

REQUEST FOR PROPOSALS CITY OF BIRMINGHAM LEGAL SERVICES-ACQUISITION

INTRODUCTION

The City of Birmingham, Alabama requires professional legal assistance for real property acquisition services in the tornado affected disaster area of the City. These services may involve Alabama law, federal laws, and local laws and ordinances.

SCOPE OF WORK

The City of Birmingham is requesting proposals from qualified professionals to provide acquisition and appraisal services. The chosen acquisition consultant should be familiar with Alabama property laws, relevant federal laws, and local Birmingham laws and ordinances. The selected acquisition consultant will be tasked with development and implementation of a system by which the City may acquire properties necessary to fulfill obligations entered into under the direction of the Mayor. The City desires a system that specifically details actions that include, but is not limited to:

- Performing title searches
- Performing title curative and right of entry
- Coordination of surveying and mapping
- Overseeing negotiations and appraisal waivers
- Executing subordination agreements
- Executing lien waivers
- Executing tenant releases
- Providing condemnation assistance and support
- Managing the right of way component of a city project
- Identifying right of way needs
- Obtaining title reports
- Performing appraisals
- Obtaining review appraisals
- Negotiating with property owners
- Keeping logs of notifications and contacts of affected parties
- Preparing deeds and other types of property documents such as rights of entry
- Obtaining title insurance
- Providing escrow services
- Providing status reports on property acquisitions
- Performing closeout activities to complete property acquisitions

TIMELINE

- RFP Issued: August 24, 2014
- RFP Responses Due: September 8, 2014
- Selection of Consultant: September 19, 2014

The City reserves the right to make adjustments as needed to the above schedule.

QUESTIONS

Please direct all questions to Erin.Johnson@birminghamal.gov

SUBMISSION REQUIREMENTS

A consultant, firm or combination thereof wishing to submit a proposal must include the following in their response:

1. A brief history of the proposing entity, including general background, knowledge of real estate acquisition, and experience working with relevant legal issues that are typically associated with the acquisition of real property.
2. Resumes of the personnel assigned to the project.
3. A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested.
4. Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc. Preferences will be given to firm/individual with fixed pricing.
5. References including contact information for at least one organizations to which the consultant has provided this type of service.
6. At least one (1) example of work.

SELECTION

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include:

- 50% Proposal for accomplishing the tasks listed in Project Scope
- 40% Cost
- 10% References

RFP SUBMISSION PROCESS

Proposal Deadline: Proposals must be received no later than 4:00 PM, September 15, 2014. Sealed proposals must be received in the Community Development Office at the address referenced below. Submittals should include three hard copies including signature. No proposals received by fax or e-mail transmission will be accepted.

Community Development Department
Legal Services-Acquisition RFP
Room 1000- (10th Floor), City Hall
710 North 20th Street
Birmingham, AL 35203

Proposing entities are asked to note on the outside of their proposal package:

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