



SOQ No. 22-040

Title and Closing Services

Submission Deadline: July 28, 2022 at 3:30 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, www.jeffparishbids.net, by the SOQ submission deadline date and time. Late submissions will not be accepted.

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053
Buyer Name: Donna Evans
Buyer Email: DMEvans@jeffparish.net
Buyer Phone: 504-364-2691

PUBLIC NOTICE
SOQ 22-040

Title and Closing Services

The Parish of Jefferson, authorized by **Resolution No. 139993**, is hereby soliciting Statements of Qualifications (General Professional Services Questionnaire) from individuals or firms interested in contracting with the Parish of Jefferson to provide title search experts to perform searches of the public records in accordance with American Land Title Association (ALTA) standards, issuing notices for sale or donation of adjudicated property required by State law, performing title examinations, issuing title commitments and title insurance policies for adjudicated properties, identifying and curing matters that encumber title, preparing closing documents, conducting closings, recording closing documents, and managing and disbursing closing funds for the Parish of Jefferson on an as-needed basis by mutual consent of the Parties and approval by the Parish Council. (Parishwide)

Deadline for Submissions: 3:30 p.m., July 28, 2022

The services sought in this SOQ are relative to properties that have been adjudicated to the Parish of Jefferson. The Parish of Jefferson is interested in placing adjudicated properties back into the stream of commerce and combatting the affordable housing shortage through the redevelopment, revitalization, and/or disposition of adjudicated properties; and

The selected firm(s) will be expected to manage the title process from start to finish.

That the individuals or firms shall maintain licenses required by the State of Louisiana to perform the contracted work.

Individuals or firms shall submit a proposed fee schedule which shall include fees for the following services and any additional services the individuals or firms may anticipate: 1) Abstract – 30 years, 2) Title Examination, 3) Document Preparation, 4) Notary Fee, 5) Closing Fee, 6) Recording Service, 7) Recording Fees, 8) Title Updates, 9) Title Insurance, 10) Cancellation of Judgment or Lien, 11) Legal Fees, 12) Out-of-Pocket Costs (e.g. certified mail), 13) Act of Correction, and 14) Noticing required by State law.

The following ranking criteria, listed in order of importance, will be used to evaluate the submittals from each firm:

- (A) Professional training and experience - **25 points**
- (B) The nature, quantity, and value of parish work previously performed and presently being performed by the person and/or firm submitting, with the intent being to provide a maximum opportunity for different firms to work for the Parish - **20 points**
- (C) Past performance by the person or firm on public contracts, including any problems with time delays, cost overruns, and incomplete or incorrect work in prior projects for which said person or firm was held to be at fault - **20 points**
- (D) Past and current professional accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered - **15 points**
- (E) Capacity for timely completion of the work, taking into consideration the person's or firm's current and projected workload and professional and support manpower - **10 points**
- (F) Proposed Fee Schedule – **5 points**
- (G) Location of the principal office, with preference being given to persons or firms with offices located in Jefferson Parish: (1) Jefferson Parish, including municipalities within Jefferson Parish - **5 points**; (2) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes: Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes - **3 points**; (3) Parishes other than the foregoing - **2 points**

The person or firm submitting a Statement of Qualification (General Professional Services Questionnaire) must identify all subcontractors who will assist in providing professional services for the project, in the professional services questionnaire. Each subcontractor shall be required to submit a General Professional Services Questionnaire and all documents and information included in the questionnaire. (Refer to Jefferson Parish Code Ordinance, Section 2-928)

All persons or firms (including subcontractors) must submit a Statement of Qualifications (General Professional Services Questionnaire) by the deadline. The latest professional services questionnaire may be obtained by contacting the Purchasing Department at (504) 364-2678 or via the Jefferson

Parish website at www.jeffparish.net. This questionnaire can be accessed by hovering over "Business and Development" on the website and clicking on the Professional Services Questionnaires option under "Doing Business in Jefferson Parish".

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at www.centralauctionhouse.com or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: www.centralauctionhouse.com/registration.php.

No submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications, but shall be submitted prior to contract approval, including any subs.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24th Judicial Court.

ADV: The New Orleans Advocate: July 13, 2022