

**TRI-COG LAND BANK  
REQUESTS FOR PROPOSALS  
TAX FORCLOSURE SERVICES**

Submission Deadline: June 1, 2017, 3:00pm

Mail to: Ms. An Lewis  
1705 Maple Street, Suite 100  
Homestead, PA 15120

Contractual Contact: Ms. An Lewis 412-462-7600

# Contents

I.	General Information .....	3
	Introduction .....	3
	Background .....	3
II.	Services .....	3
III.	Proposal .....	4
	Letter of Submittal .....	4
	Capacity.....	4
	Proposed Fee Schedule.....	5
IV.	Selection process .....	5
V.	General Information for Respondents.....	6
	Contractual Contact.....	6
	Estimated Schedule of Procurement Activities.....	6
	Revisions to RFP .....	7
	Responsiveness.....	7
	Most Favorable Terms .....	7
	Contract .....	7
	Cost to Propose.....	7
	No Obligation to contract .....	7
	Rejection of proposals .....	7
	Appendix A.....	8
	Appendix B .....	9

# I. General Information

## Introduction

The Tri-COG Land Bank (TCLB) is a new public body corporate and politic established within Allegheny County. The purpose of the Land Bank is to address blight and transition abandoned properties to beneficial reuse using a unified, predictable, and transparent process in order to revitalize neighborhoods and strengthen the respective tax bases of its members. To date twenty-one (21) municipalities, six (6) school districts, and Allegheny County passed legislation to join and create the TCLB. Appendix A is a map of the participating communities.

The TCLB is an opt-in land bank that requires participation of all three taxing jurisdictions for each parcel of land it acquires. Its governance structure includes advisory committees comprised of appointments by TCLB member municipalities and school district and Allegheny County. A nine-member Board of Directors (the 'Board') is charged with TCLB's governance. Appendix B represents the governance structure.

## Background

The Board determines the properties it desires to acquire at tax sale. The TCLB expects this process to occur twice a year however there may be occurrences when TCLB will seek to acquire at tax sale outside the determined time frames. A list of properties will be generated from property acquisition requests by TCLB members. taxing jurisdictions of the land bank (municipalities, school districts and Allegheny County).

The respondent must demonstrate a high degree of knowledge, experience and ability with the following:

- Municipal Claim and Tax Lien Law;
- Acquisition and disposition of real-estate;
- The Pennsylvania Land Bank Act, the state enabling land bank legislation;
- The operation of local governmental units in Pennsylvania;

# II. Services

TCLB is requesting proposals from qualified attorneys or law firms to provide the following legal services:

- Conduct tax foreclosure proceeding as directed in the Municipal Tax Claim Lien Law, and in accordance with all applicable local, state and federal laws, and the Land Bank Act, on a regular and recurring basis, for properties identified by the TCLB;
- Work with the TCLB legal counsel and TCLB's title insurance provider(s).
- Provide constitutionally adequate service of process with an eye toward insurable title to all parties with an interest in the property.

- Prepare correspondence, notice, and legal advertisements required of tax foreclosure proceedings.
- Represent the TCLB at tax sale.

## III. Proposal

### Letter of Submittal

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Respondent:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Identify firm's principals and include resumes for each
3. Federal Employer Tax Identification number
4. Location of the facility from which the Respondent would operate.
5. Brief history of firm including year established and number of years your firm has been offering legal services in the areas of real estate and municipal services.
6. List personnel to be assigned to this project, brief job description, qualifications and experience for each.
7. Identify any employees currently employed or on the firm's governing board as of the date of the proposal who have worked for a member municipality or who have served in a leadership capacity in any of the three COGs or been employed by or served on Board of one of the three COGs. Include their position and responsibilities within the Respondent's organization and current or past involvement with. If following a review of this information, it is determined by the AGENCY that a conflict of interest exists, the Respondent may be disqualified from further consideration for the award of a contract.

The firm must provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes and rules of professional responsibility.

### Capacity

Please provide a narrative answering the following questions related to your firm's capacity:

#### 1) Respondent's Qualifications and Experience:

- a) The previous experience of the attorney/firm
- b) Three examples, and references, where you provided similar tax foreclosure legal services to communities in Pennsylvania

- c) Describe your firm's approach and method to successfully develop and deliver the services requested under this RFP.
- d) Familiarity with the TCLB's operational jurisdiction (Appendix A)
- e) Describe your firm's process regarding use and application of Section 31.1 of the Municipal Claim and Tax Lien Law of 1923, as amended, 53 P.S. 7282.
- f) Review and comment on application of Section 2117(d)(4)(i) of the PA Land Banks Act, 68 Pa.C.S.A. §2117(d)(4)(i).

3) Management and work plans:

- a) The ability of the Firm to perform all required professional services on a timely basis. In your response please provide specific examples related to how many tax foreclosure cases the firm completed in the past five years and the average length of time to complete the entire foreclosure process.
- b) The technical resources of the Firm that will be made available to complete the assignments

### Proposed Fee Schedule

- The proposed fee schedule should include a fee per transaction
- The proposed fee schedule should define the billing cycle used by the firm

## IV. Selection process

The TCLB anticipates interviewing one or more firms before making a final selection. The TCLB will take into consideration the qualifications of the firm submitting the proposal; the responsiveness of the proposal in meeting the requirements and specifications; contractual requirements and any additional specific criteria for evaluation included in the Request for Proposals.

The contract will be awarded to the most qualified firm based on the following criteria:

- Demonstrated understanding of the specific areas of law addressed in this Request for Proposals.
- Familiarity with the tax foreclosures process in Allegheny County
- Ability of the firm to meet the availability requirements.
- Such other appropriate information as TCLB deems appropriate.

## V. General Information for Respondents

### Contractual Contact

Name	An Lewis
E-Mail Address	<a href="mailto:al@steelriverscog.org">al@steelriverscog.org</a>
Mailing Address	1705 Maple Street, Suite 100 Homestead, PA 15120
Physical Address for Delivery	1705 Maple Street, Suite 100 Homestead, PA 15120
Phone Number	412-462-7600
Fax Number	412-462-3986

### Estimated Schedule of Procurement Activities

Issue Request for Proposals	May 12, 2017
Issue last addendum to RFP	May 26, 2017
Proposals due	June 1, 2017, 3:00pm
Conduct oral interviews with finalists, if required	June 12, 2017- June 16, 2017
Announce "Apparent Successful Respondent" and send notification via fax or e-mail to unsuccessful proposers	June 30, 2017

The TCLB reserves the right to revise the above schedule.

The proposal, whether mailed or hand delivered, must arrive at the TCLB no later 3:00 pm on Thursday June 1, 2017.

The proposal should be sealed and labeled and sent to the Contractual Contact at the address noted in Section V. The envelope should be clearly marked to the attention of the Contract Contact.

Respondents mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Contact. Respondents assume the risk for the method of delivery chosen. The TCLB assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the TCLB and will not be returned.

## Revisions to RFP

The TCLB reserves the right to revise, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of the TCLB executes a contract with the selected respondent. In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals, who have made the Contractual Contact aware of their interest.

## Responsiveness

All proposals will be reviewed by the Contractual Contact to determine compliance with administrative requirements and instructions specified in this RFP. The respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The TCLB also reserves the right at its sole discretion to waive minor administrative irregularities.

## Most Favorable Terms

The TCLB reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the respondent can propose. The TCLB does reserve the right to contact a respondent for clarification of its proposal.

The selected respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Respondent's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the TCLB.

## Contract

The selected Respondent will be expected to enter into a contract with the TCLB. The Respondent may submit its own standard contract in response to this solicitation. The TCLB will review the contract and accept or reject the same at its sole discretion.

## Cost to Propose

The TCLB will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP

## No Obligation to contract

This RFP does not obligate the TCLB to contract for services specified herein.

## Rejection of proposals

The TCLB reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

## Appendix A

### Clairton City School District

Clairton Dravosburg,

### Gateway School District

Monroeville & Pitcairn

### Fox Chapel Area School District

Sharpsburg

### McKeesport Area School District

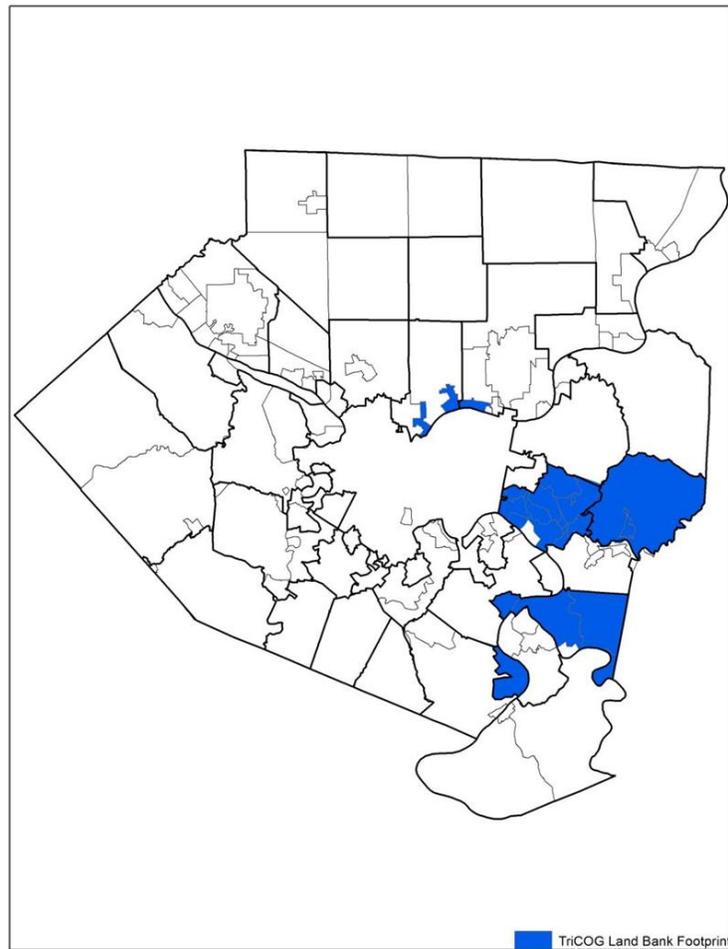
McKeesport, South Versailles White Oak

### Shaler Area School District

Etna & Millvale

### Woodland Hills School District

Braddock Hills, Chalfant, Churchill, East Pittsburgh, Edgewood, Forest Hills, North Braddock, Rankin, Swissvale, Turtle Creek, Wilkins



## Appendix B

