



AFFORDABLE HOUSING PARTNERS

**REQUEST FOR QUALIFICATIONS**

**REAL ESTATE TITLE SERVICES**

**Issued by:**

Navigate Affordable Housing Partners, Inc. and subsidiaries

## **REQUEST FOR PROPOSALS**

### **Real Estate Title Services**

Navigate Affordable Housing Partners, Inc. ("Navigate") is a 501 (c) (3) corporation, incorporated in the State of Alabama with offices in Mississippi, Connecticut and Virginia. We develop, own and manage housing properties and serve as a federal government contractor and consultant to housing agencies. We work to enhance all aspects of the housing industry to ensure that people have access to quality, livable housing choices. Navigate is also certified as ISO 9001:2015.

Navigate will comply with all applicable federal, state, local laws and regulations, including those regarding the utilization of small businesses, minority-owned firms, and women's business enterprises. Where consistent with Navigate's interest and applicable laws and regulations, Navigate will seek to utilize small businesses, minority-owned firms, and women's business enterprises.

Navigate and its subsidiaries are requesting proposals from firms outlining their qualifications to provide Real Estate Title Services to Navigate as it pursues property acquisition and disposition as part of its efforts to revitalize neighborhoods located within the City of Birmingham, Alabama. The Respondent must be able to provide all services listed in Section III Statement of Work and shall be required to execute a written agreement with Navigate stating those services. The agreement will be valid for one year, with options to renew for an additional two years.

#### **SECTION II SUBMISSION TIME AND PLACE**

Responses to this RFQ must be submitted by email. Place the words "**Real Estate Title Services**" in the email subject line, attach one electronic copy of the submission in PDF format and send to:

[acquisitions@navigatehousing.com](mailto:acquisitions@navigatehousing.com)  
CC:mchurnock@navigatehousing.com

These RFQ responses will **not** be publicly opened.

#### **SECTION III STATEMENT OF WORK**

Navigate seeks a comprehensive proposal that describes the full process necessary to implement specific requirements which may include but are not limited to the following:

1. Title Search Services  
Firm will provide a detailed examination of the historical records concerning a property. These records include deeds, court records, property and name indexes, and various other documents. The purpose of the search is to verify the seller's right to transfer ownership, and to discover any claims, defects and other rights or burdens on the property.
2. Issuance of Title Commitment/Insurance Policies  
Firm will issue title commitments and ultimately title policies that will guarantee to Navigate or new owner that all requirements in the commitment have been met.
3. Curative Services  
Firm will work to cure defects in the chain of title identified through its title search.
4. Real Estate Closing Services  
Firm will provide services including the preparation and coordination of the closing, conducting the closing, notarizing signatures, and recording the documents.

## SECTION IV DETAILED PROPOSAL

Navigate is in the process of acquiring and demolishing blighted and dangerous structures in neighborhoods that have a large concentration of blighted and dilapidated properties. We are focused on solving issues of scale and cost in Affordable Housing. To that end, we are pursuing acquisition of numerous parcels via Land Bank, State Department of Revenue, and private acquisition throughout the North Titusville Neighborhood and others to place new construction housing for purchase and rental. Interested firms must submit a detailed proposal, which includes a minimum of:

1. The name, address, telephone number, and email address of the contact person responsible for answering any questions regarding this RFQ.
2. A written description of the firm's organization, years of experience and annual volume of completed sales by your agency for the last five years.
3. A description of the Respondent's understanding of the project, including experience dealing with key issues, why your firm should be selected, and any unique qualities your firm possesses that other firms do not have.
4. A description that details your firm's ability to provide the services in a timely manner while ensuring a quality result.
5. Three references for which the firm has provided similar services in the last three years, including the name, address, telephone number and email address of each reference.
6. Proposed rates and fees for the Statement of Work for three years.

## SECTION V EVALUATION CRITERIA

Navigate will evaluate responses based on a firm's experience and past performance, and their understanding of the tasks to be completed.

## SECTION IX ADDITIONAL SUBMISSION REQUIREMENTS

**Equal Opportunity Requirements:** Each firm responding to this RFQ must certify compliance with all applicable equal opportunity requirements.

**E-Verify:** The successful firm must certify that they do not knowingly employ, hire, or currently employ an unauthorized alien.

**Debarment:** Each firm responding to this RFQ must certify that neither it nor its principals are presently debarred, suspended, declared ineligible, or excluded from participation in the activities proposed under this RFQ by any Federal, State, or City Agency.

**Eligibility:** Respondent must send a copy of all professional licenses and a copy of valid and current insurance certificates (liability, workers compensation, automotive, umbrella, professional liability, etc.)