



**REQUEST FOR QUALIFICATIONS  
(RFQ) & EXPRESSIONS OF INTEREST  
CONSULTING SERVICES**

(29 Del.C. §6982(b))

**Agreement No. 1667**

**TITLE AND LIEN SEARCH SERVICES**

**PROJECT DESCRIPTION**

The purpose of this process is to enter into a 3 year an open-end agreement with a firm to perform title searches and related services. The types of title searches shall include a full title search, a one-owner title search, a bring-down title search or a lien search. The firm must have the capability to conduct statewide title searches and be licensed with the State Insurance Commissioner's Office to issue title insurance. Title insurance shall only be requested in rare circumstances upon a prior written request.

In addition, the title services shall also include the ability to provide follow-up consultative services in connection with a particular search, retrieve documents and/or to assist in the recording of documents.

**CONSULTANT SERVICES REQUIRED**

The selected firm shall perform the type of a title search requested. Each title search report shall include the following information (except as otherwise noted), depending on the nature of the search request:

1. Type of title search
2. Specific property
3. Taxes at the county or municipal level, if available, for the property
4. Current title holder with an explanation as to how title became vested in the current owner
5. Chain of title sufficient to determine the status of title with copies of pertinent documents to support the claim (full title search only)
6. Liens of each title holder
7. Direct conveyances of each title holder of any portion of the property for the period the title holder held title
8. Issuance of title insurance (only upon written request but, as noted above, those instances when title insurance will be requested will be very rare circumstances)

The Department is requesting that the consultant propose one fee for each of the three (3) years, regardless of the type of search being performed. The fee shall be inclusive of all costs associated with the title search being requested. The consultant should also provide an hourly rate for any research for challenging title searches and/or for any consultative services which DelDOT personnel may request. However, in either case, no research or consultation would be undertaken without the prior written approval from the appropriate DelDOT personnel.

## SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, August 28, 2013.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. Expressions of Interest arriving after the deadline will be rejected regardless of the reason for late arrival. DelDOT's time is considered the official time for determining the cut-off for accepting Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be mailed or delivered to:

Wendy B. Henry, Consultant Control Coordinator  
Contract Administration  
Delaware Department of Transportation  
800 Bay Road, Dover, DE 19901

2. **Specific Type Firm Solicited:**  
There is no pre-registration requirement in order to submit an expression of interest on this project except the firm must have the capability to conduct statewide title searches and be licensed with the State Insurance Commissioner Office to issue title insurance.
3. **The Consultant shall submit four (4) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
4. **In order to comply with the State of Delaware's Freedom of Information Act**, if firms responding to this Request for Qualifications have any proprietary or confidential information, they should prepare one (1) copy (electronic or paper) of their Expression of Interest with this information redacted. This copy should be clearly marked as "Redacted Copy" and submitted along with the other copies. Firms should review Delaware's Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website [www.deldot.gov](http://www.deldot.gov) and Section 10002(g) "Public record" of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml> to determine what information may be considered proprietary or confidential and may be redacted from their Expression of Interest.
5. **Joint venture** submissions will not be considered.
6. **DelDOT reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of the approved shortlist. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

## RATING CRITERIA

Major factors/criteria for the establishment of a selection:

<b>CATEGORY</b>	<b>Weight Assigned</b>
Key Staff/Project Team qualifications	<b>20%</b>
Firm resources/capability to accomplish proposed work on schedule, and experience on similar projects	<b>30%</b>
Project understanding/approach/services required	<b>20%</b>
Proposed pricing for title searches. The pricing structure shall be based on the assumption that no title insurance shall be requested and thus the fee paid for each service should be inclusive of all title search services, profit, and costs.	<b>30%</b>

**NOTE:** Selection Committee membership appointments are confidential.

## CONTACTS

**Questions concerning submissions and procedures** may be obtained from: Wendy B. Henry, Consultant Control Coordinator, Telephone: (302) 760-2531. E-mail address: [wendy.henry@state.de.us](mailto:wendy.henry@state.de.us)

## QUESTIONS

Questions regarding this RFQ should be submitted via email. Questions received and the Department's response will be provided on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>

## OVERVIEW OF SELECTION PROCESS

In accordance with the Department's procurement procedure 3.3.2.4, the Selection committee shall base its selection on the above listed Criteria utilizing only the submitted Expressions of Interest. The Department retains the right to contact submitting firms to clarify Expressions of Interest if needed. Selection Committee membership appointments are confidential. A Deputy Attorney General may be assigned to assist the Department during the selection process and will act in an advisory capacity only.

It is expected that all firms submitting are prepared for the work and include necessary work materials in their overhead rates. If an interested firm is requested to submit a priced proposal, the proposal should substantially reflect the same composition and area of involvement as the Expression of Interest submission. The Department's Professional Services Procurement Manual may be viewed [here](#).

Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.

## **EXPRESSION OF INTEREST REQUIREMENTS**

The letter portion of the Expression of Interest shall indicate the firms desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or they will not be considered for the project.

1. Please submit the firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page 1 of the Letter of Interest. Future contacts by DeIDOT will be done via e-mail, whenever possible.
2. The Expression of Interest submission should be tabbed and collated in the following order:

### **A. Table of Contents**

Table of Contents (1 per set) - Limited to One (1) page on 1 sheet of paper

### **B. Letter of Interest**

Letter of Interest (1 per set) - Limited to four (4) pages on two (2) sheets of paper

Indicate the following:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required
- (2) Identify who the proposed project manager will be and what office location they will be working from.
- (3) The location, size, and description of the firm
- (4) Availability of personnel for immediate placement
- (5) Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).
- (6) The Prime/Lead consultant must indicate the present workload either as a Prime Consultant or a Sub-Consultant with the Delaware Department of Transportation by Location, Agreement No. (to include Supplementals), Total Dollar Upset Limit, total paid-to-date, and the amount still available for use on the project(s). Also, include the estimated date of completion. If possible, include the estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement in place.
- (7) Provide a listing of contracts with DeIDOT for the past five (5) years. Clearly indicate if your firm has not been short listed for a DeIDOT project within the past five (5) years.

### **C. Project Organization Chart**

Project Organization Chart (1 per set) - Limited to one (1) side of one sheet of paper.

### **D. Proposed Fee Structure**

Please provide your firm's proposed fee structure for the following products:

- (1) Full Title Searches. Indicate whether charge includes the costs of copies, surveys or plans and fees for the independent retrieval of documents.

- (2) Searches that involve more than one chain of title.
- (3) Bring down searches from current owner, or lien searches against the same. Indicate whether ownership in excess of thirty years will incur additional fees.
- (4) Research projects.
- (5) Cost factors

#### **E. References**

Provide a list of References who have personal knowledge of the prime consultant's and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include verified addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Delaware DOT for this project.

- (1) References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed). These shall not be included in the four page Letter of Interest.

No promotional materials or brochures to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Statement of Qualifications.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

**Department of Transportation**

**State of Delaware**

**By: Shailen P. Bhatt**

**Secretary**

**Dover, DE**

August 12, 2013