

Request for Proposals - Title Services
For The City of Camden Redevelopment Agency

Request
For
QUALIFICATIONS

FOR TITLE SERVICES 2024 - 2025
FOR THE CITY OF CAMDEN REDEVELOPMENT AGENCY

City of Camden Redevelopment Agency
RFQ Issue Date: January 31, 2024
Submission Due Date and Time:
February 20, 2024 at 2.00 PM (eastern prevailing time)
An Equal Opportunity Employer

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1.0 ADVERTISEMENT

NOTICE - The City of Camden Redevelopment Agency (CRA) is soliciting proposals from qualified firms to provide Title Services for 2024 - 2025. The Request for Qualifications (RFQ) package will be available beginning Wednesday, January 31, 2024. **Proposals will be received at 2:00 PM eastern prevailing time on Tuesday, February 20, 2024** by Olivette Simpson, Interim Executive Director, City of Camden Redevelopment Agency, 520 Market Street, 13th Floor, Camden City Hall, Camden, NJ 08101 for the following: **City of Camden Redevelopment Agency Request for Qualifications: Title Services 2024 - 2025.**

The Request for Qualifications (“RFQ”) package may be accessed on the City of Camden Redevelopment Agency (“CRA”) website <http://camdenredevelopment.org/> in the section entitled “Open RFQ/RFQs” beginning **Wednesday, January 31, 2024**. Written, faxed or emailed requests to have the RFQ mailed will also be honored. The CRA fax number is # 856-964-2262. It is the responsibility of prospective Respondents to check the CRA website for any addenda to the RFQ that may be issued prior to the submittal due date.

All questions and/or inquiries regarding the RFQ shall be sent by fax or email not later than **Friday, February 9, 2024 at 2:00 PM** to Olivette Simpson, Email: OISimpso@ci.camden.nj.us and cc’d to Deirdra Williams, Email: DeWillia@ci.camden.nj.us. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Submission Date. Addenda shall be issued not later than **Wednesday, February 14, 2024.**

Sealed proposals shall be submitted to the CRA in the manner described in the RFQ. Sealed proposals must be mailed, presented or delivered to the offices of the CRA at the below address. Respondents are solely responsible for the timely delivery of the proposals and no proposal shall be considered which is presented after the dates and time established for receiving proposals. The CRA does not accept any responsibility for the timeliness of any mail, delivery, or courier service.

The CRA will accept sealed proposals by courier service, hand delivery, or by mail. If you plan on hand delivering the sealed proposal package, proposal packages may be dropped off. A monitored drop-box will be located at the front door of City Hall. Please place your sealed proposal package inside the drop-box.

Sealed envelopes containing the proposal documents shall be clearly labeled on the outside of the envelope with the following words: **“City of Camden Redevelopment Agency- Request for Qualifications: Title Services 2024-2025”**. The Respondent's name, address and telephone number must also be clearly marked on the envelope. The sealed envelopes containing the qualification documents must be mailed, presented, or delivered to the following address:

City of Camden Redevelopment Agency
City Hall
520 Market Street, 13th Floor
Camden, NJ 08101
Attn: Olivette Simpson, Interim Executive Director

The above deadline is firm as to the date and hour. CRA will treat as ineligible for consideration any submission that is received after that deadline. All submissions become the property of CRA and will not be returned.

2.0 INTRODUCTION

The City of Camden Redevelopment Agency (CRA) is seeking qualified firms to become part of a pre-qualified list of title companies or firms that will provide title services for both commercial and residential property real estate transactions to the CRA on an as-needed basis for the term of one year.

CRA intends to compile a pre-qualified list of several Title Companies or firms through this process who will be engaged to work on an as-needed basis. The process of selecting a specific Title Company or Firm will consist of soliciting price quotes from those on the pre-qualified list, and then seeking board approval to contract with the company or firm responding to the solicitation with the best price and ability to provide deliverables within a timely manner. The CRA however will retain the ability to use other factors in the selection of a company or firm.

3.0 SCOPE OF SERVICES

The selected pre-qualified firms will:

- Possess a current license and be insured in the State of New Jersey;
- Have worked with public sector entities in the past;
- Possess varied commercial and residential title related experience, including difficult title issues arising out of urban settings; and
- Have the staffing capabilities to respond quickly, when necessary?

All Title Services must be conducted in accordance with the requirements of New Jersey Law.

4.0 ACCEPTANCE OF RFQ

Respondent shall include exceptions to any of the conditions outlined in this RFQ. It is assumed that the selected respondent has accepted the conditions of this RFQ, unless the exceptions are specified in the Respondent's proposal.

5.0 NO WARRANTY

Respondents are required to examine the RFQ, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFQ, specifications, or instructions.

Respondents are responsible for implementation of all health and safety measures taken to complete the required services. The CRA assumes no responsibility for the health and safety of Respondent, Respondent employees, or other associated personnel.

6.0 METHOD OF SELECTION

All interested firms shall provide the following:

1. Cover Letter:

Outline qualifications most relevant to providing title services to the CRA pursuant to this RFQ. Clearly set forth in the proposal the single point of contact and authorized representative (principal-in-charge) of the firm or company with the mailing address, telephone and fax numbers and e-mail address.

Address the cover letter to:
Olivette Simpson
Interim Executive Director
City of Camden Redevelopment Agency
Camden City Hall, 520 Market Street, Suite 1300
P.O. Box 95120
Camden, NJ 08101-5120

2. Table of Contents

3. Documentation of Qualifications/Experience:

The Statement of Qualifications should include all relevant experience of the title company or firm, specifically demonstrating past work with public sector entities and in the context of older urban cities. Single practitioners and small firms also are encouraged to provide proposals. Title firms or companies should provide the following information:

A. Years of Experience: Include experience of all staff who may be assigned to CRA work, and specifically set forth in detail experience with difficult title and ownership issues:

1. Riparian rights;
2. Railroad properties;
3. Government owned properties;
4. Legal descriptions;
5. Title restrictions and covenants, and easements.

B. Ability to provide:

1. Ownership and other property information to the CRA with a maximum of a thirty (30) day turnaround time (title commitment, letter reports);
2. Title insurance;
3. Closing document preparation;
4. Closing services, including on-site closings; and
5. Escrow services.

4. References:

Three professional references shall be provided to the CRA. References should be prepared to comment on Respondent's performance for similar scopes of work. Reference information shall include name, affiliation, address, and telephone number. Proposals that do not provide a completed section for references will not be considered.

5. Key Personnel:

Respondent shall include a listing of key personnel associated with the tasks as outlined in a scope of work. Information, such as a resume, should be included for key personnel which describes responsibilities, duties performed, and experience.

6. Professional Certificates and Licenses

Respondent shall include evidence of applicable professional certifications and licenses.

7. N.J. Business Registration

Respondent shall include proof of New Jersey Business Registration.

8. Proof of Insurance:

Respondent shall include a copy of the current insurance certificate(s) held by firm/company.

9. Conflicts of Interest

Respondent shall include disclosure of any conflicts of interest, either actual or potential, or any other conditions that may influence the Respondent’s performance or judgment while undertaking the work of the CRA as described in this RFQ.

10. Cost Proposal

The responding title company or firm shall include a schedule of hourly rates for services to be provided including any administrative costs. Provide a listing of billing rates for your personnel. The CRA expressly reserves the right to negotiate the project scope and fees with title companies or firms that are pre-qualified pursuant to this RFQ.

All business entities shall submit a completed Business Entity Disclosure Certification pursuant to N.J.S.A. 19:44A-20.4 et seq (**See attachment 2**). Failure to submit the disclosure form will result in the disqualification of your company or firm’s proposal.

The CRA reserves the right to reject any or all responses to this RFQ.

7.0 CONTRACT FORM AND TERM

This RFQ will lead to a pre-qualified list of title companies for the CRA for the period of one year. The Respondent shall guarantee prices for a period of at least one (1) year from the date of submission. Pre-qualified title companies will be solicited for written price quotes and ability to perform tasks within a reasonable set timeframe and in consideration of specific performance needs.

8.0 FORMAT OF REPORTS/DELIVERABLES

The CRA will delineate the required amount and format of Title Reports with each Request for Pricing.

9.0 OWNERSHIP OF WORK PRODUCT

All work products produced by the title company or firm or any third party working for the title company or firm resulting from the engagement of the company or firm by the CRA are the sole property of the CRA. The CRA shall be the sole owner of all digital data, graphics and documents, as well as all hardcopy and publishable documentation resulting from the reports. CRA has the right to use, distribute or dispose of the work products without the consent of the Respondent.

10.0 SUBMISSIONS AND SELECTIONS

All proposals shall be submitted in sealed envelopes bearing the words “Camden Redevelopment Agency-Request for Qualifications for Title Services 2024 – 2025”.

A committee of CRA staff will select pre-qualified firms and submit a list of pre-qualified firms to the CRA board of commissioners for approval.

11.0 SCHEDULE

Within 30 days of receipt of proposals, the CRA will evaluate the proposals and select the pre-qualified title companies or firms. CRA board of commissioners’ approval of the pre-qualified list of title companies or firms will be sought at the next regularly scheduled meeting of the Board.

13.0 EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS

Companies and their subcontractors will not discriminate based on race, color, national origin, or sex in the award and performance of this contract.

All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential company must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.

In response to this RFQ, companies should furnish a detailed statement relative to their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

14.0 INSURANCE REQUIREMENTS

1. The company shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The company agrees to protect and defend, indemnify, and hold the CRA and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the CRA in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries including employees of the CRA, death or damages to property (including property of the CRA) and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the company, any one directly or indirectly employed by the company or anyone for whose acts company may be liable regardless of whether or not it is caused in part by the CRA. Company will designate and provide the CRA with the identity of a person or persons in company's employ who shall be responsible for handling claims from the public efficiently and expeditiously.

Policies shall be issued by an insurance company authorized to do business in the State of New Jersey.

2. Insurance similar to that required by the company shall be provided by or on behalf of all subcontractors to cover its operation(s) performed under this contract, and included in all subcontracts.
3. Insurance certificates must be presented at the time of bid, documenting overage for the following:
 - A. Worker's Compensations and Employers Liability in accordance with State of New Jersey requirements, with a minimum limit of:
 - a. \$1,000,000 each accident for bodily injury by accident
 - b. \$1,000,000 each employee for bodily injury by disease
 - c. \$1,000,000 policy limit for bodily injury by disease
 - B. Public Liability Insurance: Comprehensive General Liability, (bodily injury, personal injury, and property damage liability) including company's contingent Completed operations and contractual liability with a minimum:
 - a. \$1,000,000 each occurrence
 - b. \$1,000,00 personal and advertising injury
 - c. \$2,000,000 general aggregate; and
 - d. \$1,000,000 products/completed operations aggregate

- C. Comprehensive Automobile Liability Insurance. Covering all owned, hired and rented vehicles and equipment, with limits of liability of not less than \$1,000,000 for injuries to, or death of one or more persons resulting from any one occurrence and property damage limit of liability of not less than \$500,000 per occurrence.

All insurance certificates must name the City of Camden Redevelopment Agency as an additional insured on the policy. Said Certificate must state that coverage cannot be cancelled or materially altered without a thirty-(30) day written notice to the CRA.

15.0 DEADLINE FOR SUBMISSION

Two original copies and one electronic copy (flash drive) must be submitted to the CRA as follows:

Proposers are required to submit their responses in a sealed envelope to the following address:

Camden Redevelopment Agency
City Hall, Suite 1300
P.O. Box 95120
Camden, NJ 08102
Attn: Olivette Simpson, Interim Executive Director

All proposals are to be clearly marked “**Camden Redevelopment Agency- Request for Qualifications for Title Services 2024-2025**”.

Proposals are due no later than 2:00 p.m. eastern prevailing time on Tuesday, February 20, 2024 by mail or delivery. The proposals must be sealed in an envelope with the title of this RFQ and the Respondent’s name, address and telephone number clearly marked on the envelope.

The above deadline is firm as to the date and hour. CRA will treat as ineligible for consideration any submission received after that deadline. All submissions become the property of CRA and will not be returned.

16.0 INSTRUCTIONS FOR SUBMISSIONS OF INQUIRIES

All questions and/or inquiries regarding the RFQ shall be sent by fax (# 856-964-2262) or email not later than **Friday, February 9, 2024 at 2:00 PM** to Olivette Simpson, Email: OlSimpso@ci.camden.nj.us and cc’d to Deirdra Williams, Email: DeWillia@ci.camden.nj.us. Addenda shall be issued and posted to the CRA website: <http://camdenredevelopment.org/> in the section entitled “Open RFQ/RFQs” not later than **Wednesday, February 14, 2024**.

17.0 ATTACHMENTS

1. **Business Entity Disclosure Certification**
2. **Debarment Certification**

Attachment #1
CITY OF CAMDEN REDEVELOPMENT AGENCY
BUSINESS ENTITY DISCLOSURE CERTIFICATION
 FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant to N.J.S.A. 19:44A-20.8

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (*date of award scheduled for approval of the contract by the governing body*) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **City of Camden Redevelopment Agency** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership
 Corporation
 Sole Proprietorship
 Subchapter S Corporation
 Limited Partnership
 Limited Liability Corporation
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signed: _____ Title: _____

Print Name: _____ Date: _____

Subscribed and sworn before me this ____ day of _____, 2___.	_____ (Affiant)
My Commission expires:	_____ (Print name & title of affiant) (Corporate Seal)

**CITY OF CAMDEN REDEVELOPMENT AGENCY
BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant to N.J.S.A. 19:44A-20.8**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidate's committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2).

**Attachment #2**  
**CITY OF CAMDEN REDEVELOPMENT AGENCY**  
**DEBARMENT CERTIFICATION FORM**

This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.

I, \_\_\_\_\_ an authorized representative of \_\_\_\_\_ (company) certify that

\_\_\_\_\_ (company) is not debarred from receiving Federal funds.

\_\_\_\_\_ **(signature)**

\_\_\_\_\_ **(print name)**

\_\_\_\_\_ **(title)**

\_\_\_\_\_ **(date)**