

# **REQUEST FOR QUALIFICATIONS FOR ATTORNEYS TO PERFORM REAL ESTATE CLOSINGS ON RESIDENTIAL PROPERTY TO BE ACQUIRED AND SOLD UNDER THE NEIGHBORHOOD STABILIZATION PROGRAM**

## **Purpose of Request for Qualifications**

The Northwest Georgia Regional Commission (NWGRC) is administering and implementing the Neighborhood Stabilization Program (NSP1) on behalf of Whitfield County. The Whitfield County Neighborhood Stabilization Program will be administered through September 2013.

One of the activities in this program involves the acquisition, rehabilitation and resale of abandoned and foreclosed properties. These properties must be sold to low, moderate and middle-income families whose annual household income is at or below 120 percent of the Area Median Income (AMI). Whitfield County has acquired five (5) properties in the first round of acquisitions. Subsequent acquisitions will be made with proceeds from sales. Therefore, the number of additional homes to be acquired will depend on the success of the marketing program.

NWGRC is looking to engage qualified real estate attorneys to provide real estate closings (including title insurance) of these properties. This solicitation is designed to enable NWGRC to develop a pool of attorney's best suited to provide the services at the most competitive costs. Selection will be made by the Whitfield County / NWGRC staff. NWGRC reserves the right to reject any or all submittals not deemed responsive. Selection will be primarily based on the qualifications of the attorney to perform the services outlined below as well as on the estimated fees provided in the response. Ultimate award of contracts will be made to those attorneys deemed to be most responsive and responsible.

## **MINIMUM QUALIFICATIONS OF ATTORNEY**

The attorney must possess the following minimum qualifications. Responders who do not meet these qualifications will not be considered.

1. Hold a current license to practice law in the State of Georgia.
2. Not be debarred from conducting business with the State of Georgia.
3. Posses a current business license where required by local law.
4. Have appropriate professional liability, general liability and worker's compensation insurance in force

## **ROLE OF ATTORNEY**

The attorney should have considerable experience in closing sales of residential property. Responsibilities include, but are not limited to:

1. For property acquisitions
  - a. Provide all documents needed to complete the closing.
  - b. Arrange for title insurance on the property including performing title searches as required.
  - c. Attend and perform the closing.

- d. File all documents with the appropriate authorities.
2. For sale of rehabilitated properties
  - a. Provide all documents needed to complete the closing.
  - b. Arrange for title insurance on the property including performing title searches as required.
  - c. Attend and perform the closing.
  - d. File all needed documents with the appropriate authorities. This will often include:
    - i. Promissory Note.
    - ii. Subordinate Deed to secure debt relating to the NSP soft second mortgage.

### **RESPONSE DATE**

One original of the submittal must be delivered to P.O. Box 1798 Rome, GA 30162. The address for overnight delivery is 1 Jackson Hill Drive, Rome, GA 30162. In addition, an electronic copy of the submittal must be sent to [mmiller@nwgrc.org](mailto:mmiller@nwgrc.org)

Any response may be withdrawn or modified prior to acceptance.

### **Administrative Guidance**

This RFQ is designed to provide interested respondents with basic information needed to submit a response that will meet the minimum requirements. It is not intended to limit a response's content or exclude any relevant or essential data. Respondents are encouraged to expand upon the minimum requirements of the RFQ. NWGRC may award a contract based on the responses received without further discussion of such responses. NWGRC will not be responsible for any costs associated with the preparation of responses to this RFQ. If you should have any questions about this RFQ, please contact Mike Miller at 706-295-6485 via email at [mmiller@nwgrc.org](mailto:mmiller@nwgrc.org).

### **Required Submittals**

A complete submittal shall contain the following items:

1. Cover Letter – A cover letter summarizing the offer being proposed to NWGRC and the attorney's commitment to the program and time schedule.
2. Name and contact information (including contact person and email address) of the organization making the submittal.
3. Specific Details of Proposed Services
  - a. Evidence of the qualification listed under Qualifications of Attorney, including but not limited to copies of licenses and certificates of insurance.
  - b. A detailed description of experience in closing residential property.
  - c. The approximate percentage of your practice which involves real estate sales and closings.
  - d. A description of your firm including numbers of professional and support staff, respectively.
  - e. Your Martindale-Hubbell rating

- f. Three references with contact information.
- g. Proposed turn-around time for completion of the closing after receipt of sales contract.
- h. Proposed rate per acquisition closing
- i. Proposed rate per resale closing
- j. Proposed rate for title insurance.
- 4. Disclosure of any business or familial relationship with Whitfield County / NWGRC employees and or Boards of Commissioners.
- 5. Any additional information the respondent feels will strengthen the submittal
- 6. The following statement -

“The undersigned hereby certifies/certify that the information contained in this submittal is true, complete and correct to the best of my/our knowledge.”

Signed \_\_\_\_\_  
 Date \_\_\_\_\_  
 Signed \_\_\_\_\_  
 Date \_\_\_\_\_

**Evaluation Criteria**

Each respondent should follow the above required format. All submittals will be carefully considered by Whitfield County and NWGRC staff for inclusion in the NSP approved contractors pool.

**HOWEVER, WHITFIELD COUNTY AND NWGRC ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY WHITFIELD COUNTY AND NWGRC OR ANY PANEL OF JUDGES TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. NOTWITHSTANDING THE ABOVE, WHITFIELD COUNTY AND NWGRC RESERVES THE RIGHT TO REJECT ANY OR ALL RESPONSES.**

**Timeline**

RFQ posted on Website – September 5, 2012  
 RFQ advertised in each county’s legal organ – September 5, 2012  
 Bidder’s Conference – September 13, 2012  
 Responses due – September 27, 2012