

Office of the Deputy Mayor for Planning and Economic Development
Receptionist Desk
1100 4th Street, S.W., Suite E500
Washington, DC 20024

1.5 STATEMENTS OF QUALIFICATIONS SUBMISSION DATE

The closing date for receipt of statements of qualifications is **Tuesday, August 11, 2015, by 2:00 p.m. local time.**

1.6 GENERAL PROVISIONS

- Real Estate Title Companies should be independent and free of any conflict of interest in representing DMPED
- Selected companies will be unanimously chosen by selection committee members.
- Respondents must be licensed to do business in a District of Columbia as is required by law.
- If selected, Respondents are required to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862, if the Respondent is required by law to make such certification.
- If the Respondent is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the respondent shall certify its intent to obtain the necessary license, registration or certification prior to award of a contract or provide its exemption from such requirements.
- If selected, Respondents must provide proof of business insurance meeting following requirements:

A. GENERAL REQUIREMENTS. The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been

provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries $1,000,000 per occurrence limits; $2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. **The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation.** The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a $1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

   Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.

C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

D. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

E. Measure of Payment. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.

1.7 SUBMISSION OF RESPONSES

a. Responses to this RFQ should be clear, concise, and complete. They should be submitted using 8 ½" x 11" letter-size paper and typewritten using 12pt Times New Roman font. Illustrations, if required, on no larger than 11" x 17" sheets.

b. Responses must not exceed a total of twenty-five (25) pages. A single side will be considered as a page, double sided page will be considered as two pages.

2. PROJECT BACKGROUD

DMPED has an immediate need for **real estate title search, reports and related services** for particular real estate properties. The properties, some involving historic structures, vary in size and are all located in the District of Columbia. On average, DMPED anticipates the need for five to ten title reports per year. Occasionally, DMPED will require updates and reviews to particular title reports if more than six to twelve months have elapsed since the initial report. Further, DMPED may require assistance searching old/out-of-date liens and obtaining release documents. Additionally, DMPED may also require the production of title commitments and title insurance for particular projects. The **real estate title search and reports** are required under our disposition authority D.C. Code §10-801 and are submitted to the D.C. Council as part of a disposition resolution package.

3. SCOPE OF WORK

DMPED proposes to pre-qualify selected firms to perform **Real Estate Title Search, Reports and Related Services**. The following is a list of the general tasks that are anticipated to be performed by the selected Respondent(s) as part of this solicitation. Note that these specifications are not comprehensive, but serve to provide basic requirements. DMPED's expectation is that the expertise and experience of the Respondent(s) selected will also help define the tasks and delivered products.

The desired services and delivered product shall include the following tasks/responsibilities:

1) Review title documentation provided by DMPED and other authorized entities.
2) For a selected property, perform a title search and prepare an associated title report detailing results.
   i. Title search and reporting services shall meet industry standards as determined by the American Land Title Association ("ALTA") and also current District of Columbia statutes, codes, rules, and regulations.
   ii. Title search reports will include review of District plats including assessment and taxation designations.
3) Prepare a title memo using the title report that identifies and describes, at a minimum:
   i. The current owner(s) of the real property;
   ii. Any other person or entity who may have any possessory interest in the property;
   iii. Any possible defects, encumbrances, liens, or related clouds on title on record;

iv. Any other claims to the property with supporting documentation, if available;

v. Review of real estate taxes, water charges, vault fees, other charges imposed by the District of Columbia government and applicable condominium assessments;

vi. Copies of all recorded instruments in electronic format with links to all source documents; and

vii. Review of applicable plats on record with the District of Columbia Surveyor

4) Prepare and submit draft and final title reports.

5) After submission of final title reports, provide updates and answer any questions as requested by DMPED.

6) Search old/out-of-date liens and obtain release documents.

7) Produce title commitments and issue title insurance for District properties as requested by DMPED.

4. EVALUATION PROCESS

4.1 The Request for Qualifications (RFQ) format is intended to present interested firms the opportunity to demonstrate their ability to perform the required services. Statements of Qualifications will be evaluated by a Review Committee consisting of 3 or 5 members. Each member will first independently evaluate and rate all aspects of the qualifications statements. After the individual members have separately evaluated the qualifications statements, including preparation of narrative explanations, the committee will meet and formulate its collective conclusions.

Evaluations will be based upon the capability of the firm and upon the abilities and accomplishments of the individual or individuals assigned to perform the services. In addition, any experience in working with the District or other public entities on Real Estate Title Reports should be cited by the responder. Of particular emphasis will be the qualifications of the key personnel that the responder identifies to work with DMPED.

4.2 Technical Rating

The Technical Rating Scale is as follows:

Numeric Rating	Adjective	Explanation
0	Criteria not presented	No response submitted
1	Poor	Will not suit the requirements
2	Fair	Will minimally fulfill the requirements
3	Good	Will fulfill the requirements
4	Very Good	Will exceed requirements
5	Excellent	Will readily exceed requirements

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the respondent's score for each factor. The respondent's total technical score will be

determined by adding the respondent's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to ten (10) points, using the Technical Rating Scale above, if the District evaluates the respondent's qualifications as "Good," then the score for that evaluation factor is 3/5 of 10 or 6.

4.3 Evaluation Criteria

Statements of Qualifications will be evaluated based on the following criteria in the manner described below:

Evaluation Factors		Technical Rating (0-5)		Weight (%)		Weighted Rating
A. Team Identities and Details				10		
B. Qualifications				30		
C. Experience				30		
D. Work Plan				20		
E. Financial Condition				10		
		Rating Index Total				

A. Team Identities and Details

a. Identify pertinent company information including name, address, and limits of professional liability insurance.

b. Identify organizational structure and pertinent information of key personnel including name, address, telephone number, email address, and title.

c. Identify organizational status including corporate structure and jurisdiction under which company is organized. For any entity required to file reports in the jurisdiction of its formation, the Respondents shall include a certificate of good standing issued by such jurisdiction and, if it is not a District of Columbia entity, a certificate of good standing issued by the District showing that it is registered as a foreign entity to do business in D.C.

d. Identify a point-of-contact and provide his/her name, address, telephone number, email address, and title.

B. Qualifications

a. Provide company's qualifications to do the work outlined in the "Scope of Work."

b. Provide qualifications of key personnel who will be performing any work.

C. Experience

a. Describe any experience producing real estate title reports, issuing title commitments, or issuing title insurance in the last three years.

b. Describe any experiences producing real estate title reports, issuing title commitments, or issuing title insurance for the District government in the last three years.

c. Provide references, including names, mailing addresses, email addresses, and telephone numbers, for real estate title reports, title commitments, or issuances of title insurance performed in the last three years.

D. Work Plan

a. Outline the approach that will be taken to successfully complete title reports, issue title commitments, or issue title insurance.

b. Indicate the amount of time needed to complete a standard title report.

E. Financial Condition

a. Provide audited financial statements for the past year

i. If unable to provide audited financial statement, explain why not and provide financial documentation in sufficient detail enabling assessment of financial condition of the firm.

5. STATEMENT OF QUALIFICATIONS FORMAT

The Statement of Qualifications that the Respondent submits shall contain, at a minimum, the following information in the following order:

1. Transmittal Letter (Include Company background and highlight key components of the response).
2. Project Team and Qualifications
3. Experience with District government owned or other District of Columbia properties and surrounding jurisdictions
4. Work Plan (Statement of project understanding)
5. Provide audited financial statements for the past year

Questions concerning this Request for Qualifications may be directed to Ms. Margaret Platek, Contract Specialist, electronically at margaret.platek@dc.gov. All questions regarding this RFQ will be answered if received by **4:00PM, Tuesday, August 4, 2015,** to allow ample time for distribution of answers or comments to this RFQ.

Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST
Director of Contracts, Procurement and Grants