



STORMWATER MANAGEMENT COMMISSION

REQUEST FOR PROPOSALS

Title and Escrow Services for Residential Properties Located in Lake County, Illinois January 16, 2020

The *Lake County Stormwater Management Commission (SMC)* is seeking proposals from qualified contractors to perform Title and Escrow services associated with residential buyouts utilizing grant funds from the Illinois Emergency Management Agency (IEMA).

The SMC has been awarded Hazard Mitigation Grant funds from the Illinois Emergency Management Agency (IEMA) to acquire up to four flood-prone properties and to demolish and clear any remaining structures, converting the subject properties to permanent “open space.”

The properties targeted for acquisition and demolition are listed in **Attachment A**. The properties listed are subject to change based on the actions of the respective property owners.

SCOPE OF SERVICES

The awarded contractor (“Contractor”) shall perform the following services:

1. Provide Owner’s Policy.
2. Loan Policy Simultaneous Issue (if needed).
3. Endorsements (if needed).
4. Escrow Closing
5. Recording
6. Transfer of Property
7. Any other Title and Escrow Services required to transfer properties to SMC.

PROJECT CONDITIONS

By submitting a bid for this contract, the selected Contractor agrees to the following provisions:

1. The Contractor will not initiate services for any property until the Contractor receives written authorization from the SMC to proceed with the services for the specified property.
2. While the number of properties included in this contract is currently estimated to be four, this number may decrease depending on variables unrelated to the SMC. The proposal submission will be effective for up to four property Title and Escrow Services.

INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS & PROPOSALS

1. **Deadline:** Submittals must be received in the office of the SMC no later than **January 27th, 2020 at 4:00 p.m.** The Respondent shall assume full responsibility for delivery of its submittal to the SMC and shall assume the risk of late delivery or non-delivery. Late submissions will not be accepted or considered.
2. **Respondent Authorization:** Submissions must be signed by a representative of the Respondent organization authorized to submit and establish fees on behalf of the Respondent and bind the Respondent to the terms and conditions of this RFP.
3. **By Mail or Courier:** An original of the required qualifications and associated fee schedule shall be submitted in a sealed envelope. Envelopes should bear the following:

Sharon Østerby, CFM

*Water Resource Professional & Grant Manager
Lake County Stormwater Management Commission
500 W. Winchester Road, Suite 201
Libertyville, IL 60048*

RE: 2017 PDM Title and Escrow Services RFP-DO NOT OPEN

4. **Electronic Submittals:** Proposals may be submitted electronically to:

Via email: sosterby@lakecountyil.gov or

Via Fax: **847-984-5747**

To: **Sharon Østerby, CFM**

*Water Resource Professional & Grant Manager
Lake County Stormwater Management Commission
500 W. Winchester Road, Suite 201
Libertyville, IL 60048*

RE: 2017 PDM Title and Escrow Services RFP

5. Submissions will be opened on or after the submission due date and time, at the sole discretion of the SMC. No formal bid proposal opening will be conducted.

RFP COSTS

All costs incurred in the preparation and presentation of the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the SMC. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

DISCLOSURE OF PROPOSAL CONTENTS

All responses to this RFP become the property of the SMC and shall be subject to disclosure under the Freedom of Information Act.

NEWS RELEASES, MEDIA ADVISORIES AND MEDIA INTERACTION

The Respondent shall not discuss the RFP with any member of the media or issue news releases or media advisories pertaining to this request, or the work to which it relates, without prior expressed approval from the SMC.

DISADVANTAGED BUSINESS ENTERPRISES (DBE)

The Grantee encourages the participation of businesses owned by Minorities, Females and Persons with Disabilities in the implementation and execution of all projects, either on a direct basis or through sub-contracting efforts.

AWARD OF CONTRACTS/REJECTION OF PROPOSALS

The SMC reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which the SMC, acting in the sole and exclusive exercise of its discretion, deems to be in the SMC's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

If a contract is issued, it will be awarded to the respondent deemed the most qualified and responsive as determined at the sole discretion of the SMC, based on its review of the respondent's ability to provide the required services. The SMC reserves the right to reject any and/or all proposals and waive any irregularity in proposals received, whenever such rejection or waiver is in the best interest of the SMC. The respondent to whom the award is made will be notified at the earliest possible date.

CONTRACT DEVELOPMENT

If a proposal is accepted, the SMC intends to enter into a contractual agreement with the selected respondent. Contract discussion and negotiation will follow the award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP or developed subsequently during the selection process.

The Contract shall not be considered executed unless signed by the authorizing representative of the SMC. It is anticipated that the initial contract will be for a term of one (1) year. The contract may be extended beyond the original term by agreement of both parties.

COMPLIANCE WITH APPLICABLE LAWS

The selected firm agrees to be bound by applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the audit contract.