

**TRI-COG LAND BANK**  
**REQUESTS FOR QUALIFICATIONS**  
**TITLE INSURANCE PROVIDERS**

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
IV. Selection process .....	5
V. General Information for Respondents.....	6
Contractual Contact .....	6
Estimated Schedule of Procurement Activities.....	6
Revisions to RFQ .....	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

It is anticipated that TCLB's primary method of property acquisition will be by acquisitions at tax sales in accordance with the procedures provided in the PA Land Banks Act. 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:

- Familiarity with tax foreclosure procedures;
- The Pennsylvania state enabling Land Banks Act especially as to Section 2117 Delinquent property tax enforcement and Section 2118 Expedited quiet title proceedings
- The operation of local governmental units in Pennsylvania.

# II. Services

TCLB is requesting statements of qualifications from qualified businesses, attorneys or law firms to provide the following legal services:

- Conduct title searches that identify all those that have any interest in a property identified by TCLB for acquisition;
- Recommend the method of constitutionally adequate service of process for those with an interest in property;
- Provide title commitments;

- Conduct closings;
- Work with the TCLB legal counsel and tax foreclosure servicer on tasks including, but not limited to reviewing and providing guidance on addressing Schedule B requirements of title commitments.

## 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 real estate title insurance policies in the areas of problematic, tax foreclosed real estate.
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 qualifications submittal 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 RFQ
  - 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
  - b) The technical resources of the Firm that will be made available to complete the assignments
- 4) Rates
- a) Please be prepared to discuss the determination of the dollar amount of insurance coverage for properties that have a value less than \$30,000 .

## IV. Selection process

The TCLB will take into consideration the qualifications of the firm; the responsiveness of the submittal in meeting the requirements and specifications; contractual requirements and any additional specific criteria for evaluation included in the Request for Qualifications.

A contract may 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 Qualifications.
- Capacity to insure titles on tax foreclosed real estate 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 Qualifications	May 12, 2017
Issue last addendum to RFQ	May 26, 2017
Qualifications due	June 1, 2017, 3:00pm

The TCLB reserves the right to revise the above schedule.

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

The Firm's qualifications 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 qualifications should allow normal mail delivery time to ensure timely receipt of their submittals by the RFQ Contact. Respondents assume the risk for the method of delivery chosen. The TCLB assumes no responsibility for delays caused by any delivery service. Qualifications may not be transmitted using facsimile transmission.

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

## Revisions to RFQ

The TCLB reserves the right to revise, rescind, or revoke this RFQ, 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 RFQ, addenda will be provided via e-mail to all individuals, who have made the Contractual Contact aware of their interest.

## Responsiveness

All qualifications will be reviewed by the Contractual Contact to determine compliance with administrative requirements and instructions specified in this RFQ. The respondent is specifically notified that failure to comply with any part of the RFQ 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 qualifications.

The selected respondent should be prepared to accept this RFQ for incorporation into a contract resulting from this RFQ. 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

Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest price. This RFQ will result in a pool of qualified vendors selected based on pricing and other criteria as defined within this RFQ, and it is anticipated that notification of the candidate pool will be made by July 15, 2017. There will be no guarantee of assignments to anyone in the qualified candidate pool. The particulars of the assignment and cost proposals will determine the best candidate for any assignment.

## 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 RFQ, in conduct of a presentation, or any other activities related to responding to this RFQ.

## No Obligation to contract

This RFQ 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 RFQ.

## Appendix A

### Clairton City School District

Clairton/Dravosburg,

### Gateway School District

Monroeville & Pitcairn

### Fox Chapel Area School District

Sharpsburg

### McKeesport Area School District

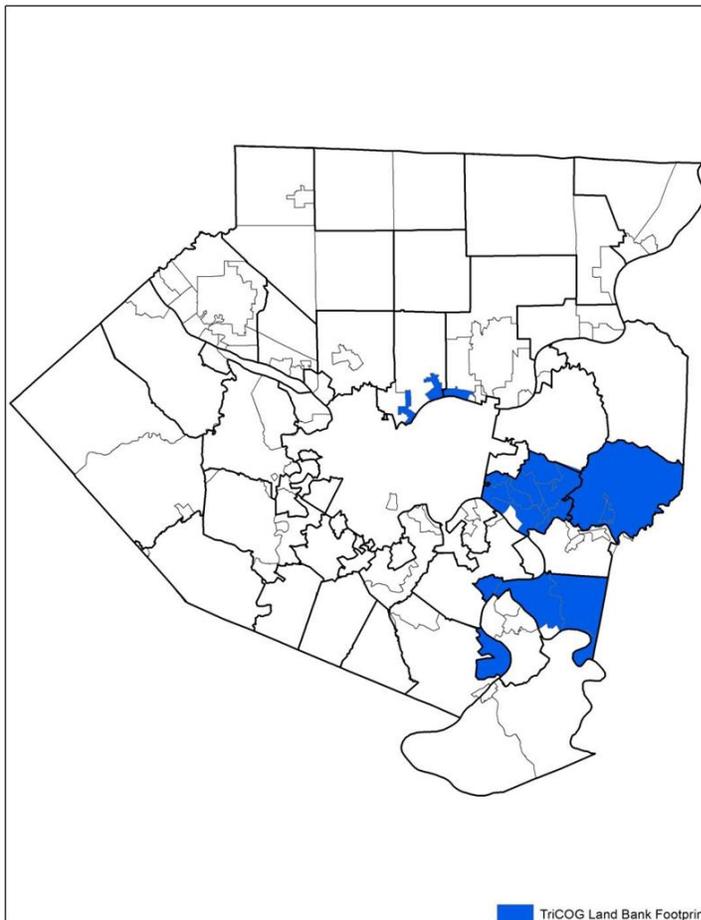
McKeesport, South Versailles White Oak

### 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

