



**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH
REQUEST FOR QUALIFICATIONS (RFQ)**

Title and Settlement Services

RFQ Issue Date: February 25, 2021

Qualifications Due Date: March 31, 2021 by 12:00PMET

SUMMARY INFORMATION

The Urban Redevelopment Authority of Pittsburgh (“URA”) requests qualifications from a variety of firms (“the Applicant”) to provide a suite of title and settlement services to the URA, the Pittsburgh Land Bank (“PLB”), and the URA’s affiliated entities as-needed.

The URA plans to approve one or more applicants to be part of an approved list of firms to perform above services for the URA’s Legal and Transaction teams within the URA’s Central Operations Unit. Firms selected for this list will be eligible for selection by the URA to perform services, as-needed, at its discretion. Each approved firm will remain on the list from the date approved by the URA Board of Directors through December 31, 2023. The RFQ process may be revisited during this period to invite additional firms to qualify to provide these services.

Submission Requirements:

Due Date: March 31, 2021 by 12:00 PM ET

Delivery: John Trainor
jtrainor@ura.org

Deliverables: One (1) electronic copy delivered in PDF format via email

BACKGROUND

The URA is the City of Pittsburgh's economic development agency, committed to creating jobs, expanding the City's tax base, and improving the vitality of businesses and neighborhoods. Incorporated in 1946 as one of the first redevelopment authorities in the United States, the URA achieves this mission by assembling, preparing and conveying sites for major mixed-use developments; and by providing a portfolio of programs that include financing for business location, relocation and expansion, housing construction and rehabilitation, and home purchases and improvements.

The PLB is a Single Purpose entity that facilitates the transition of distressed real property into productive reuse, whether public use or private development. The PLB is an affiliated entity of the URA.

OBJECTIVES

The URA seeks to create a panel of qualified firms to conduct as-needed services related to title and settlement work. To effectively accomplish the URA's objectives, the URA is soliciting information from interested firms on their ability to perform these services, including scale, volume and price structure.

GENERAL INFORMATION

The URA researches and acquires approximately 100 parcels annually. These properties can be broken down into two main categories: private arm's-length transactions, and public transactions. Public transactions comprise the bulk of the URA's acquisitions purchased from the City of Pittsburgh's Three Taxing Bodies' inventory. The PLB is expected to transact on properties beginning in 2021. These will primarily be public transactions.

As these different types of inventory vary greatly in the types and complexity of title-related services required, the URA has set a fixed rate of payment for some components of this work, while the applicants to this RFQ will submit a fee schedule for other services the applicants would be interested in performing under a contract for this work.

SCOPE OF SERVICES

Applicants may provide one or more of the services listed below to include in their submission:

- Title Examinations*

- Title Commitment
- Current Owner Search
- Lien Search

*See Supplemental Information for requirements for Title Commitments for Three Taxing Bodies' inventory

*Set fee for Title Commitments for Three Taxing Bodies' inventory:

- \$400 per parcel
- \$50 bonus if completed and delivered under 30 calendar days

- Preliminary Title Reports

- Closings

- Property Acquisitions
 - Related Deed Recording and fee payment activities
 - Satisfaction of Dockets
- Property Dispositions
 - Tax certificates
 - No Lien letters
 - Dye Test
 - Zoning Certifications

- Title Insurance Underwriting**

**The URA follows the Real Estate Settlement Procedures Act (RESPA) fee schedule for title insurance services

QUALIFICATIONS:

The selected firms must have:

- An experienced staff with the expertise to address all questions that may arise, including complex title questions
- The ability to conduct settlements, clear title exceptions, etc.
- Their own staff, which includes personnel with legal expertise competent to appear and testify in court if required
- A sufficient number of examiners and title officers to promptly examine titles and hold settlements
- Sufficient office space to hold settlements and preserve records
- The ability to transmit title reports electronically

The selected firm(s) must demonstrate sufficient financial ability to indicate that it can pay losses, if any, under the title insurance issued.

SUBMISSION REQUIREMENTS

Each submission should include the following:

1. Title Page – Include the firm’s name, contact person and contact information
2. Table of Contents
3. Primary Qualifications - Provide a brief narrative that explains why your firm is well qualified to provide the services for which your firm would like to be considered. Briefly describe similar work your firm or team has completed.
4. Firm Profile - Provide a brief profile of your firm, including:
 - i. Number of total employees; and
 - ii. Number and names of employees who will be dedicated to the work
5. Biography of Key Personnel - Identify the staff within the organization who will be actively working on this contract. Please include the individuals’ relevant experience and their work location.
6. References - Provide three (3) references from entities that have worked with your firm on similar projects. Provide only references who have directly worked with one or more members of the firm’s proposed team. Include the reference’s name, title, address, direct telephone number, and email address.
7. Minority and Woman-Owned Business Enterprise Participation (MWBE) – The URA is committed to diversity and inclusion within all of its programs and other activities. The URA encourages the full participation of minority and women business owners and professionals in this effort. The URA requires that all respondents demonstrate a good faith effort to obtain minority and women-owned business participation in work performed in connection with URA initiatives.

A MWBE narrative needs to be included with the respondent’s qualifications. The narrative should outline how the respondent plans to incorporate MWBE participation into this opportunity. MWBE participation can be satisfied by:

- i. Ownership/Partnership of firm (Please note that ownership is defined as 51% or more)
- ii. Use of minorities and/or women as part of the contracting team;
- iii. Subcontracting with organizations owned and controlled by minorities and/or women;
- iv. Firms use of minority or women-owned businesses, in general, as vendors for legal, printing, office supplies, travel, etc.

Any questions about MWBE requirements should be directed to the URA’s MWBE Program Office at mwbe@ura.org

- 8. Fees – Except for the title commitments for Three Taxing Bodies’ inventory as indicated in the scope of services, and the standard RESPA fee schedule for title insurance services, describe your proposed fee structure (e.g., hourly, fixed fee per item, etc.) and include proposed rates.
- 9. Other Information - Please provide any other information which you believe is pertinent to the URA’s consideration of your firm.

INQUIRIES

All inquiries related to this RFQ are to be directed by email to:

John Trainor
jtrainor@ura.org

SUBMISSION DEADLINE: March 31, 2021 by 12:00 PM ET

The Applicant should submit one (1) electronic copy delivered in PDF format via email to jtrainor@ura.org

SELECTION

- The qualifications review committee (“Committee”) will consist of the members of the URA Legal, Compliance and Transaction Team.
- The Committee will check responses against mandatory criteria. Responses not meeting all mandatory criteria will not be considered for review.
- Formal Interviews of applicants may be scheduled at the discretion of the Committee.
- During the evaluation process, the URA reserves the right to request additional information or clarifications from the applicants or to allow corrections of errors or omissions.
- The Committee shall recommend to the URA Board of Directors a list of applicants based upon their response to this RFQ.

RFQ Evaluation Period	
URA Board approval and final notification of firms	

SELECTION CRITERIA

- Experience – The applicant’s experience in providing services similar to those within the Scope of Services described herein; the quality of the applicant’s management, reputation and references; the applicant should have at least 3-5 years of experience providing the services specified in its response to organizations like the URA.
- Quality of Submission – The quality of the submission and the degree to which it demonstrates the team members’ full understanding of the ability to perform the services to be rendered; the content of the response should demonstrate the applicant’s full understanding of the Objectives, along with sample materials.
- MWBE – Respondent’s strategy for incorporating MWBE participation in this opportunity.

Mandatory Elements

1. The applicant, including any and all team members, must have no conflict of interest with regard to any other work performed by the applicant for the URA or related entity.
2. The applicant must adhere to the instructions contained in this RFQ in preparing the submitted qualification response.
3. The respondent must include a MWBE narrative.

LEGAL INFORMATION

The URA intends to select one or more Applicants based upon information in the response to the RFQ submitted by the applicants, performance in previous undertakings, and other pertinent factors. The selected Applicant(s) will be chosen on the basis of the selection criteria listed above.

1. The URA shall have the right to verify the accuracy of all information submitted and to make such investigation as it deems necessary to determine the ability of each applicant to perform the obligations in the response. The URA in its discretion reserves the right to reject any response when the available evidence or information does not satisfy the URA that the applicant is qualified to carry out properly the obligations of the response.
2. The URA shall be the sole judge as to which, if any, Applicant best meet the selection criteria. The URA reserves the right to reject any or all responses, to waive any submission requirements contained within this response, and to waive any irregularities in any submitted response.
3. This form is submitted subject to errors, omissions, and/or withdrawal without notice by the URA at any time.
4. All responses, including attachments, supplementary materials, addenda, etc. shall become the property of the URA and will not be returned.

5. Applicants and team members must disclose any conflict of interest, or potential conflict of interest, with regards to any employee or staff of the URA or the City of Pittsburgh, and/or any work performed by the Applicant for the URA, the City of Pittsburgh, or any related entity.

SUPPLEMENTAL INFORMATION

Three Taxing Bodies Property Title Commitment Requirements

- 1) Purchaser's name
- 2) Legal description of property & recital
 - a) Property description including Ward, Plan Lot(s), etc.
 - b) Block and Lot
 - c) Treasurer's deed date, Deed Book Volume and Page number
- 3) Mortgage(s)
 - a) Mortgagees and addresses as shown in mortgage
 - b) Assignment of Mortgage if applicable with pertinent filing information
 - c) Assignees and addresses, if applicable
- 4) Judgment(s) (All filing information MUST BE INCLUDED)
- 5) Federal taxes and liens (All filing information, i.e. place of filing, docket number, etc. MUST BE INCLUDED)
- 6) Other taxes/liens (All filing information MUST BE INCLUDED)
 - a) City of Pittsburgh
 - b) School District of Pittsburgh
 - c) County of Allegheny
 - d) Commonwealth of Pennsylvania
 - e) United States of America
- 7) Adverse Conveyances
- 8) Ejectment and Miscellaneous
- 9) Exceptions
- 10) The following paragraph identifying parties, defendant MUST be included:

TITLE to within described property having been acquired by CITY OF PITTSBURGH, for delinquent taxes, it is necessary to quiet title by bringing proceedings under Act No. 171 of 1984, 53 P.S. 27101, et seq., with notice naming parties Defendant given to owners or reputed owners, their heirs, administrators, executors, successors and assigns, lienholders, mortgage holders, etc. as follows:

[List of all parties Defendant to appear here]

All of which parties may, or may not, have interests in said premises, the title is hereby certified (insured) to proposed purchasers, or successful bidders, to be good and marketable, free and clear of all liens (encumbrances).

- 11) Complete name and address of firm/attorney submitting report. Document must contain original signature and be currently dated.

NOTE: Items #3 through #9 must be addressed. If information is not warranted, item(s) must reflect the phrase "NONE".