



Englewood Community Development Corporation

Request for Qualifications • Title & Settlement Services

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking qualifications from **title and settlement services providers serving Indianapolis, Indiana**. Please visit <http://www.indyeast.org> or <http://www.engagewoodcdc.com> for the full text of this RFQ. Additional opportunity to seek clarification on specific requirements outlined in this RFQ, including information on scoring criteria, will be available during a pre-submission meeting to be held on **Thursday**, January 21st, 2010 at **1:00pm** at Englewood Christian Church, 57 N. Rural Street. This informational meeting is designed primarily for respondents to the ECDC Residential General Contractor RFQ. Other contractors and subcontractors interested in learning more about overall project development and construction timeline are welcome to attend. This request is related to the Housing and Economic Recovery Act of 2008 (HERA) **Neighborhood Stabilization Program (NSP)** administered by the U.S. Department of Housing and Urban Development (HUD). More information is available at <http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/>.

Englewood CDC Background

Formed in 1996 as an outgrowth of Englewood Christian Church on the Near Eastside of Indianapolis, Englewood Community Development Corporation (ECDC) is a 501(c)(3) non-profit. ECDC's mission includes work in four areas: 1) housing, 2) neighborhood redevelopment, 3) job development, and 4) financial services. ECDC has helped facilitate the redevelopment of vacant homes and relocation of households into the Englewood Neighborhood. This has resulted in approximately 60 home rehabilitations and home repairs, close to 25 sales to new homeowners, 30 units of affordable rental housing and over \$2 million in development investment. Most importantly to us, our work is intended to foster a true community of care as we provide quality and affordable home ownership and rental opportunities for a wide array of valued neighbors.

Request For Qualifications

Englewood Community Development Corporation is seeking qualifications from property title and settlement service providers with recent and relevant experience with residential property acquisition and disposition in Indianapolis, Indiana. Respondents will provide services and deliverables as requested by ECDC staff including, but not limited to:

- Respond promptly to ECDC service requests via phone, email, and fax;
- Provide deliverables as requested within 2-5 business days;
- Conduct complete and comprehensive property title searches for real property located in Indianapolis, Indiana;
- Work closely with ECDC staff, sellers, realtors, attorneys and others as required to identify and resolve encumbrances and deficiencies that may prevent issuance of a title insurance policy or clear title;
- Provide title insurance commitments for real property located in Indianapolis, Indiana;
- Provide title insurance policies for real property located in Indianapolis, Indiana;
- Conduct real property transaction closings at office locations within Marion County, Indiana;
- Record real property transactions in accordance with current legal, regulatory, and policy requirements of the Office of the Recorder of Marion County, Indiana and the State of Indiana;



- Work closely and cooperatively with ECDC staff, sellers, realtors and others throughout each transaction;
- Maintain complete and accurate records throughout each transaction;
- Provide paper and electronic records to ECDC staff as requested;
- Shred all paper records after each transaction has been recorded;
- Maintain confidentiality regarding all aspects of each transaction;
- Demonstrate overall capacity;
- Demonstrate overall attention to detail.

Evaluation & Selection Criteria

ECDC will evaluate and select a property title and settlement service provider using the following criteria:

- **Knowledge** of residential real estate transaction procedures in Indianapolis, Marion County, Indiana; Great Indy Neighborhoods Initiative (GINI) and principles of comprehensive community development.
- **Experience** conducting property title research; identifying and resolving title encumbrances and deficiencies that may prevent issuance of a title insurance policy or clear title; conducting closings for short-sale, deed-in-lieu of foreclosure, and bank-owned real estate transactions; with general regulations and guidelines governing federally subsidized property acquisition and disposition.
- **Capacity** to respond quickly to opportunities; manage multiple transactions simultaneously; maintain clear communication; convey paperwork and conduct transactions electronically (via phone, email, fax, etc.); maintain scheduling flexibility.
- **Attention to Detail** relative to maintaining complete and accurate records in both paper and electronic (PDF) form.
- **Fee Schedule** relative to title searches; title searches for multiple properties held by the same owner; issuance of title insurance policies; issuance of title insurance policies for multiple properties held by the same owner; settlement services and closing costs; recording fees; quit claim property transfer transactions.
- **Licensure & Credentials** including proof of current Title Insurance License granted by the Indiana Department of Insurance; proof of a current Errors & Omissions Policy; Certificate of Authority to do Business granted by the Indiana Secretary of State; proof of current Title Insurance License granted by the Indiana Department of Insurance for each individual that will be providing title insurance services.
- **Minority Business Enterprise Participation**
HUD, the State of Indiana, the City of Indianapolis, Super Bowl Legacy Housing, Inc., and ECDC put a high priority on MBE/WBE/VBE (Minority/Woman/Veteran-Owned Business Enterprise) participation. State and City policies mandate that MBE/WBE/VBE entities shall have the maximum feasible opportunity to participate in the performance of contracts under federal



award programs, including NSP. In order to achieve significant MBE/WBE/VBE participation, ECDC is requesting that all respondents submit MBE/WBE/VBE participation plans that include:

- Strategy to insure that MBE/WBE/VBE subcontractors are made aware of contracting opportunities;
- List of potential MBE/WBE/VBE subcontractors based on typical projects and/or services outlined in this RFQ;
- Potential subcontract percentages that may be awarded to MBE/WBE/VBE subcontractors based on typical projects and/or services outlined in this RFQ;
- Strategy to meet the following MBE/WBE/VBE participation goals as required:
 - 15% MBE (City)
 - 8% WBE (City)
 - 3% VBE (City)
 - 10% aggregate MBE and/or WBE (State)

Please note that MBE/WBE/VBE certified contractors, including those that plan to self-perform services outlined in this RFQ, must also submit MBE/WBE/VBE participation plans and meet MBE/WBE/VBE participation goals. Respondents are encouraged to contact the City of Indianapolis Department of Minority & Woman Business Development

(<http://www.indy.gov/eGov/City/DMWBD/MBE-WBE-VBE/Pages/Home.aspx>, DMWBD@indy.gov, (317) 327-5262) and the State of Indiana Department of Administration Minority and Women's Business Enterprises Division (<http://www.in.gov/idoa/2352.htm> mwbe@idoa.in.gov, (317) 232-3061) to learn more about specific minority business enterprise participation policies and requirements.

- **Section 3 Participation**

ECDC is also requesting that all respondents submit HUD Section 3 (Economic Opportunities for Low- and Very-Low Income Persons) participation plans. Section 3 acknowledges that the expenditure of HUD funds typically results in new jobs, contracts, and other economic opportunities and mandates that low- and very-low income persons residing in the community in which the funds are spent, including businesses that substantially employ them, shall receive priority consideration. Respondents are encouraged to contact the City of Indianapolis Department of Metropolitan Development, Division of Community Development (<http://www.indy.gov/eGov/City/DMD/Community/Pages/home.aspx>, dbatts@indygov.org, (317) 327-5817) and the State of Indiana Housing and Community Development Authority (<http://www.in.gov/ihcda/3118.htm>, phunt@ihcda.in.gov, (317) 522-7298) to learn more about specific Section 3 participation policies and requirements.

Submission Requirements

All submissions must address each of the specific evaluation and selection criteria outlined above, arranged in the following format:

- **Knowledge**, including credentials of specific team members who will be performing services outlined in this RFQ.
- **Experience**, including the number of years the company has been in existence.



- **Capacity**, including a description of your current client base, workload, and team makeup relative to your plan for taking on this additional, fast-paced, dynamic work.
- **Fee Schedule**
- **Licensure & Credentials**
- **Insurance**, including certification of the types and amounts of all insurance coverage currently in effect.
- **References** from no less than three recent (within the last 24 months) clients, including contact information, for which you have completed residential environmental due diligence assessments.
- **Minority Business Enterprise Participation Plan**, including current City or State MBE/WBE/VBE certification if applicable.
- **Section 3 Participation Plan**

Submission Due Date

All submissions must be received by **5:00pm** on **Friday**, January **22nd**, 2010.

Late submissions will not be accepted.

Paper submissions may be mailed to:
Englewood community Development Corporation
57 North Rural Street
Indianapolis, IN 46201

Electronic submissions may be emailed to:
davidprice@englewoodcc.com

Additional opportunity to seek clarification on specific requirements outlined in this RFQ, including information on scoring criteria, will be available during a pre-submission meeting to be held on **Thursday**, January 21st, 2010 at **1:00pm** at Englewood Christian Church, 57 North Rural Street. Subcontractors interested in learning more about overall project development and construction timeline are welcome to attend.

Based on the suitability of responses received by the submission due date, ECDC reserves the right, at its sole discretion, to accept or reject all submissions and reissue this RFQ at a future date to be determined.