



**INVEST NEWARK**



**NEWARK LAND BANK  
REQUEST FOR QUALIFICATIONS**

**TITLE COMPANY SERVICES**

Bernel Hall, President & CEO

Martha Baez, Senior Vice President Land Bank Operations

**Proposals due: Monday, October 25, 2021, 5:00 pm**

## **1. INTRODUCTION**

### **A. Overview**

The Newark Land Bank (NLB) invites competitive proposals from qualified, licensed and experienced title companies or title agencies (individually "Respondent," collectively "Respondents") to provide the good/services outlined in this bid. NLB will request these services from the selected respondents on an as-needed basis.

The work contemplated is to be performed in a professional manner. The Respondent shall be financially solvent and each of its members (if a joint venture), its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this Request For Qualifications (RFQ) document.

The objective for the selected Respondents (hereinafter "**Contractors**") is to perform all tasks and functions associated with the Services in accordance with the Scope of Services outlined on Exhibit A.

### **B. Time of Completion**

Any contract awarded pursuant to this RFQ solicitation shall provide services within a mutually agreed upon expedited timeframe.

### **C. Term of Contract**

The term of this Contract shall commence on the Effective Date and shall continue thereafter for twelve (12) months or until there is a termination in accordance with the provisions of this Contract ("Term"). The Term may be renewed for an additional twelve (12) month term(s) upon approval by the Parties in writing.

## **2. PROJECT MANAGEMENT**

The Contractor will carry out this project under the direction and control of the NLB.

The Contractor may be one of several Contractors that will provide services to the NLB in this area and the number of persons and/or entities each Contractor will be requested to serve will depend on the business needs of the NLB and the ability of the Contractor to manage the work requested. This may be an optional use contract; no minimum number of persons and/or entities are guaranteed to be assigned.

## **3. BID PRESENTATION**

NLB will request that Respondents who satisfy the criteria specified in this RFQ meet with the NLB committee to demonstrate their services and address questions upon request.

## **4. SUBMITTAL REQUIREMENTS**

RFQ responses must be submitted via e-mail by the deadline indicated on the bid Cover Page. **Responses not submitted by the due date will not be considered.** Respondents are

advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.

The NLB reserves the right to seek additional information to clarify responses to this RFQ. Each response must include the following:

#### **A. Letter of Interest**

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e., Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFQ, "Principals" shall mean persons possessing an ownership interest in the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFQ and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

#### **B. Threshold Requirements**

These documents must be submitted and acceptable before the NLB and its RFQ Review Committee to review the Experience and Capacity Bid:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the State of New Jersey (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of License and Insurance: Evidence that insurance is in place or can be obtained if selected. Appropriate licenses to be provided.
3. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the Bid response. This information will assist the NLB in determining the Respondent's financial condition. The NLB is seeking this information to ensure that the respondents have the financial stability and wherewithal to assure good faith performance.

4. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the NLB. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

### **C. Main Bid**

Please provide the following information:

1. Describe relevant experience
2. Statement of Qualifications
3. A competitive pricing Bid. Interested respondents must outline proposed rates to be used for the term of services and for reimbursement of costs. Respondents must submit specific costs for providing the work outlined in the scope of services.

## **5. REJECTION OF BIDS**

Invest Newark and the Newark Land Bank expressly reserves the right to reject any, and all Bids, waive any non-conformity, re-advertise for Bids to withhold the award for any reason Invest Newark and the NLB determines and/or to take any other appropriate action that is in the best interest of Invest Newark and the NLB. In the event of any such rejection, Invest Newark shall not be liable for any costs incurred by the respondent in connection with the preparation and submittal of the RFQ.

## **6. EVALUATION AND SELECTION**

### **A. Evaluation Criteria:**

1. Ability to provide the Services described in the RFQ, including capacity to perform the Scope of Services described in Exhibit A of this RFQ.
2. Ability to provide Professional Qualifications and experience working with private sector, governments and development organizations.
3. Ability to issue title search within specified timeframes.
4. Ability to clear title and perform quiet title actions and insure title, as needed.

### **B. Selection Criteria:**

The Selection Committee comprised of NLB staff and others deemed appropriate by the NLB Board will review qualifications in accordance with the evaluation criteria set forth herein and in accordance with NLB policies. Bids that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ. Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest price. Instead, contract(s) shall be awarded to vendor(s) whose bid is the most responsible, in accordance with criteria set forth in the RFQ. This RFQ may result in a pool of qualified vendors selected based on pricing and other criteria as defined within this RFQ.

Invest Newark is an equal opportunity employer. We will not discriminate against employees or respondents for employment on any legally-recognized basis ["protected class"] including, but not limited to: disability; religion; race; color; national origin; age; sex; gender identity or expression; sexual orientation; age; pregnancy; childbirth or related medical condition; height; weight; marital status; genetic information; veteran status, uniform service member status or any other protected class under federal, state, or local law. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **7. TENTATIVE SCHEDULE**

RFQ distribution:	September 30, 2021
Deadline for written questions:	October 14, 2021, 5:00pm
Proposals due:	October 23, 2021, 5:00 pm

## **8. PROPOSAL SUBMISSIONS**

All proposals must be received in their entirety at or before 5:00 pm on October 25, 2021.

One (1) PDF copy shall be submitted via E-mail to [nlbinfo@investnewark.org](mailto:nlbinfo@investnewark.org) or by mail. All mailed proposals should be addressed to:

**Invest Newark**  
**111 Mulberry Street, Suite LL**  
**Newark, NJ 07102**  
**ATTN: Newark Land Bank**  
**RFQ for Title Company Services / Land Bank Property Sales**

## **9. STATEMENT OF NON-COMMITMENT**

- Issuance of this RFQ does not commit Invest Newark to award a contract or to pay costs incurred in the preparation of proposals responding to the RFQ.
- Invest Newark reserves the right to reject any or all proposals and re-advertise.
- Invest Newark may reject any or all of the submissions as it deems in its best interest.
- Invest Newark reserves the right to waive any irregularities or technicalities when it deems the public interest will be served.
- The successful firm must enter into a contract with Invest Newark, which specifies requirements for indemnification, insurance, and other applicable policies.

## **10. QUESTIONS & ANSWERS**

Respondents may submit questions and/or requests for further information no later than 5:00 pm on Thursday, October 14, 2021. Questions and/or requests for further information should be sent via email to [nlbinfo@investnewark.org](mailto:nlbinfo@investnewark.org). All email correspondence should include the RFQ name in the subject heading.

## **EXHIBIT A: SCOPE OF SERVICES**

In connection with the sale of property, the NLB will require the following information for each parcel:

### **A. Complete Title Search**

1. Complete Title Search must contain the following information.

- Date of title search, effective date, the order number, and customer number;
- Address or addresses of the property, should indicate if the address on the deed(s) differ from the address requested, if multiple addresses such as with a corner lot all addresses should be included;
- Owner of the property as shown in the last conveyance of record, type of instrument, document number, document date, date recorded and grantee's address, if available;
- Last "Taxpayer" and address of record;
- The "Legal Description" of the property, which must be verified by the Respondent independently;
- The "Property Tax Identification" Block and Lot number of the property;
- Date of title search, effective date, the order number, and customer number
- Address of the record owner(s)
- Judgments and liens against the property and its record owner(s)
- Easements of record
- Municipal claims and related outstanding utility obligations
- Bankruptcy information
- Other matter of record that may affect title

When responding to this RFQ, respondents should provide a sample title search that satisfies these requirements. Also, you should state the limit of your monetary liability for an error in the information supplied.

### **B. Title Insurance Commitment**

Contractor must be capable of providing title insurance commitment as required. At the time of closing, the NLB must receive a marked-up title report and, following closing, a policy insuring title to the buyer. Proposals will be reviewed to determine the most responsive proposal in accordance with the evaluation/selection criteria listed below.

Services will be requested from the successful Respondents when and as needed during the term of the contract.

**EXHIBIT B: CERTIFICATION FORM**

*THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION*

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFQ submittal to the Newark Land Bank is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

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(Name of Respondent)

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(Signature of Authorized Representative)

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(Typed Name of Authorized Representative)

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(Title)

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(Date)