

2016-2019

Proposals due on Friday, January 15, 2016

Request for Proposals



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City of Greenville
Housing Division
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2016-2019

**Request for Qualifications
Legal Services
For City of Greenville Housing Division
February 2016 – December 2019**

The City of Greenville – Housing Division is requesting proposals from legal firms to conduct ten-year titles searches and recording Deed of Trusts for rehabilitation grants, as related to CDBG and HOME Investment Partnership funding programs in accordance with North Carolina Real Estate Law. Firms owned by women and minorities are encouraged to submit proposals.

Bid packages and specifications will be available at the City of Greenville Municipal Building located at 201 West 5th Street, Greenville, NC on the 3rd floor on or after Monday, January 4, 2016. The City of Greenville reserves the right to reject any or all proposals. Proposals must be submitted to the City of Greenville Housing Division 201 West 5th Street, Greenville, NC, Attn: Linda Mims no later than 9:00 a.m. Friday, January 15, 2016.

Bids will be opened and read promptly at 9:30 a.m. on Friday, January 15, 2016.

For more information, please contact Karen A. Gilkey, Planner II, at (252) 329-4505.

This Ad needs to run on the City Page January 4th and January 11th, 2016

Request for Qualifications

City of Greenville Housing Division

Legal Services

This is a request for sealed bids for real estate legal services in conjunctions with for the Community Development Block Grant and HOME Investment Partnership federal grant programs.

I. Description

The City is soliciting sealed bids for Real Estate Legal Services for acquisition, housing rehabilitation and purchase assistance programs of owner occupied properties. The service of a North Carolina licensed attorney-at-law is required. These services will be procured by competitive proposals subject to 24 CFR 85.36(d) (3).

II. Scope of Services

General Specifications: To provide to the City of Greenville Housing Division legal council related to ownership for housing rehabilitation, lead testing and abatement, and purchase assistance program. Specifically:

- 10-year title search for ownership housing rehabilitation
- Review and record deed of trust(s) and promissory note(s)
- 30-year title search for real acquisition
- Preparation to finalize real estate transactions
(I.e. all closing documents for acquisition including title insurance and disposal)

III. Subcontracting

- A. Authority to provide legal service will not be transferred or sublet to any other person or firm unless authorized by the City.

IV. Insurance

The Contractor shall carry or, require that there be carried, Workmen's Compensation Insurance for all his or her employees and any employees of subcontractors in accordance with the State's Workmen's Compensation laws and shall carry sufficient liability insurance under a contractor's public liability insurance policy to protect against claims arising out of performance of the contract. The Contractor will furnish, to the City, evidence of comprehensive public liability insurance protecting the City for not less than \$300,000 in the event of bodily injury including death and \$100,000 in the event of property damage arising out of the work performed by the Contractor's employees or the employees of any subcontractor in accordance with State or local laws governing Workmen's Compensation. Awarded contractor shall provide insurance and accept full responsibility for any and all claims, liabilities and injuries to their person and/or others as the result of the execution of the signed contract.

V. Payment

The City of Greenville Housing Division is to be billed based on the contractual agreement unless noted otherwise.

VI. Contractor Eligibility Requirements

All licenses to do business in the City of Greenville and the State of North Carolina must be proper and valid. A copy of all insurance information and licenses shall be included with the bid package.

VII. Submission Deadline

- (A) Instructions and complete specifications for submitting bids will be available on **Monday, January 4, 2016.**
- (B) The **Sealed bid** must be submitted on attached Bid Submittal Sheet (Attachment I). All bids are due by **9:00 am Friday, January 15, 2016** to the Housing Division of the Community Development Department located on the 3rd floor of the Municipal Building, 201 West Fifth Street, Greenville North Carolina Attn: Linda Mims. Please put your firm name on the sealed envelope.

Bids will be opened and read promptly at 9:30 am Friday, January 15, 2016.

VII. Additional Information

For additional information, you may contact:

Karen A. Gilkey, Planner II
City of Greenville
Housing Division
P.O. Box 7207
Greenville, NC 27835
(252) 329-4505

City of Greenville, North Carolina
Community Development Department - Housing Division
201 West 5th Street, 3rd Floor, Greenville, NC 27834

Please complete the following information and Attachment A. Return the original document to the City of Greenville Community Development Department Housing Division no later than 9:00 am on Friday, January 15, 2016.

It is the intention of the Housing Division contract with two (2) firms to perform legal services for a thirty-six (36) month period.

The following costs will reflect 10-year title search, review and recording of deed of trust(s) and promissory note(s) related to owner for housing rehabilitation, 30-year title search, prepare documentation and close including title insurance for real estate acquisition and finalize all document, and prepare documentation and close for real estate disposal:

<u>Service</u>	<u>Cost per Unit</u>
10-year Title Search for housing rehabilitation	\$ _____
Review and recording of deed of trust and promissory note for above	\$ _____
30-year Title Search for acquisition	\$ _____
Preparation of closing documents, closing and title insurance for acquisition	\$ _____
Preparation of deed for property disposal	\$ _____
Preparation of purchase deed of trust, promissory note and closing for property disposal	\$ _____
TOTAL	\$ _____

Contract Time Period February 2015 – December 2019

NOTE: Other legal services not listed above will be bid out on an “as needed” basis.

 Company Name & Representative signature

 Date

Attachment A

**City of Greenville – Housing Division
Legal Services Bid Submittal Sheet**

Letter of Interest. Provide a letter from Principal(s) of submitting firm.

Copy of Licenses. State of North Carolina and City of Greenville.

General Qualifications Statement. Provide a summary of firm’s ability to perform “Scope of Services” outlined above.

Cost Effective. Provide a separate fee structure for rehabilitation 10-year limited title search, review and recording of documentation, 30-year title search for acquisition and prepare closing documents for acquisitions and disposal for real estate purchases.

Workload/Efficiency. Provide a summary of staff in the firm who are available to perform title work with a two-week turnaround, and provide an explanation of innovative procedures the firm might use to resolve ownership issues preventing recording of deed of trust or acquisition.

Non-Discrimination Certification. Provide a statement attesting to its status as an Equal Opportunity Employer.

Attorney’s Signature

Date

Firm Name

Phone Number

Address

Social Security / EIN