

For publication, Newton County News.

Please publish Nov 21, Nov 28, Dec 5, Dec 12 (2017)

REQUEST FOR PROPOSALS

TITLE WORK, LAND SURVEY, AND CLOSING SERVICES

FEMA HAZARD MITIGATION GRANT PROGRAM (HMGP)

Federal Disaster Declaration DR-4266 (March 2016 Flood)

Newton County

P.O. Box 296

Newton, TX 75966

Newton County is seeking proposals to conduct property deed and title work, land survey, and closing services under the FEMA Hazard Mitigation Grant Program (HMGP) resulting from Federal Disaster Declaration 4266 (TX-Severe Storms and Flooding, March 2016). Scope of Work will involve title research and insurance, land survey and plat drawing, and closing services for approximately 68 properties.

Proposals will be received at PO Box 296, Newton, Texas 75966 until 3:00 PM (Central Time), Wednesday, December 20, 2017, or by submitting via email to elizabeth.holloway@co.newton.tx.us. Any proposals or materials received after that time will not be considered.

Work Classification: Service

Copies of the Request for Proposals (RFP) may be requested at the Newton County Auditor's Office by emailing elizabeth.holloway@co.newton.tx.us or calling 409-379-5755.

Newton County is an equal opportunity employer and encourages small businesses, minority owned businesses, women's business enterprises, and historically underutilized business enterprises to apply.



NEWTON COUNTY TEXAS

REQUEST FOR PROPOSALS (RFP)

**TITLE WORK, LAND SURVEY, & CLOSING
SERVICES**

FEMA HAZARD MITIGATION GRANT PROGRAM

HMGP DR-4266 (March 2016 Flood)

DEADLINE TO SUBMIT:

3:00pm Wednesday, December 20, 2017

SECTION 1. GENERAL / SCOPE OF WORK

Newton County is seeking proposals to conduct title and closing work under FEMA's Hazard Mitigation Grant Program resulting from Federal Disaster Declaration 4266 (March 2016 Flood). Project involves title, survey and closing services for approximately 68 properties which sustained flooding damage in 2016.

Scope of work and methodology details include:

- Title search and issuance of title insurance policy for properties eligible for acquisition.
- Survey field work and final plat which includes: A) accurate flood zone identification (Floodway, Zone AE, Zone A, Shaded Zone X, or Zone X) as defined on FEMA Flood Insurance Rate Maps; B) longitude and latitude for property corners in decimal degrees to six (6) decimal places; C) clearly identified marking/flagging of property corners; D) photo of surveyed property from perspective of closest public road or right-of-way.
- Escrow, closing, settlement, and recording services.

Responses to this Request for Proposals should at a minimum demonstrate:

- 1) Necessary licensing and certification;
- 2) Active registration with the federal System for Award Management (SAM)
<https://www.sam.gov/portal/SAM/#1>.
- 3) Relevant experience and project understanding;
- 4) Adequate staff and technical knowledge;
- 5) Readiness and ability to complete assigned tasks and functions within required timeframe;
- 6) Cost outline for typical work activities according to specifications outlined above
- 7) Process for handling escrow and types of acceptable payment and/or negotiable instruments.

1.1. Award(s)

Newton County reserves the right to award this contract or multiple contracts to selected firms on the basis of the Best Offer(s) in accordance with the laws of Texas, to waive any formality or irregularity, and/or to reject or accept any or all proposals.

1.2. Governing Law

Proposer is advised that these requirements shall be fully governed by the laws of the State of Texas and that Newton County may request and rely on advice, decisions, and opinions of the Attorney General of Texas and the District Attorney concerning any portion of these requirements.

1.3. Cost of Preparing Proposals

Cost for developing and submitting proposals is entirely the responsibility of Proposers and shall not be charged to Newton County.

1.4. Signature of Proposal

A transmittal letter, which shall be considered an integral part of the proposal, shall be signed by an individual who is authorized to bind the Proposer contractually. If the Proposer is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

1.5. Non-Discrimination / Equal Opportunity

The successful Proposer(s) will be required to comply with the Americans With Disabilities Act and with all provisions of federal, state, county and local (if any) laws and regulations to ensure that no employee or applicant for employment is discriminated against because of race, color, religion, sex, age, handicap or national origin. Small, minority, and women's owned business enterprises are encouraged to apply. Businesses in Historically Underutilized Business zones (HUB-Zones) and which encourage placement of military veterans are encouraged to apply.

SECTION 2. INSTRUCTIONS

2.1. Interpretation and Clarification

No verbal interpretation or clarification will be made as to the meaning of this RFP. Requests for interpretation or clarification shall be submitted via email to elizabeth.holloway@co.newton.tx.us. Deadline for questions or request for clarification is Wednesday, December 13, 2017 at 9:00am. A response will be issued in the form of an addendum to the RFP and distributed to inquiring parties if substantive clarification is in order.

2.2. Submittal Requirements

The County will not accept any proposals received after the stated deadline and will not accept any responsibility for late or errant delivery of proposals. Proposals may be submitted via email by sending a single PDF attachment with the subject line "RFP – Appraisal, FEMA HMGP-4266" to elizabeth.holloway@co.newton.tx.us no later than 3:00pm Wednesday, December 20, 2017.

If delivering by mail, three (3) copies of proposing firm's materials must be received no later than 3:00pm Wednesday, December 20, 2017 addressed as follows:

RFP – Appraisal, FEMA HMGP-4266
PO Box 296
Newton, TX 75966

2.3. Proposal Content

All proposals must contain a transmittal letter which specifically states that all terms and conditions contained in this RFP are accepted by the proposing firm. Sufficient information on each of the following five (5) elements must be submitted to ensure a full evaluation. At a minimum, each proposal must contain information regarding:

- 1) Agency/company description, ownership structure, HUB status, etc
- 2) Printout of firm's System for Award Management (SAM) registration and current status (<https://www.sam.gov/portal/SAM/#1>).
- 3) Typical time needed to complete a property closing.
- 4) Typical costs related to standard property closings.
- 5) Experience, qualifications, and capabilities.

2.4. Evaluation

Evaluation of proposals will be made according to the following criteria.

<u>Criteria</u>	<u>Maximum Points</u>
Applicable related experience	30
Readiness, performance schedule	30
Company structure and qualifications	20
Cost of services	10
Equal opportunity / HUB	10