



**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH  
REQUEST FOR PROPOSALS (RFP)**

**Title and Settlement Services**

**RFP Issue Date: Thursday, November 16, 2017**

**Proposal Due Date: Thursday, November 30, 2017 by 12:00 PM ET**

**SUMMARY INFORMATION**

The Urban Redevelopment Authority of Pittsburgh (“URA”) requests proposals from a variety of firms (“the Applicant”) to provide a suite of title and settlement services to the URA, as-needed, for its acquisition of property.

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 Real Estate Department. Firms selected for this list will be eligible for selection by the URA to perform services, as-needed, at their discretion. Each approved firm will remain on the list from the date approved by the URA Board of Directors through December 31, 2020. The RFP process may be revisited during this period to invite additional firms to qualify to provide these services.

**Submission Requirements:**

**Due Date: Thursday, November 30, 2017 by 12:00 PM ET**

**Delivery:** Julie Udvarhelyi  
Urban Redevelopment Authority of Pittsburgh  
200 Ross Street – 10<sup>th</sup> Floor  
Pittsburgh, PA 15219  
[judvarhelyi@ura.org](mailto:judvarhelyi@ura.org)

**Deliverables:** One (1) hard copy and one (1) electronic copy (flash drive, CD, or 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.

## **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 arms-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.

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 RFP 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 Business Enterprise (MWBE) Narrative - State as succinctly as possible your firm’s efforts to promote opportunities for women and minority professionals in your organization. MWBE participation can be satisfied by:
  - Ownership/partnership of firm;
  - Employment levels of minorities and/or women in the organization;
  - Staffing of minorities and/or women on URA work;
  - Use of minority- or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.; and

- Subcontracting with organizations owned and controlled by minorities and/or women. If this is to be done, that fact, and the name of the proposed subcontracting organizations, must be clearly identified in the proposal. Following the award of a contract, no additional subcontracting will be allowed without the express prior written consent of the URA. The URA has a long history of 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.
8. Fees – Except for the Three Taxing Bodies’ inventory for title commitments as indicated in the scope of services, and the standards RESPA price guidelines 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 RFP are to be directed by email to:

**Julie Udvarhelyi**  
[judvarhelyi@ura.org](mailto:judvarhelyi@ura.org)

**SUBMISSION DEADLINE: Thursday, November 30, 2017 by 12:00 PM ET**

The applicant should submit one (1) electronic copy delivered in PDF format via email, CD, or flash drive and one (1) hard copy of the package delivered by hand or Express Mail or other national-known overnight courier to:

**Julie Udvarhelyi**  
**Urban Redevelopment Authority of Pittsburgh**  
**200 Ross Street, 10<sup>th</sup> Floor**  
**Pittsburgh, PA 15219**  
[judvarhelyi@ura.org](mailto:judvarhelyi@ura.org)

## **SELECTION**

- The qualifications review committee (“Committee”) will consist of the members of the URA Real Estate and Legal Departments.
- 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 RFP.

RFP Evaluation Period	Thursday, November 30, 2017 –Tuesday, December 5, 2017
URA Board approval and final notification of firms	Thursday, December 14, 2017

**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 Strategy or if the Applicant is an MWBE

**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 RFP in preparing the submitted proposal.
3. The URA requires that all applicants demonstrate a good faith effort to obtain minority- and women-owned business participation in work performed in connection with URA initiatives. The URA acknowledges the City of Pittsburgh’s goal of 18 percent (18%) minority and 7 percent (7%) women participation in planning and/or professional service activities. Any questions about MWBE requirements should be directed to Diamonte Walker, MWBE program officer, at (412) 255-6610 or [dwalker@ura.org](mailto:dwalker@ura.org).

**LEGAL INFORMATION**

The URA intends to select one or more applicants based upon information in the response to the RFP 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.

The URA shall be the sole judge as to which applicant(s) meet the selection criteria. The URA reserves the right, in its sole discretion, to reject any or all responses received, to waive any submission requirements contained within this RFP, and to waive any irregularities in any submitted response.

The URA reserves the right to verify the accuracy of all information submitted.

## **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:

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".