



May 6, 2009

**TO: PROSPECTIVE FIRMS**

**SUBJECT: REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE LAND TITLE SERVICES - (RFQ NO. NP 9357)**

The Community Redevelopment Agency of the City of Los Angeles, California (the "CRA/LA") is soliciting "Statements of Qualifications" from interested and qualified individuals and firms to pre-qualify a number of firms to provide title searches, title insurance, and escrow services on an "as-needed" basis in accordance with the specifications set forth herein below.

The CRA/LA is interested in pre-qualifying a number of individual firms, not pre-assembled teams, to provide land title services as outlined in this RFQ on an "as needed" basis for the next three (3) years with two, one (1) year options to extend.

If necessary to supplement the efforts of firms under contract with the CRA/LA, the CRA/LA may solicit one or more cost proposals from the pre-qualified firm(s) for a specific assignment. The CRA/LA will evaluate respondents to the RFQ based upon the evaluation criteria listed in Section H. Evaluation Criteria.

**BACKGROUND INFORMATION**

The CRA/LA is a public body, corporate and politic, organized and existing under and pursuant to the Constitution of the State of California and the California Community Redevelopment Law. The CRA/LA was activated in 1948 by the City Council of the City of Los Angeles. The CRA/LA's primary responsibilities include the elimination of slums and blight, revitalization of older neighborhoods, facilitation of affordable housing, encouragement of economic development, job retention and creation of new employment opportunities.

To accomplish these objectives, the CRA/LA has a variety of powers. The CRA/LA is authorized to prepare redevelopment project plans; acquire property; install streets and sidewalks and make other public improvements; market land for a variety of purposes; develop or assist in the development of new and rehabilitated housing; facilitate the development of commercial and industrial properties; issue notes and bonds to finance activities; and impose environmental, open space and urban design controls.

Sustainability is a core value of the CRA/LA. The CRA/LA expects all projects in Redevelopment Project areas to strive for the highest levels of energy and water efficiency; to increase use of clean/renewable energy; to increase use of recycled and locally-sourced materials; to reduce storm water runoff; to reduce demolition and



construction-induced pollution and waste material generation; to improve indoor air quality and the health of occupants; and to reduce building operating costs through increased operation and maintenance efficiency.

CRA/LA also expects its vendors/consultants to strive for the highest levels of sustainability in its own business practices, such as procurement of renewable/recycled materials; procurement of locally-produced materials; use of biodegradable products; and use of energy efficient fleet or carbon offsets.

The CRA/LA's Healthy Neighborhoods Policy 2008 – Building Green & Sustainable Communities is a statement of commitment that affirms sustainability and environmental stewardship as core principles of the CRA/LA. These features in CRA/LA projects and vendors are not required, but will be considered favorably.

For more information about the CRA/LA, including the Healthy Neighborhoods Policy 2008, please visit our web site at <http://www.crala.org>.

**A. GENERAL REQUIREMENTS**

The CRA/LA's Terms and Conditions and other policies regarding: 1) Equal Opportunity and Affirmative Action, 2) Living Wage, 3) Equal Benefits, 4) Contractor Responsibility and, as applicable, 5) Federal Terms and Conditions are included as attachments to this RFQ. Firms selected must demonstrate the ability to comply with these requirements.

**B. DEADLINE DATE TO SUBMIT STATEMENTS OF QUALIFICATIONS**

The CRA/LA desires succinct submissions addressing the specific information requested herein. All responses shall be in the format described herein. In order to ensure that each submission is reviewed and evaluated properly, it is important that each statement of qualifications follow the format with care.

1. Copies. Submit a **total of four (4) sets** of your statement of qualifications – **One (1) unbound** set marked "Original"; **Three (3) bound** copies and a complete copy of the submission on a CD (PDF format) in a sealed envelope or package and submitted no later than **2:00 p.m. (PST) on Tuesday, June 2, 2009.**

2. Submittals. Statement of Qualifications shall be mailed or delivered to:

The Community Redevelopment Agency  
of the City of Los Angeles, California  
354 South Spring Street, Suite 500  
Los Angeles, CA 90013  
ATTN: CUSTODIAN OF RECORDS – RFQ No. NP 9357



CRA/LA

3. Marking/Wrapping. The statement of qualifications shall be submitted in a sealed envelope or package marked **“STATEMENT OF QUALIFICATIONS, TO PROVIDE LAND TITLE SERVICES – RFQ NO. NP 9357.”**
4. On-Time Delivery. It is the sole responsibility of the firm/consultant submitting the statement of qualifications to see that it is delivered to the appropriate location on time.

**DEADLINE TO SUBMIT WRITTEN QUESTIONS/INQUIRIES**

Please refer questions regarding this RFQ in writing to Donna Yep, Contracts Officer, by email to [dYep@cra.lacity.org](mailto:dYep@cra.lacity.org). **To ensure a response, questions, inquiries or clarifications must be received in writing via email to [dYep@cra.lacity.org](mailto:dYep@cra.lacity.org), by Wednesday, May 20, 2009.**

CRA/LA Responses. All responses to questions, inquiries or clarifications will be posted to the CRA/LA website at <http://www.craa.org>. Firms shall be solely responsible for checking the CRA/LA website for any responses to questions and/or inquiries. **THE CRA/LA WILL NOT MAIL ANY RESPONSES TO QUESTIONS, INQUIRIES OR CLARIFICATIONS.** Oral statements regarding this RFQ by any persons should be considered unverified information unless posted on the CRA/LA website.

Firms interested in being evaluated and considered for placement on the pre-qualified list are invited to submit their "Statement of Qualifications" based on the requirements listed herein.

**D. QUALIFICATIONS/REQUIREMENTS**

Respondents shall show in their Statement of Qualifications their capability to perform any or all of the following items, depending on their expertise.

Selected consultants are expected to qualify to perform at least the following tasks to expedite the procurement of title-related services for property acquisition, escrow, subdivision, construction loan, sale of condo units, DRE public reports and documents:

1. Searches of title, record documents and recorded maps and all title related services without open order
2. Title insurance policies such as ALTA and/or CLTA and reports such as Preliminary Title Report, Title Guaranty, Litigation Guaranty and Expert Witness Reports, Subdivision Reports and Guarantees, Proforma policy and endorsements with supporting documents



**CRA/LA**

3. Escrow and related services associated with acquisition of different categories of real estate
4. Public Report applications and processing of related title documents for condominium units through the Department of Real Estate
5. Subdivision services with mapping and title engineering, boundary deeds, underlying documents, review and recordation of new subdivision related documents
6. Easement review, document recording, chain of title certificates, right-of-way reports and expediting of requested services with open orders
7. Boundary documents which may create gaps or overlaps of land
8. Five-year tax history for all tax bond applications
9. Default management, including recording Notices of Default, Notices of Sale and issuing Trustee Sale Guarantees
10. UCC Search (Uniform Commercial Code)
11. O & E Search (Ownership and Encumbrances)

#### **E. STATEMENT OF QUALIFICATIONS**

**PLEASE NOTE:  
YOUR "STATEMENT OF QUALIFICATIONS" SHOULD NOT TAKE THE FORM OF A SPECIFIC PROPOSAL.**

Respondents to this RFQ are requested to follow the format described below in submitting their "Statement of Qualifications." The CRA/LA desires succinct responses addressing the specific information requested herein. In order to ensure that each response is evaluated properly, it is important that firms prepare their responses with care and adhere to the format required herein.

1. **LIMITATION ON NUMBER OF PAGES REQUIRED.** RESPONDENTS TO THE RFQ SHALL LIMIT THEIR SUBMISSIONS TO NO MORE THAN FORTY (40) 8½" x 11" PAGES. If large-format drawings, exhibits or illustrative materials explaining ability and experience are included in the submittal, copies of these exhibits shall be reduced to 8½" x 11" format or folded 11" x 17" format.

2. **Cover Letter.** Two (2) single-spaced pages maximum, signed by a Principal or authorized officer of the responding firm, summarizing the major points contained in the Statement of Qualifications, and providing the name, address, email address and telephone number of the key contact person.

3. Company Profile. A brief summary description of your firm, including its principal line of business, the year founded, form of organization (corporation, partnership, sole proprietorship, etc.), number and location of offices, and name, title, email address and telephone number of your firm's representative. Identify and describe your firm's completed land title services project which are comparable to the services described herein.
4. Subcontractors/Subconsultants. A list of subcontractors/subconsultants (if any) including the company name, address, email address, contact person, and telephone number, to utilized for specific tasks, including contact names.
5. Personnel. Identify a list of the key personnel to be assigned, including job title/classification of each. Identify the role of each key personnel and include professional resumes of each. The minimum information to be included in the resumes shall include the person's education, showing related certificates, degrees, schools and dates; work experience, showing previous employers, job titles and functions by calendar date (month/year) and by duration in months and years; and other information as relevant to the specific tasks identified in Section "D".
6. Hourly Rates. Include job classifications of staff (key personnel) and their hourly rates.
7. Previous Contracts with City of Los Angeles and CRA/LA. Provide a list of contracts held with the City of Los Angeles or with CRA/LA within the last ten (10) years. If necessary, include this information in an appendix to your response.
8. References. A list of at least three (3) names and telephone numbers of persons who have utilized your services and who have direct knowledge of your firm's experience and work providing similar services including client name and address, description or nature of services provided, contact names, email addresses and telephone numbers. Include a list of any other public sector clients for whom your firm has provided similar services.
9. Tax & Business License Information. Provide your firm's Federal Identification Number and current City of Los Angeles Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN), if available. It is not necessary that a firm have a City of Los Angeles BTRC or VRN at the time of submitting your response, however, if awarded a contract, your firm will be required to comply.
10. Qualifications/Experience.
  - a. Describe your firm's overall experience in providing land title services.



- b. Include a brief description of other engagements which could conflict with CRA/LA assignments.
- c. Describe which specific services from the Qualifications/Requirements your firm is seeking to be pre-qualified to provide, and why your firm is particularly qualified to provide the services requested herein. If you have experience working collaboratively in this area(s), please describe.
- d. Statement of firm's experience relative to the applicable qualification requirements: provide a list of projects completed including client names, contact person, addresses, email addresses and telephone number, including experience with public agencies and ability to perform quality work on a timely basis under restrictive deadlines.

11. Affirmative Statement on Review of Terms and Conditions. Any contract awarded will incorporate the CRA/LA's Standard Terms and Conditions. In addition, if awarded a contract, your firm may be requested to provide services on projects which are federally funded. Please include a statement in your response similar to the following:

"We \_\_\_\_\_ (enter the name of your firm) have reviewed the CRA/LA's Standard Terms and Conditions (Exhibit "A") and Federal Terms and Conditions (Exhibit "B") as specified in this RFQ No. NP-9357, and accept the provisions as outlined therein."

Please provide a detailed explanation in your response for any and all exceptions and/or deviations to the CRA/LA's Standard Terms and Conditions and/or the Federal Terms and Conditions.

12. Business Profile (Exhibit C). The prospective firm shall complete a Business Profile Form (Exhibit C). (Note: Business Profile Forms shall include information regarding the firm's local/regional office that will be performing the proposed contract services.)

## **F. AFFIRMATIVE ACTION PLAN**

It is the policy of the CRA/LA to provide minority, women, and other business enterprises (M/W/OBE's) with the opportunity to compete for and participate in the performance of all CRA/LA contracts. Any firm who is awarded a contract will be required to make its best efforts to recruit M/W/OBE's and enhance employment opportunities for minorities, women, and others for subcontract opportunities created by any contract. This policy is available on the CRA/LA Website at [www.crala.org](http://www.crala.org).



**CRA/LA**

## **G. INSURANCE**

1. Insurance Requirements. Any contract with the CRA/LA will require the firm to carry workers' compensation, general liability insurance, and as applicable, professional liability insurance and automobile liability insurance. The insurance requirements are described below.
  - a. Workers' Compensation. In accordance with state compensation laws, the firm shall carry worker's compensation and employers' liability insurance for all persons employed in the performance of services under any contract awarded.
  - b. General Liability (Bodily Injury and Property Damage). The firm shall carry general liability insurance (bodily injury and property damage) in an amount of not less than \$1,000,000.00 per occurrence with a \$2,000,000.00 aggregate, combined single limits prior to commencement of contract services. Such policy shall require thirty (30) days notice to the CRA/LA in writing prior to cancellation, termination or expiration of any kind. All General Liability insurance policies shall name the CRA/LA and the City of Los Angeles as additional insureds.
  - c. Professional Liability (Errors and Omissions). The firm may be required to carry professional liability (errors and omissions) insurance in an amount to be determined by the CRA/LA's Risk Manager prior to the award of any contract.
  - d. Automobile Liability Insurance. The firm may be required to carry automobile liability insurance in an amount to be determined by the CRA/LA's Risk Manager prior to the award of any contract or consistent with the State of California Financial Responsibility requirements, California Vehicle Code (CVC) 16020(a). Such policy shall require thirty (30) days notice to the CRA/LA in writing prior to cancellation, termination or expiration of any kind.
2. Evidence of Insurance. The firm will be required to provide the CRA/LA with a certificate verifying such coverage and endorsements acceptable to the CRA/LA before commencing services under any contract awarded by the CRA/LA. If self insured, the consultant will be required to provide the CRA/LA with a letter certifying their self-insured status along with a financial statement certified by a CPA documenting the consultant's reserve account established for the specific insurance program. Such insurance and/or retention programs must provide the CRA/LA with at least the same protection from liability and defense of suits as would be afforded by first dollar insurance.
3. Modifications to Insurance Coverage. The CRA/LA reserves the right at any time during the term of any contract awarded by the CRA/LA to change the amounts and types of insurance required hereunder by giving the firm ninety (90) days



written, advance notice of such change. If such change(s) should result in substantial additional cost to the firm, the CRA/LA agrees to negotiate additional compensation proportional to the increased benefit to the CRA/LA and City of Los Angeles.

#### **H. EVALUATION CRITERIA**

The CRA/LA will evaluate responses to this RFQ based principally on the following list of evaluation factors:

1. Qualifications, experience, and skills of the firm, including strong relevant working experience in providing similar projects as defined in this RFQ. (Maximum 20 Points)
2. Qualifications, experience, and skills of team members' who may be assigned to provide the services. (Maximum 20 Points)
3. Firm's ability to perform quality work on a timely basis under restrictive deadlines. (Maximum 20 Points)
4. Firm's past working experience with similar activities involving a variety of services to be delivered in an expeditious manner. (Maximum 20 Points)
5. Experience of the firm(s) and their personnel in working with various affected departments of the City of Los Angeles and other public agencies or municipalities. (Maximum 20 Points)
6. Proposed hourly rates and related fees. (No Points)
7. Compliance with all other Terms and Conditions. (No Points)

CRA/LA staff will evaluate the Statements of Qualifications and may conduct informal interviews with an undetermined number of qualified firms.

#### **I. ADDITIONAL CONTRACT REQUIREMENTS**

1. Drug-Free Workplace Certification.

The resulting contract award may be subject to the applicable provisions of the Drug-Free Workplace Act of 1990 (Government Code section 8350 et seq.) and will provide a drug-free workplace by doing all of the following:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance



is prohibited and specifying actions to be taken against employees for violations, as required by Government Code section 8355(a).

- b. Establish a Drug-Free Awareness Program as required by Government Code section 8355(b) to inform employees about all of the following:
  - i. the dangers of drug abuse in the workplace,
  - ii. the person's or organization's policy of maintaining a drug-free workplace,
  - iii. any available counseling, rehabilitation, and employee assistance programs, and
  - iv. penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Provide as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
  - i. will receive a copy of the company's drug-free policy statement, and
  - ii. will agree to abide by the terms of the company's statement as a condition of employment on the Contract or grant.

Failure to comply with these requirements may result in suspension of payments under this Contract or termination of this Contract or both, and the Consultant may be ineligible for the award of any future state contracts if CRA/LA determines that any of the following has occurred: (1) Consultant has made a false certification or, (2) Consultant violates the certification by failing to carry out the requirements as noted above.

#### **J. QUESTIONS/CONTACT INFORMATION**

Please refer all questions regarding this RFQ in writing to Ms. Donna Yep, Contracts Officer by e-mail to [dYep@cra.lacity.org](mailto:dYep@cra.lacity.org) or call at (213) 977-1844 by Wednesday, May 20, 2009.

Issuance of this RFQ and receipt of Statements of Qualifications does not commit the CRA/LA to enter into any contract. The CRA/LA reserves the right to accept or reject any and all responses received, or to cancel this RFQ if it is in the CRA/LA's best interest.



**K. ATTACHMENTS**

1. Exhibit "A" – CRA/LA's Standard Terms and Conditions
2. Exhibit "B" – Federal Terms and Conditions
3. Exhibit "C" – Business Profile Form
4. Exhibit "D" – Equal Benefits Ordinance Compliance Form
5. Exhibit "E" – Contractor Responsibility Questionnaire

Sincerely,

A handwritten signature in black ink, appearing to read "Dushant Ahuja".

Dushant Ahuja  
Contracts & Purchasing Manager