



**REQUEST FOR QUALIFICATIONS (“RFQ”)  
& EXPRESSIONS OF INTEREST  
CONSULTING SERVICES**  
(29 Del.C., §6981(h))

**Agreement No. 1513**  
(Re-Advertisement)

**Title and Lien Search Services**

**PROJECT DESCRIPTION**

The purpose of this process is to enter into an open end three (3) year agreement with a firm to perform title searches and related services. The services shall include (i) full title search, (ii) one-owner title search, (iii) bring-down title search and/or (iv) lien search. The firm must have the capability to conduct statewide title searches and be licensed with the State Insurance Commissioner’s Office to issue title insurance. Title insurance shall only be requested in rare circumstances upon a prior written request.

**CONSULTANT SERVICES REQUIRED**

The consultant (hereinafter referred to in the singular or plural as “Consultant,” “consultant”, “Firm” or “firm”) will be expected to perform the type of title search requested, and each title search report must include the following information (except as otherwise noted) depending on the nature of the search request:

1. Type of title search
2. Specific property
3. Taxes at the county or municipal level, if available, for the property
4. Current title holder with an explanation as to how title became vested in the current owner
5. Chain of title sufficient to determine the status of title with copies of pertinent documents to support the claim (full title search only)
6. Liens of each title holder
7. Direct conveyances of each title holder of any portion of the property for the period the title holder held title
8. Issuance of title insurance (only upon written request but, as noted above, those instances when title insurance will be requested will be very rare circumstances)

The Department is requesting that the consultant propose one fee for each of the three (3) years, regardless of the type of search being performed. The fee shall be inclusive of all costs associated with the title search being requested. The consultant should also provide an hourly rate for any research for challenging title searches and/or for any consultative services which DelDOT personnel may request. However, in either case, no research or consultation would be undertaken without the prior written approval from the appropriate DelDOT personnel.

The consultant should also be able to assist in the retrieval of documents and/or the recording of documents.

## SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Tuesday, March 9, 2010.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise delivered will be accepted after the above date and time. Expressions of Interest arriving after the deadline will be rejected regardless of the reason for late arrival. DelDOT's time is considered the official time for determining the cut-off for accepting Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be mailed or delivered to:

Wendy B. Henry, Consultant Control Coordinator's Office  
Contract Administration  
Delaware Department of Transportation  
800 Bay Road  
Dover, Delaware 19901

2. **Specific Type Firm Solicited:**

There is no pre-registration requirement in order to submit an expression of interest on this project. The selected firm(s) may be required to register upon selection.

3. **The Consultant shall submit six (6) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall Shortlist and selection process.
4. **In order to comply with the State of Delaware's Freedom of Information Act**, firms responding to this Request for Qualifications should prepare one (1) copy of their Expression of Interest with any proprietary or confidential information redacted. This copy should be clearly marked as "Redacted Copy" and submitted along with the other six copies. Firms should review Delaware's Freedom of Information Regulations, Section 6, Requests for Confidentiality, on the DelDOT Website [www.deldot.gov](http://www.deldot.gov) and Section 10002(g) "Public Record" of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml>, to determine what information may be considered proprietary or confidential and may be redacted from the consultant's Expression of Interest.
5. **Joint venture** submissions will not be considered.
6. **DelDOT reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed thirty (30) days from the date of the approved Shortlist. DelDOT reserves the right to any and all ideas included in the consultant's response without incurring any obligations to the responding firm(s) or committing to procurement of the proposed services.

## **RATING CRITERIA**

Major factors/criteria for the establishment of a Shortlist of candidates for consideration and selection:

- a) Key Staff/Project Team qualifications.
- b) Firm resources/capability to accomplish proposed work on schedule, and experience on similar projects.
- c) Project understanding/approach/services required.
- d) Proposed pricing for the title searches. The pricing structure shall be based upon the assumption that no title insurance shall be requested and thus the fee paid for each search should be inclusive of all title search services, profit and costs.

**NOTE:** DeIDOT maintains a strict policy of not providing a debriefing for those candidates that do not make the Shortlist. If a firm is not included in the Shortlist, it does not indicate the firm is not qualified. The lack of inclusion is merely an indication the Shortlist Committee determined other consultants appeared to be more qualified based on the information submitted. It should be noted that the Shortlist and Selection Committee membership appointments are confidential.

## **QUESTIONS**

Questions regarding this RFQ should be submitted via email. Questions received and the Department's response will be provided on the Department's web site; <http://www.deldot.gov/>. Click on 'Doing Business', under 'Professional Services', click on 'Current Requests for Consulting Services'.

## **CONTACTS**

**Questions concerning submissions and procedures** may be obtained from: Wendy B. Henry, Contract Administration, Telephone: (302) 760-2531. E-mail address: [wendy.henry@state.de.us](mailto:wendy.henry@state.de.us).

## **OVERVIEW OF SELECTION PROCESS**

The Expressions of Interest will be used to determine a Shortlist of candidates and also will be used for reference material during the actual selection process. Once a Shortlist has been determined, a mandatory pre-proposal meeting may be established for a briefing. That meeting will provide an opportunity for the Shortlisted candidates to ask questions. Once the pre-proposal meeting has been completed, there may be a written submission and/or oral interview sessions scheduled, after which the committee will determine the successful candidate.

Firms responding to this RFQ should be aware that the Department will not entertain direct cost charges for items needed to perform the work required. It is expected that all firms submitting are prepared for the work and include necessary work materials in their overhead rates.

Payroll burden and overhead, over and above the fees for specific services listed below, will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm or in-house accounting department to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.

## **EXPRESSION OF INTEREST REQUIREMENTS**

The letter portion of the Expression of Interest shall indicate the consultant's desire to perform the services being requested and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested consultants must submit the material required herein or they will not be considered for the project.

1. Please submit the consultant's mailing address, phone number, and an e-mail address for the consultant's point of contact person on page 1 of the Letter of Interest. Future contacts by DelDOT will be done via e-mail, whenever possible.
2. The Expression of Interest submission should be tabbed and collated in the following order:

### **A. Table of Contents**

Table of Contents (1 per set) - Limited to One (1) page on 1 sheet of paper

### **B. Letter of Interest**

Letter of Interest (1 per set) - Limited to four (4) pages on two (2) sheets of paper

Indicate the following:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required.
- (2) Identify who the proposed project manager will be and what office location they will be working from.
- (3) The location, size, and description of the firm.
- (4) Availability of personnel for immediate placement.
- (5) Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).
- (6) The Prime/Lead consultant must indicate the present workload either as a Prime Consultant or a Sub-Consultant with the Delaware Department of Transportation by Location, Agreement No. (to include Supplementals), Total Dollar Upset Limit, total paid-to-date, and the amount still available for use on the project(s). Also, include the estimated date of completion; if possible, including the estimated fees for any DelDOT project for which the consultant has been selected and does not have an executed agreement in place.
- (7) Provide a listing of contracts with DelDOT for the past five (5) years. Clearly indicate if the consultant has not been Shortlisted for a DelDOT project within the past five (5) years.

### **C. Project Organization Chart**

Project Organization Chart (1 per set) - Limited to one (1) side of one sheet of paper.

#### **D. Proposed Fees**

Provide the consultant 's proposed fee for title searches, to include **ALL** cost, regardless of the type of search being performed as well as the hourly rate for additional research and/or consulting with DelDOT after the title search has been furnished.

- (1) Fee for Title and lien search services for each year of proposed service
- (2) Hourly rate for research projects for each year of proposed service

#### **E. References**

Provide a list of References who have personal knowledge of the consultant's previous performance. Provide three (3) client references for both the prime consultant(s). The references must include verified addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by DelDOT for this project.

- (1) References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed). These shall not be included in the four page Letter of Interest.

No promotional materials or brochures to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Statement of Qualifications.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

**Department of Transportation**  
**State of Delaware**  
**By: Carolann Wicks, P.E.**  
**Secretary**  
**Dover, DE**  
February 8, 2010