



City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

REQUEST FOR QUALIFICATIONS NO. 09-04

REAL ESTATE TITLE SEARCH SERVICES IN THE CITY OF NEW LONDON

The City of New London is seeking real estate title search services for residential rehabilitation projects. The title search service provider (individual or firm) should be an experienced independent contractor with an excellent knowledge of performing title searches for residential 1-4 family, multifamily and mixed use properties with a primary focus on 1-4 family properties.

Scope of work required from the real estate title search contractor:

The City of New London anticipates a need for between 15 and 30 title searches over the next 12 months. The contractor will be required to complete for each property a full coverage title search report including:

- Property lien search;
- Search for easements, covenants, restrictions, agreements, resolutions and ordinances that affect the real property in question;
- Search for liens and encumbrances against the owner and/or other parties named on the title;
- Search for bankruptcy proceedings against the owner of the property;
- A complete property description; and
- Copies of all encumbrances.

Respondents for title search contractor should provide:

- Listing of relevant work experience, licenses, certifications, and insurance coverage (including Professional Liability or errors and omissions insurance with minimum coverage limits of One Million Dollars and No Cents (\$1,000,000.00));
- Samples of residential title search reports for two projects identifying their locations;
- Three business references including name, address, telephone number and the type of inspection services provided; and
- Cost per title search.

Responses to this RFQ will be accepted until **2:00 P.M. on Tuesday, June 30, 2009**. All response shall be submitted in a sealed envelope clearly marked in the lower left corner "RFQ 09-04 Real Estate Title Search Services". All responses shall include one (1) original (clearly marked as such) and three (3) copies. **Do not use three ring binders.**

The City of New London and its partners will review the responses and assess them based on pricing, qualifications, experience, and results of personal interview as required.

The City of New London is an Affirmative Action/Equal Opportunity Employer and encourages minority and women owned businesses and small businesses to apply.

Questions regarding this RFQ must be submitted in writing to William R. Hathaway, Purchasing Agent, no later than 12:00 P.M. on June 22, 2009. Questions may be submitted via fax to (860)447-5297 or e-mail to whathaway@ci.new-london.ct.us

All responses shall be delivered to:

William R. Hathaway, Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320



City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

PLEASE RETURN THIS FORM IMMEDIATELY

Acknowledgement: Receipt of Request for Qualifications

RFQ No.: 09-04

Real Estate Title Search Services

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures and will ensure that you receive any addendum that may be issued.

Date Issued: 06/15/2009
Date documents received: ____/____/____
Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company Name: _____
Address: _____

Telephone: _____ Fax: _____
E-mail: _____
Received by: _____

**Note: Faxed acknowledgements are requested.
Fax No.: (860)447-5297**

Fax this sheet only. A cover sheet is not required.