

**Request for Proposals (RFP): Land Title Examination and Title Insurance Services for the Oklahoma City Urban Renewal Authority (OCURA) and the Oklahoma City Redevelopment Authority (OCRA)**

**RFP Date of Release: October 1, 2018**

by

The Oklahoma City Urban Renewal Authority and  
the Oklahoma City Redevelopment Authority:

105 N. Hudson Street, Ste. 101,

Oklahoma City, OK 73102

Phone: 406-604-6780

**RFP Proposal Responses Due: October 31, 2018, 3:00pm C.S.T., at the offices of OCURA and OCRA.**

Responses may be submitted via postal or email, the RFP narrative defines submittal specifics.

**Contact Person for Questions Concerning this RFP:  
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The Alliance for Economic Development of Oklahoma City**

**Contents**

I. PURPOSE OF STUDY.....3

II. CONSULTANT SERVICES DESIRED .....3

III. RFP SUBMITTAL REQUIREMENTS .....4

IV. REVIEW OF RFP SUBMISSIONS: CRITERIA AND TIMELINE .....4

V. TIMELINE FOR REVIEW .....4

VI. OCURA/OCRA’S RIGHTS.....5

Exhibit A.....6

    BUSINESS CREDIT INFORMATION FORM.....6

Exhibit B.....7

    OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS .....8

## **I. PURPOSE OF RFP**

In 2011, The Alliance for Economic Development of Oklahoma City (“Alliance”) was formed. The Alliance is a 501 (c) 4 organization created to serve the economic development and real estate redevelopment needs of Oklahoma City.

The Alliance is a collaborative of the following organizations:

Oklahoma City Urban Renewal Authority (OCURA)

Oklahoma City Economic Development Trust (OCEDT)

Oklahoma Industries Authority (OIA)

Oklahoma City Redevelopment Authority (OCRA)

Port Authority of Greater Oklahoma City

Oklahoma City Industrial and Cultural Facilities Trust (ICFT)

Together these entities plan and implement public-private partnership real estate projects, urban renewal and redevelopment programs, retail and job creation strategies, and tax increment financing (“TIF”) incentives.

This RFP is being issued by OCURA and OCRA. A significant portion of each organization’s work program involves real property transactions. It is the intent of these organizations to select a group of qualified title service companies/individuals for on-call services. The selected qualifying companies/individuals will be placed on a preferred vendor list for three years, starting January 1, 2019. This RFP will be reissued in three years to allow for competition and the ability for vendors to adjust pricing, unless it is deemed necessary to reissue the RFP beforehand to fulfill goals and objectives of the organizations. It would be the practice to rotate through the preferred vendor list to procure title services, as needed.

## **II. CONSULTANT SERVICES DESIRED**

1. Abstracting and Land Title Services to Support an Alta/ASCM Survey
2. Miscellaneous assignments including, but not limited to, abstracting, title insurance, ownership reports, title reports, closing or settlement statements and escrow services

In conjunction with performing the aforementioned, the following will apply:

- services will be on demand
- may require site visits or attendance at meetings to complete the work
- will require adherence to all regulations and other policies applicable to the assignment
- reporting to a project manager

### III. RFP SUBMITTAL REQUIREMENTS

- 1. Statement of Professional Credentials and Qualifications Related to the Consultant Services Required.**  
For ALTA/ASCM title services, the work must be performed by a bonded abstractor and reviewed by a licensed attorney in cooperation with an Oklahoma Registered Land Surveyor selected by OCURA/OCRA. For other title services listed under Section II, a bonded abstractor must perform the work. Present an overview of your company and include a list of all professionals in your firm, their qualifications and copies of professional licenses, as applicable.
- 2. Fees.** Present a fee schedule for services. Discuss how reimbursables will be billed. Indicate if there is a charge to attend any meetings associated with the work and if they are included in the fee schedule. If meetings are charged separately please indicate in fee schedule.
- 3. Evidence of Professional and Business Licenses and Insurances for Professional Liability, Workers Compensation and General Liability and Auto.**
- 4. Business Credit Check.** Attached to this RFP is a release form to conduct this background check. The form must be returned with the RFP response in order for your proposal to receive consideration.
- 5. W9.** Please provide a completed W9.
- 6. Additional information.** Please feel free to list any additional information you feel would be helpful for us to consider in reviewing your credentials.

### IV. REVIEW OF RFP SUBMISSIONS: CRITERIA AND TIMELINE

After receipt of proposals, the submissions will be reviewed for completeness by The Alliance management. The next phase of the selection process will consist of review and evaluation of the proposals based upon, but not limited to, the following criteria:

1. Review of consultant and/or team qualifications and their demonstrated expertise in completing assignments similar to the ones proposed.
2. Ability to provide insurance coverages requested.
3. Willingness to agree to a business background check.
4. Prior experience.
5. Competitiveness of proposed fee schedule.

### V. TIMELINE FOR REVIEW

RFP Release	October 1, 2018
RFP Response Due Date	October 31, 2018
Staff Review Period	November 2018
Placement on Vendor List	Jan. 1, 2019 – Dec. 31, 2021

Note: Estimated timeframes and are subject to change.

## **VI. OCURA/OCRA'S RIGHTS**

OCURA and OCRA reserve the unconditional right, at their sole discretion, to reject any or all proposals submitted for any reason or no reason. They may, at their discretion, waive any informalities, minor defects, or technical inaccuracies in the proposals. They reserve the right to request and obtain any additional information necessary to complete evaluation of the proposals.

**END OF RFP NARRATIVE**

**EXHIBITS FOLLOW**

## Exhibit A

### BUSINESS CREDIT INFORMATION FORM

OCURA and OCRA will use the information below to obtain a business credit report from a qualified reporting agency chosen by the organizations. They intend to use this information solely for the purpose of evaluating the credit worthiness and qualifications to contract with them.

\_\_\_\_\_  
Legal Name

\_\_\_\_\_  
Federal Tax I.D. #

\_\_\_\_\_  
Date of Incorporation

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **Exhibit B**

### **Open Records Act and Confidentiality Requirements**

# OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS

All materials submitted to OCURA/OCRA pursuant to this Request for Proposals are potentially subject to the mandates of the Oklahoma Open Records Act (Act), 51 Okla. Stat. §§ 24A.1. et seq. The purpose of the Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records", as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create an exception or confidential privilege, persons or entities who submit information to public bodies have no right to keep this information from public access, nor is there any reasonable expectation that this information will be kept from public access. See 51 Okla. Stat. §§ 24A.2.

If you believe that any information you will or may submit to OCURA/OCRA pursuant to this Request for Proposals is or should be kept confidential under a specific state or federal statute, and therefore, not subject to public disclosure, you must comply with the following:

- a. Place said documents/records in a separate envelope marked "Confidential". DO NOT label your entire response to the Request for Proposals as "Confidential" – label only those portions of the response that you feel are made confidential by state or federal law as "Confidential". If only a portion of a document is confidential, please identify specifically the portions of the document you are claiming are confidential. (Under the Oklahoma Open Records Act, a public entity may be obligated to produce documents for public inspection even if the documents contain only a portion of material which is confidential. However, the public entity can redact the confidential portions.)
- b. For each document for which you are claiming a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, et seq.

Please note that OCURA/OCRA, consistent with § 24A.3(d) of the Act, understands that "personal financial information, credit reports or other financial data obtained by a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or the purpose of becoming qualified to contract with a public body" is not subject to disclosure under the Act. Financial information requested by this Request for Proposals for evaluating the creditworthiness of the Proposer or the purpose of allowing OCURA/OCRA to determine if the Proposer is qualified to contract with OCURA/OCRA should be submitted in a separate envelop and marked as confidential financial information.

Should an Open Records request be presented to OCURA/OCRA requesting information the Proposer has identified as "Confidential", the Proposer will be informed and the Proposer will be responsible for defending its position in the District Court, if needed.

If the Proposer fails to identify any records submitted as part of your proposal as "Confidential" by placing them in the "Confidential" envelope AND if the Proposer fails to identify the specific state or federal law creating such privilege, OCURA/OCRA will assume that the Proposer agrees that said records are not confidential and are subject to public access.

**End of Exhibits**