

NEW YORK CITY
HOUSING DEVELOPMENT CORPORATION

REQUEST FOR PROPOSALS
FOR
REAL PROPERTY TITLE SEARCH AND INSURANCE SERVICES

RELEASE DATE: February 15, 2019

<u>TABLE OF CONTENTS:</u>		<u>PAGE</u>
SECTION I	Timetable	2
SECTION II	Summary of the Request for Proposals	3
SECTION III	Scope of Services	4
SECTION IV	Format and Content of the Proposal	5

ATTACHMENTS:

APPENDIX A Proposal Cover Letter

AUTHORIZED HDC CONTACT PERSON

Proposers are advised that the Authorized HDC Contact Person for all matters concerning this Request for Proposals is:

Claudine Brown, Esq.
110 William Street, 10th Floor
Telephone: (212) 227-9746
Fax: (212) 227-6886
Email: cbrown@nychdc.com

SECTION I - TIMETABLE

A. Release Date of the Request for Proposals: February 15, 2019

B. Inquiries:

Proposers must address all inquiries regarding this solicitation to the Authorized HDC Contact and must not contact any other HDC personnel regarding this solicitation without the prior written authorization of the Authorized HDC Contact. The Authorized HDC Contact may orally respond to inquiries of a non-substantive nature. Proposers must address all other inquiries to the Authorized HDC Contact in writing. Questions may be sent via email. HDC cannot ensure a response to inquiries received later than February 22, 2019.

C. Proposal Due Date and Time and Location:

Date: February 25, 2019
Time: 12:00pm (noon)
Location: Proposals shall be delivered either by hand or certified mail to
New York City Housing Development Corporation
110 William Street
10th Floor
New York, New York 10038
Attention: Claudine Brown, Esq.
E-mailed or faxed proposals will **not** be accepted.

Proposals received at this Location after the Proposal Due Date and Time are late and shall not be accepted. HDC will consider requests made to the Authorized HDC Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless HDC issues a written addendum to the RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

E. Anticipated Contract Start Date: March 15, 2019

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose of RFP

The New York City Housing Development Corporation (“HDC”) is a public benefit corporation of the state of New York. As part of its mission to preserve affordable housing, HDC is the primary underwriter and lender for the Permanent Affordability Commitment Together (“PACT”) to Preserve program. Over the next 10 years, the PACT to Preserve program will convert federal public housing rental subsidy to federal long-term, project-based Section 8 rental subsidy for 62,000 units throughout the City of New York that are owned by the New York City Housing Authority (“NYCHA”). HDC will coordinate or provide senior, and in some cases, subordinate construction and permanent loan financing funded by, but not limited to, taxable or (non-volume cap) tax-exempt bonds issued through a bond resolution created solely to facilitate transactions.

Pursuant to this Request for Proposals (“RFP”), HDC is seeking qualified proposers to achieve the goals and objectives set forth in Section III (A). In summary, HDC intends to order title searches for NYCHA-owned affordable housing developments throughout the City of New York that will ultimately require title insurance, to be purchased by the Borrower from transaction proceeds. HDC expects to select at least two title companies. A title company selected as part of the pool of PACT to Preserve title companies would handle a project from the initial stage of searches to loan closing and issuance of mortgage loan title policies. The proposal shall include setting forth the manner in which your organization can provide multiple property searches as well as what type of assistance the proposer can provide to HDC in clearing title on properties which are often more than 30 years old.

B. Anticipated Contract Term

It is anticipated that the term of the contract awarded from this RFP will be from March 15, 2019 to March 15, 2022, with a one-year option to renew at the sole discretion of HDC. The awarded contractor(s) (“Contractors”) will be required to immediately commence services and shall work continuously and expeditiously until all required services have been delivered to and approved by HDC. HDC reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any. The contract may be terminated at any time by HDC, in its sole discretion.

C. Anticipated Payment Structure

HDC anticipates award of one or more contracts for the order of full title searches on an as needed basis. As fees for insurance are statutory, HDC expects a flat rate for other searches. There shall be no additional fee to HDC for updates. Payment(s) shall be rendered to the Contractor upon the individual loan closing.

SECTION III : SCOPE OF SERVICES

A. Goals and Objectives

HDC's goals and objectives are to have available title services which can be delivered in such a manner that is professional and expedient.

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B. Types of Service

1. Searches required:
 - Municipal searches
 - Title searches
 - Bankruptcy searches
 - State and county UCC searches
 - Litigation searches
 - Tax lien searches

SECTION IV: FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information required in the format below. Proposals must be prepared in no smaller than 10 point type and may not exceed twenty (20) 8 ½” x 11” size pages in length.

A. Proposal Format

1. Proposal Cover Letter

The Proposal Cover Letter form (Appendix A) transmits the proposer’s Proposal Package to HDC. It should be completed, signed and dated by an authorized representative of the proposer.

2. Program Proposal

The Program Proposal is a clear, concise narrative which addresses the following:

a. Experience

The proposal should contain a summary presentation of the proposer’s relevant experience and background, both for the firm as a whole, and for each key person and/or subcontractor the proposer offers to assign to the effort required for the proposed services. In addition:

- i. Attach a listing of the name, address, contact and telephone number of at least three (3) references. Proposed references should have been recipient of proposer’s services in the last 5 years for services similar to those requested under this RFP.
- ii. Attach a list of key staff members proposed for assignment to this project. Only qualified and competent personnel with demonstrated experience to perform required work should be proposed.
- iii. Attach description of similar projects, in size and scope completed by proposer (including size, timetable, etc.) during the past five years with either government or private organizations.

b. Organizational Capability

The proposal should demonstrate the proposer’s organizational (i.e., programmatic, managerial and financial) capability to perform the services described in Section III – Scope of Services of the RFP.

c. Proposed Approach

The proposal should describe how the proposer will provide the services described in Section III – Scope of Services of the RFP.

Proposer should demonstrate that its proposed approach will fulfill HDC’s goals and objectives described in Section III – Scope of Services of the RFP, by providing, at a minimum, the following:

- i. Statement of Needs: The proposer shall state its understanding of the issues and tasks of the project.
- ii. A brief statement of the important features of the proposal, including the proposed approach, qualifications and nature of the proposed project team.
 - Project Methodology: The proposer shall provide a detailed description of the methodology to be utilized in accomplishing the required services described in this RFP.
 - A description of any additional services proposed which were not detailed in this RFP.

3. Cost Proposal

Proposers should provide a detailed breakdown of prices associated with each deliverable to be provided hereunder. At a minimum, price proposal should identify all costs, in schedule form, associated with the base product, more specifically, the individual costs for the Services identified in Section IIIB hereof. The proposer's prices shall be inclusive of all overhead, profit and expenses. The proposer should also indicate what costs, if any, will be waived.

SECTION V – OTHER INFORMATION

Charts and reports for questions in this section can be included in an appendix.

1. **Equal Employment**

If any, provide a copy of the firm's most recent Employer Information Report EEO-1 and include as Attachment to the Proposal. Please state how many women and minorities work in your firm.

2. **Minority and Women Owned Business Enterprise (MWBE)**

HDC is dedicated to furthering the participation of minority and women-owned businesses in its work. All respondents are urged to include in their proposals methods for facilitating the participation in the project of businesses that have been certified by the New York City Department of Small Business Services ("SBS") as women or minority owned. This can take any form a Respondent considers appropriate including, but not limited to, proposals intended to ensure the utilization of certified minority and women-owned businesses as subcontractors or as joint-venture partners. In addition, proposals from minority and women-owned respondents are encouraged.

3. **New York City Location:** (project information for question b can be included in an appendix)

a) State whether the proposer maintains its headquarters, or other offices, in New York City, and the number of the proposer's employees who are employed in New York City. Describe the proposer's commitment to its location in New York City. Since January 1, 2017, has the proposer relocated any employees from offices in New York City to locations outside New York City? Does the proposer have any plans to relocate any employees or offices outside of New York City in the next two years?

b) Describe the proposer's corporate citizenship and commitment to The City of New York, including local procurement of goods and services, development or participation in internship programs or scholarships, corporate philanthropy, specifically in the areas of housing and community development, and policies with regard to the use of women-owned, minority-owned and small business enterprises.

4. Provide a copy of the proposer's most recent credit agency analyses. Include in your response the firm's current ratings. If these ratings have changed in the last three years, please explain in detail the reason for such change.

5. **Local Law 34 Compliance:**

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "Person" that has business dealings with the "City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, your response to this RFP is required to include a completed Doing Business Data Form (the "Data Form"), which is attached hereto. The Data Form should be sealed in a separate envelope marked "Doing Business Data Form. The Data Form will be submitted to the Mayor's Office of the City of New York (the "City"). If the City determines that your Data Form is not complete, you will be notified by the City and given four (4) calendar days to cure the specified deficiencies. Failure to do so will result in your proposal being deemed incomplete and therefore non-responsive.

**REQUEST FOR PROPOSALS FOR
TITLE SEARCH AND INSURANCE SERVICES**

PROPOSAL COVER LETTER

Proposer (Organization Name):

Name: _____

Address: _____

Tax Identification #: _____

Date Organization was formed: _____

Type of Organization:

Corporation Not-for-Profit Limited Liability Company
 General Partnership Limited Partnership Joint Venture
 Other _____

Proposer's Contact Person:

Name: _____

Title: _____

Telephone #: _____ **Fax #:** _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Telephone #: _____ **Fax #:** _____

Signature: _____ **Date:** _____

Miscellaneous

EEO
MWOB
Doing business data form