

# NOTICE OF PROPOSAL



## NOTICE OF REQUEST FOR PROPOSALS

### CITY OF GLENDALE COMMUNITY REVITALIZATION DIVISION

#### TITLE SERVICES

The City of Glendale is requesting a qualified title company to provide title services. The selected title company will perform title searches, examinations, loan closings, and issuance of title policies and with an interest in making their services available to the city.

#### PROJECT DESCRIPTION

The City is seeking a qualified title company with expertise and experience providing a range of title services utilizing federal funding with the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME) and Neighborhood Stabilization Program 1 & 3 (NSP 1 and NSP3). The City is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises. The work contemplated is professional in nature. The company shall be financially solvent and each of its members (if a joint venture), its employees, agents or sub-consultants of any tier shall be competent to perform the required services. Title service companies must comply with the City of Glendale's Fair Housing Policy.

#### SCOPE OF WORK

The following tasks comprise the Services to be performed by the selected title company for title services:

1. Conduct a marketable title search/examination and issue a Title Commitment for a current American Land Trust Title Association Owner's Title Policy and Loan Policy, if applicable in connection with the conveyance of eligible property.
2. Assist in the handling of lien clearance to allow the seller to convey marketable title free of outstanding liens and preparation of all conveyance documents required to consummate transactions involving the sale of properties.
3. Determine the condition of title to be insured and to evaluate the risk to be undertaken in the issuance of a title insurance policy. Title companies must establish a separate escrow account specifically for transactions involving federally assisted properties.
4. Prior to issuance of a title policy, the title company will determine proper execution, acknowledgment and delivery of all conveyance documents, including deeds, required to consummate transactions involving the sale of the properties. Determine that proper consideration has been assessed, confirmation or title clearance, preparation of settlements statements, and proper disbursement of all proceeds. The title company will also be required to coordinate with lenders in conjunction with the issuance of loan policies.

REQUEST FOR PROPOSAL PACKET

The RFP packet can be obtained at the City of Glendale Community Revitalization Division, 5850 West Glendale, Suite 107, Glendale, AZ 85301, Office (623) 930-3670 / (FAX) 623-435-8594).

To request the RFP packet by email, please email John Carnero at ([JCarnero@glendaleaz.com](mailto:JCarnero@glendaleaz.com)), referencing this RFP.

To request that a copy of the RFP packet be sent to your company through the U.S. mail or by courier service, fax or mail your request on your company letterhead referencing this RFP to the City of Glendale Community Revitalization Division. If requesting to use a courier service, the requestor must pay for and provide courier shipment information.

Questions pertaining to the RFP or company selection process should be directed in writing or emailed to John Carnero, Community Revitalization Division, 5850 West Glendale Avenue, Suite 107, Glendale, AZ 85301, or ([JCarnero@glendaleaz.com](mailto:JCarnero@glendaleaz.com)).

The RFP submittal date is: **Friday, April 18, 2014 no later than 4:30 p.m.** Any proposal received after this time will not be considered and will be returned to the company.

CITY OF GLENDALE, ARIZONA

Publish The Glendale Star  
April 3 & 10, 2014