

DETROIT LAND BANK AUTHORITY

REQUEST FOR QUALIFICATIONS AND QUOTATIONS

(Paper Bid)

Email Submittals to procurement@detroitlandbank.org

****Responses can be submitted throughout the fiscal year. Evaluations will only take place twice a year.**

DLBA Designated Point(s)-of-Contact:

Melissa Rios, Procurement Manager

mrios@detroitlandbank.org

All questions regarding this RFQQ must be submitted on Bidnet

All responses must be submitted via email to *procurement@detroitlandbank.org*

Administered By:

The Detroit Land Bank Authority (DLBA)

500 Griswold St., Ste. 1200

Detroit, MI 48226

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1. INTRODUCTION

A. Overview

The Detroit Land Bank Authority (DLBA) requests Qualifications and Quotations from qualified firms to provide the goods/services outlined in this document. Please carefully read all parts of this document, including:

- Bid Coversheet (or Bid Overview page, if viewing online)
- RFQQ Template – Part 1 of 2: Standard Bid Clauses
- RFQQ Template – Part 2 of 2: Bid Specific Clauses
- All required documents listed on the Bid Overview page in Bidnet

The work contemplated in this RFQQ 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 RFQQ.

Nothing in this RFQQ shall be construed to create any legal obligation on the part of the DLBA or any respondents. The DLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQQ in whole or in part, at any stage. In no event shall the DLBA be liable to respondents for any cost or damages incurred in connection with the RFQQ process, including but not limited to, any and all costs of preparing a response to this RFQQ or any other costs incurred in reliance on this RFQQ. No respondent shall be entitled to repayment from the DLBA for any costs, expenses or fees related to this RFQQ. All supporting documentation submitted in response to this RFQQ will become the property of the DLBA. Respondents may also withdraw their interest in the RFQQ, in writing, at any point in time as more information becomes known.

The DLBA follows its Contracting and Procurement Policy process. For further information regarding this RFQQ or to request a copy of this policy our contact is:

Melissa Rios
Detroit Land Bank Authority
500 Griswold, Ste. 1200
Detroit, MI 48226
Phone: Office: 313.974-6869
Email: procurement@detroitlandbank.org

B. Term of Contract

If a contract is awarded as a result of this RFQQ, it will be in the form of a Detroit Land Bank Authority Services Agreement. The term of the contract and renewal options are indicated on the bid cover page. Any renewal option exercised under this contract is effective only after the approval of the applicable DLBA approval body and upon the mutual execution of a signed writing by the parties.

C. Time of Completion

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

2. PROJECT MANAGEMENT

The selected Contractor will carry out this project under the direction and control of the DLBA. The selected Contractor may be one of several Contractors that will provide services to the DLBA in this area and the number of persons and/or entities each selected Contractor will be requested to serve will depend on the business needs of the DLBA and the ability of the selected Contractor(s) to manage the work requested. This will be an optional use contract; no minimum number of persons and/or entities are guaranteed to be assigned. There shall also be no minimum dollar amount owed to the selected Contractor under any contract awarded pursuant to this RFQQ.

3. ADHERENCE TO TERMS OF QUOTATIONS

A quotation, once accepted by the DLBA, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's quotation may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

4. REJECTION OF BIDS

The DLBA 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 the DLBA determines and/or to take any other appropriate action that is in the best interest of the DLBA.

5. SELECTION PROCESS

A Selection Committee comprised of DLBA staff and others deemed appropriate by the DLBA Board will review the qualifications and quotations in accordance with the evaluation criteria set forth herein and in accordance with DLBA policies. Bids that are submitted timely and comply with the mandatory requirements of the RFQQ will be evaluated in accordance with the terms of the RFQQ. Any contract resulting from this RFQQ 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 responsive, in accordance with criteria set forth in the RFQQ. This RFQQ may result in a pool of qualified vendors selected based on pricing and other criteria as defined within this RFQQ.

The DLBA is an equal opportunity employer. We will not discriminate against employees or applicants 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.

6. CONTRACT APPROVAL

Upon contract award, the DLBA and the awarded Contractor shall execute a professional Services Agreement, which shall contain all contractual terms and conditions in a form provided by the DLBA. No contract shall become effective until the contract has been approved and signed by the required DLBA signatories. Prior to the completion of this approval process, the awarded Contractor shall have no authority to begin work under the contract. The DLBA’s Chief Financial Officer shall not authorize any payments to the awarded Contractor prior to such approvals; nor shall the DLBA incur any liability to reimburse the awarded Contractor regarding any expenditure for the purchase of materials or the payment of services.

7. PREPARATION OF BID

A respondent’s bid shall include all forms as specified in these instructions. Each bid shall show the full legal name and businesses address of the respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the respondent. Bids by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its bid to take exception to any requirement of the RFQQ. Should a respondent be in doubt as to the true meaning of any portion of this

RFQQ or find any patent ambiguity, inconsistency, or omission herein, the respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFQQ.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the DLBA shall be binding upon the DLBA.

8. REQUIRED CONTENT

Bid responses must include the following content:

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 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 RFQQ “Principals” shall mean persons possessing an ownership interest in the respondent business/organization.
 - 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 RFQQ and incorporated herein by reference must be signed by respondent and attached to the Letter of Interest.

B. Threshold Requirements

All information pertaining to the respondent’s approach in meeting the requirements of the RFQQ shall be organized and presented in the respondent’s bid. The instructions contained in this RFQQ must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of a successful bid may be incorporated into any ensuing contract, all

respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

These documents must be submitted and be deemed acceptable before the DLBA and its RFQQ Review Committee will review the evaluation criteria portion of the proposal:

- ❑ Certificate of Good Standing (Corporation) or Certificate of Existence issued by the Michigan Department of Licensing and Regulatory Affairs (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.)
- ❑ Evidence of License and Insurance: Evidence that insurance is in place or can be obtained if selected. Appropriate licenses to be provided.
- ❑ Evidence of Financial Stability: All respondents shall include their most recent financial statements with the proposal response. This information will assist the DLBA in determining the respondent's financial condition. The DLBA is seeking this information to ensure that the respondents have the financial stability and wherewithal to assure good faith performance.
- ❑ Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- ❑ 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 DLBA. 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 Qualification
3. A competitive pricing quotation (Pricing Bid template is in RFQQ Part II of document).

9. REQUIRED COST QUOTATION

Respondents are requested to make a firm cost quotation to the DLBA. If a contract is entered into because of this RFQQ, it will be a contract for fees as related to providing requested services, with a price both not to exceed Scope of Work line items and total price quoted in the bid. The DLBA reserves the right to select bids from the most responsive respondents with the most reasonable costs. The DLBA reserves the right to select one or more firms to perform all or separate parts of this function

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates broken out for each type of staff member and/or goods or services related to



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this RFQQ.

10. SUBMITTAL INSTRUCTIONS

RFQQ responses must be submitted via email to procurement@detroitlandbank.org on or before the bid deadline indicated on the bid coversheet.

Each respondent shall submit one (1) copy of the full submittal, including all required documents, in a clear, legible, 12-point font, and 8.5 by 11-inch format. No hard copy responses are permitted. All documents must be legible, or submittal will not be considered. Responses not submitted via email by the due date will not be considered. Respondents are advised to adhere to the Submittal Instructions and Required Content. Failure to comply with the instructions of this RFQQ will be cause for rejection of submittals. The DLBA will not accept bids submitted by facsimile or any other means not explicitly articulated in this RFQQ. This includes an electronic copy of the required documents which are submitted on a flash drive.

The DLBA reserves the right to seek additional information to clarify responses to this RFQQ.

11. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the DLBA is evaluating your business/organization's ability to identify, evaluate and communicate while providing the requested services.

12. QUESTION DEADLINE

All questions regarding the RFQQ must be submitted via Bidnet (www.bidnetdirect.com/mitn) on or before the date indicated on the bid cover page. Respondents shall provide notice to take exception to any requirements of the Request for Qualifications and Quotations. Such exceptions may reflect negatively on the evaluation of the bid.

The DLBA will post all answers to any questions on Bidnet. All interested vendors are hereby notified that no oral interpretation, information, or instruction provided by an officer, employee, partner, or contractor of the DLBA is binding upon the DLBA.

13. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFQQ.



Emphasis should be on the completeness and clarity of content.

14. PAYMENT

All properly submitted and accurate invoices submitted by the awarded Contractor will be paid in accordance with the DLBA's Payment Terms of net 30.

15. ORAL PRESENTATION/DEMONSTRATION

The DLBA reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFQQ. Failure to make an Oral Presentation will be grounds for rejection of your proposal. Respondents will be notified by the DLBA's Finance Department of the date, time, and location for Oral Presentations.

16. ASSIGNMENT

The services to be performed by the awarded Contractor shall not be assigned, sublet, or transferred, nor shall the awarded Contractor assign any monies due or to become due to them under any contract entered with the DLBA pursuant to these specifications, without prior written approval from the DLBA.

17. MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these specifications. After execution of a contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the DLBA as the same now exists or may hereafter from time-to-time be changed in writing.

18. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The DLBA reserves the right to modify the services provided by the awarded Contractor. Any modification and resulting changes in pricing shall be made by amendment to the contract between the awarded Contractor and the DLBA.

19. CHANGES IN FACTS

Respondents shall advise the DLBA during the time the Bid is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

20. CONFIDENTIALITY OF BIDS

Bids shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded, they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

21. NEWS RELEASE

News releases pertaining to these bid specifications or the provisions to which they relate shall not be made without prior approval of the DLBA and then only in coordination with the DLBA.

22. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The DLBA expressly reserves the right to: 1) accept or reject, in whole or in part, any, and all bids received; 2) waive any non-conformity; 3) re- advertise for bids; 4) withhold the award for any reason the DLBA determines; 5) cancel and/or postpone the request for qualifications and quotations, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the DLBA. This RFQQ does not commit the DLBA to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

23. ETHICS HOTLINE REPORTING

The DLBA Board of Directors has hired Lighthouse Services to provide an ethics and compliance Hotline for all DLBA employees, vendors, customers and the general public, to ensure that all reports can be submitted anonymously and without fear of retribution. All reports will be delivered only to the Board, and all efforts will be made to protect the identity of the individual making the report when conducting the investigation. Reports may cover, but are not limited to: ethical violations, wrongful discharge, unsafe working conditions, internal controls, quality of service, vandalism and sabotage, sexual harassment, theft, discrimination, conduct violations, alcohol and substance abuse, threats, fraud, bribery and kickbacks, conflict of interest, improper conduct, theft and embezzlement, violation of company policy, violation of the law, misuse of company property, or falsification of contracts, reports or records. Lighthouse Services toll free number and other methods of reporting are available 24 hours a day, 7 days a week.

- **Website:** www.lighthouse-services.com/detroitlandbank
- **Telephone:**
 - English speaking USA and Canada: 844-446-0004
 - Spanish speaking North America: 800-216-1288
- **E-mail:** reports@lighthouse-services.com (MUST include “Detroit Land Bank”



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in report)

- **Fax:** (215) 689-3885 (MUST include “Detroit Land Bank” in report)

24. SUBMITTAL DUE DATE

Responses to this RFQQ are due on or before the time and date indicated on the Cover Page of this RFQQ. The DLBA will only accept proposals that are submitted within the deadline requirements. Interested vendors assume all responsibility for submitting a bid and ensuring receipt of that bid prior to the deadline. Responses to this RFQQ must be submitted via email. The DLBA reserves the right to change the deadline for this RFQQ at any time prior to the date and time specified on the Cover Page of this RFQQ.

EXHIBIT A: RFQQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQQ

- ☐ Letter of Interest
- ☐ Certification Form
- ☐ Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs (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.)
- ☐ Evidence of Insurance
- ☐ State License and or Certification
- ☐ Evidence of Financial Stability
- ☐ References
- ☐ Conflict of Interest Statement & Supporting Documentation
- ☐ Description of Company
- ☐ Capacity of Company
- ☐ Quotation of pricing
- ☐ MBE/WBE, Local Hiring, HUD Section 3, if applicable
- ☐ RFQQ Submittal Requirements Checklist



EXHIBIT B: CERTIFICATION FORM NOTE

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 RFQQ submittal to the DLBA is accurate and complete, and they are duly authorized to submit same. Respondent hereby certifies that they have reviewed this RFQQ in its entirety and accept its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)



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1. SCOPE OF WORK & DELIVERABLES

The Detroit Land Bank Authority (DLBA) requests qualifications and quotations from qualified firms to provide: Title Insurance, Closing, and Escrow services related to tax foreclosed properties acquired by the Detroit Land Bank. Based on the strong statutory tax foreclosure process in Michigan, the DLBA believes that the vast majority of tax foreclosed properties should be insurable without the need for an additional quiet title action. The Contractor must have the ability to ensure tax foreclosed properties and demonstrate a willingness and actual record of doing so.

For each parcel of property assigned by the DLBA, the Contractor will be provided a deed from the Wayne County Treasurer as well as the results of a Freedom of Information Act (FOIA) request. Contractor must have the ability to determine if title has been sufficiently cleared by tax foreclosure to render the property “Clear to Close” (CTC). Contractor to provide the following:

A. Title Examination Services including:

- (1) Conduct a 40-year title search to identify Interested Parties for an Expedited Quiet Title action. It is expected that all unresolved ownership interests, liens, judgments, and encumbrances would be identified on the title reports including, but not limited to, the following: delinquent and current property taxes and water bills due, State and Federal liens, consensual and nonconsensual liens, bankruptcy liens, bank and tax foreclosure actions pending and past, and notices of lis pendens.
- (2) Contractor shall submit this information in the form of an informational title commitment with the policy amounts and names of insureds to be identified as “TBD”. Must provide the completed title commitment to the DLBA within 2 weeks of receipt of the title order and FOIA request.
- (3) Contractor will provide addresses for purposes of service on the Interested Parties using Accurant Plus, Lexus, TLO, Probate Court, LARA (Michigan Secretary of State), NIC, FDIC, or similar internet-based services. The commitment must identify the document type, liber, page, and the origin of the interested party.
- (4) Provide a copy of all documents evidencing ownership interests, encumbrances or exceptions noted in the title insurance commitment and advice to the DLBA. The contractor is required to provide the full abstract to the DLBA upon generation and delivery of title commitment. Provide the date each assessment and/or title search was conducted.
- (5) Transmit to the DLBA electronic copies of the title assessment, as well as copies of any documents generated or produced by the Contractor in connection with the assigned parcel.



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B. A commitment for Title Insurance is to be provided for those properties cleared to close on the strength of the tax foreclosure proceedings and FOIA file, without the need for an additional quiet title. For those properties not cleared to close, the DLBA will commence and prosecute an expedited Quiet Title action on the properties pursuant to the Michigan Land Bank Fast track act being MCL 124.759. When judgment is entered and recorded, the judgment together with service documentation will be provided to the Contractor. The Contractor will then provide a commitment for Title Insurance. For these commitments, Contractor shall submit this information in the form of an informational title commitment, with the policy amounts and names of insureds to be identified.

- (1) When judgment is entered and recorded, the judgment together with service documentation will be provided to the Contractor for review. The Contractor will review the judgment and service documentation and render an opinion on clear to close status or raise any questions or concerns within 5 business days of completing their review. If the Contractor does not deem the judgment or service documentation to be sufficient, Contractor shall provide a detailed explanation of the deficiency.

C. For those properties for which the DLBA identifies a buyer, the DLBA will provide the Contractor with a signed Purchase Agreement and Contractor will coordinate closing transactions between the DLBA and buyer, at a fee to the buyer, including:

- (1) Preparing buyer and seller closing statements and all other documentation required (and HUD-1 Settlement Statements for lender financed transactions), and providing closing document packets for buyer (and lender) review and DLBA signature at least 3 business days prior to scheduled closings,
- (2) Providing a quote and commitment for title insurance to identified buyers and providing title insurance to buyers that request it at a fee to the buyer.
- (3) Providing mobile closer(s) available to close transactions at the DLBA office, or other office located within 1 mile radius of the DLBA office.
- (4) Preparation and execution of the Quit Claim Deed transferring ownership to the buyer. The Contractor will be responsible for ensuring that the Quit Claim Deed is recorded with the Wayne County Register of Deeds following the closing.
- (5) Ensuring that all closing documents are executed by all parties and copies provided to the DLBA within 2 business days of closing,
- (6) Ensuring that all required funds are received to consummate the sale prior to the closing date.



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D. Provide escrow services: Holding in a restricted escrow account any funds essential to the completion of the transaction (such as water read, recording, etc.) and holding in escrow a Reconveyance Deed and Release of Interest. The documents are to be held for two years at which time they are to be returned to the DLBA.

2. MINIMUM QUALIFICATIONS

Bids will only be accepted from those firms demonstrating a minimum of 10 years of experience providing the services requested in the RFQQ for projects or services of similar scope and size.

- a) Describe relevant experience in providing goods/or services.
- b) Statement of Qualifications.
- c) Documentation if applicable.
 - Evidence of local Detroit-based Business License as certified by the Civil Rights, Inclusion & Opportunity Department (CRIO) and listed by the Detroit Business Opportunity Program (DBOP)
 - Paid City of Detroit Income Taxes for Respondent to documents Detroit business location and Headquartered business concern as the prime contractor for the RFP
 - Section 3 business concern, Disadvantaged Business Concern etc.

Note that if the bid is grant funded, local business preferences cannot be applied to scoring.

- d) Please provide a competitive cost quotation for performing the described Scope of Work, including any fees for supplies, postage and labor etc. Be sure to include pricing for volume discount rates for the outlined service descriptions and include any additional services that are being offered by the Contractor. This will act as the pricing proposal template needed for the evaluation criteria and attached to any contract that is awarded.

Service Description – Include all Optional Services	Unit of Measure	Price
Title Search Fee and Commitment	Per Property	
Escrow Service Fee (for escrow of Reconveyance Deed and Release of Interest)	Per Property	



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Tax Certification	Per Property	
Closing Services Fee	Per Property	
Wire Fee	Per Property	
Recording Fees	Per Property	
Title Insurance (provide rate chart)	Per Property	
Other Services and Fees	Per Property	

3. DLBA OPERATIONAL INFORMATION

The respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the DLBA.

4. DLBA TECHNICAL INFORMATION (IF APPLICABLE)

5. EVALUATION CRITERIA – 100 MAXIMUM POINTS.

25 PTS – CAPACITY: Capacity to provide services outlined in the Scope of Work.

30 PTS – PRICE: (Example: for competitive pricing proposals. The top 1/3 with the lowest pricing will be awarded 30 PTS. The middle 1/3 of respondents will be awarded 15 points. The bottom 1/3 of respondents with the highest pricing will not be awarded points under this category.)

30 PTS – EXPERIENCE: Demonstrated experience of providing similar high-volume title and closing services.

10 PTS – DETROIT HEADQUARTERED BUSINESS: for a Detroit-headquartered business that is registered with City of Detroit. Only 5 points for those entities with a Detroit office.

5 PTS – PROPOSAL SUBMISSION:

Example: Quality/Completeness of Submission.

100 Points Total