

REQUEST FOR PROPOSALS

UPPER DARBY TOWNSHIP, PENNSYLVANIA

Title Search Services

to the

Upper Darby Township
Community Development Block Grant Program (CDBG)
Housing Rehabilitation Program

For the Period
March 1, 2023 to January 31, 2024
with an option
for the periods
February 1, 2024, February 1, 2025, February 1, 2026

Rita LaRue
Deputy Chief Administrative Officer
100 Garrett Rd, Room 104
Upper Darby, PA 19082
610-734-7716
comdev@upperdarby.org

BACKGROUND

Upper Darby Township, as a grantee of HUD, is an entitlement community, which operates its own Community Development Block Grant Program (CDBG). Upper Darby Township's entitlement grant is approximately \$1.6 million dollars annually. The Township also has remaining CDBG -COVID funding to be administered.

Upper Darby Township is seeking contractors for inclusion as pre-qualified bidders in this field to provide title search services and a Current Owner Report for the program. The selection period is annual and covers a five (5) year period. The specific assistance that Upper Darby Township desires is set forth in the following Statement of Work.

I. STATEMENT OF WORK

Consultant will provide:

1. Title searches and Current Owner Report upon Township Staff request for properties in the Housing Rehabilitation Program.
2. The services and reports to be provided must be completed within seven (7) business days of request.

II. CONTENT OR PROPOSAL

Consultants responding to this RFP should include in their proposals at a minimum the following:

1. Introductory letter.
2. Qualifications and Experience of the Firm.
3. Qualifications and Experience of the personnel who would be assigned to the Contract.
4. Evidence of insurance.
5. At least three (3) references.
6. Rate schedule for all services.
7. Expected turnaround time and availability for all services
8. Sample of proposed report

III. METHOD OF PAYMENT

The Consultant shall bill upon completion of individual jobs. The invoice shall include a listing by property address for the work that was completed and may be submitted along with the Report.

IV. TECHNICAL EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Demonstrated qualifications of the Consultant. (30 points)
2. Demonstrated experience and availability of the Consultants project team, including employees, consultants and subcontractors. (30 points)
3. Demonstrated understanding of the Statement of Work, objectives to be accomplished and final products to be delivered. (10 points)
4. Ability of the Consultant to provide services in a timely manner. (15 points)
5. Participation by small, minority, women, Labor Surplus Area firms, Section 3 business. The offeror(s) may be requested to attend an interview with the Township after the initial screening of proposals. (5 points)
6. Reasonableness of compensation. (10 points)

V. EVALUATION OF PRICE

The price estimated by the consultant will be an important factor in the selection of a consultant but will not outweigh in importance the previously stated technical criteria.

The contract the Township proposes to issue for services is a fixed fee contract with fees payable upon the determination of the Township that the Consultant has completed the work in a fair, reasonable, and prudent manner.

VI. TIME OF COMPLETION

Services supplied by the Consultant will be for the contract period of March 1, 2023 to January 31, 2024. If the Township determines that it is necessary to continue the use of the consultant, a new contract will be negotiated as to fee or amended Statement of Work, for annual periods of February 1, 2024, February 1, 2025 and February 1, 2026.

VII. DEADLINE FOR SUBMISSION OF PROPOSALS

The Township will receive sealed proposals until February 15, 2023, at the Upper Darby Township Municipal Building located at 100 Garrett Road, Room 101, Upper Darby, PA 19082. At least two (2) copies of the proposal must be submitted.

Any questions regarding this RFP must be submitted to comdev@upperdarby.org by January 18, 2023. All

questions will be reviewed. The Township will provide a document to all who have requested the RFP with a list of all questions received and the Township's response by January 25, 2023.

The Township reserves the right to not award and/or to revise this timeline.

VIII. ADDITIONAL INFORMATION

The Township's Program Year Action Plan for (2022-2023), and last year's CAPER are available for review by interested consultants who wish to familiarize themselves with the Township's program. These documents are also available for review on the HUD Exchange.

During the course of the contract Upper Darby Township will provide staff support to assist the consultant in locating files and records that are needed by the consultant. Staff will be available to assist the consultant with specific requests for information via email.

IX. CONTACT PERSON

Those who have questions or desire further information should contact:

Rita LaRue
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Upper Darby Township
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