



**COUNTY OF CHESTER
DEPARTMENT OF COMMUNITY DEVELOPMENT
REQUEST FOR QUALIFICATIONS (RFQ)**

Qualifications are requested from Title Service Professionals to provide assistance to the Chester County Department of Community Development ("DCD") for:

Title services performed in connection with residential property acquisition and disposition in the Coatesville City Area.

A. PROPOSALS MUST:

1. Be in writing.
2. Be received no later than 4:00 p.m., November 5, 2009, at the Department of Community Development, 601 Westtown Road, Suite 365, West Chester, PA 19380-0990.
3. Respond to the selection criteria.
4. Include a proposal of fees conforming to the items identified within the Scope of Services. DCD may negotiate a price for services with the firm or firms selected for the work.
5. Indicate ability to provide services from November 9, 2009 to March 19, 2013.

B. SELECTION CRITERIA:

1. DCD recognizes that procuring professional services is unique from procuring materials, equipment, supplies, or labor. The cost of professional services, although an important factor, will not be the sole consideration. Strong weight will be given to other factors, which may include but are not limited to:
 - (a) Qualifications of the firm or individual relative to the Scope of Services.
 - (b) Qualifications of individual(s) within the firm most responsible for carrying out the Scope of Services.
 - (c) References: provide contact information for at least three clients.

NOTE: Responses to the items above should be limited to the last two years and should specifically address experience in each of the items in the Scope of Services.

- (d) Licenses and professional designations. Note: Title Service Professionals must be members in good standing of the American Land Title Association (ALTA).
- (e) Ability to provide service in a timely manner. Distance from the Coatesville City Area may be considered. All work performed under this RFQ will require expedited service guarantees.
- (f) Experience performing requested services within the Coatesville City Area.
- (g) Liability insurance, including Errors and Omissions coverage.
- (h) Certification as a small, minority-owned business, or women-owned business enterprise. Special consideration will be given to these certified businesses.
- (i) Experience performing Title Services for transactions that involve DCD funding programs or other public subsidy.

C. SCOPE OF SERVICES (as required above, proposed fees should be identified for each service requested):

1. The Title Service Professional shall provide the following services on an as-needed basis. DCD cannot provide an exact quantity or level of service needed for all or any of the services identified.
 - (a) Closing services on settlement dates during normal business hours.
 - (b) Abstract or titles searches.
 - (c) Title examination, including recommendations on clearing title for unencumbered acquisition.
 - (d) Title commitment.
 - (e) Document preparation.
 - (f) Notary fees and document recording through the Chester County Recorder of Deeds.
 - (g) Settlement document preparation.
 - (h) Attorney's fees (associated with closing).
 - (i) Issuance of Title insurance.
2. Coordinate all services with DCD's Real Estate Professional.