

ADVERTISEMENT
REQUEST FOR PROPOSALS
ST. BERNARD PARISH GOVERNMENT
STATE OF LOUISIANA
PROPERTY TITLE AND CLOSING SERVICES
LLT MAINTENANCE AND DISPOSITION PROGRAM

The Parish of St. Bernard, (hereinafter referred to as “Parish”) is accepting quotations and proposals from qualified individuals to provide property title and closing services required by the Parish for the “ LLT MAINTENANCE AND DISPOSITION PROGRAM”

The level and scope of services has been determined by the Parish in the Request for Proposal (RFP) available to interested participants.

Evaluation Criteria:

The procedures for the selection of this firm will be in accordance with the procurement requirements of the CDBG Program administration manual including but not limited to, Professional Service contract compliance provisions. All responses received will be evaluated in accordance with the selection criteria and scoring system specified below.

All Requests for Proposals received will be evaluated and ranked based on the following criteria:

Criteria:

Respondent meeting the minimum qualifications and requirements in this RFP will be evaluated on the basis of the following:

- Professional expertise, training and experience, especially in relation to the type and magnitude of services required
_____ 0 - 50 Points
- Past and/or current experience working with municipalities on similar service contracts _____ 0 - 30 Points
- Cost Proposal – Lump Sum Cost Per Lot Size Range
_____ 0 -20 Points
- **TOTAL POSSIBLE POINTS**
_____ **100 Points**

- Cost of Service points will be awarded on the basis on the following formula:

$$(A/B)*C=D$$

“A” equals the lowest proposed fee submitted

“B” equals the Proposer’s proposed fee

“C” equals the maximum number of cost points available

“D” is equal to the actual number of cost points awarded to Proposer

The Parish Government, or appointed Committee, shall evaluate each Request for Proposal received. If the Parish desires, the firms will be notified to make a presentation before the selection process is completed.

St. Bernard Parish Government reserves the right to negotiate with any and all persons or firms submitting a Request for Proposal. St. Bernard Parish reserves the right to reject any Request for Proposal for failure to meet the requirements contained herein and to select the firm that best meets the requirements of this project and the needs of the Parish.

Request for Proposal Package

Interested parties are invited to secure a Proposal Package from the St. Bernard Parish Government, Department of Public Works, 1125 East St. Bernard Highway, Chalmette, Louisiana 70043 (504) 278-4314. Packages may be secured from the office between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday or requested by e-mail at tdoskey@sbsp.net.

Proposal Package may also be viewed and submitted online at www.centralauctionhouse.com.

Sealed Request for Proposal Packages will be received until the hour of 10:00 a. m. on Tuesday, November 8, 2016, in the St. Bernard Parish Government, Office of the Department of Public Works, located at 1125 East St. Bernard Highway, Chalmette, Louisiana.

To be a valid delivery, Sealed Proposal Packages must be delivered electronically by Central Bidding or by hand to St. Bernard Parish Government, Department of Public Works, 1125 East St. Bernard Highway, Chalmette, Louisiana during normal business hours of 8:30 a.m. to 4:30 p.m. Monday through Friday on or before **10:00 a.m. on Tuesday, November 8, 2016.**

Sealed Proposal Packages delivered to any other St. Bernard Parish Government location or other room number prior to the receipt deadline will not be considered.

St. Bernard Parish Government is an Equal Opportunity Employer. St. Bernard Parish Government also encourages all small and minority-owned firms and women's business enterprises to apply

/s/Keith LaGrange, Jr.
Keith LaGrange, Jr.
Director
Department of Public Works

For Publication On: October 7, 2016
 October 14, 2016
 October 21, 2016