

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

The City of Winchester, Kentucky has been awarded a Community Development Block Grant for the Lincoln Ave. Redevelopment Project – Phase I. Plans include acquisition of approximately 17 parcels of land. A title examination for each parcel will be required. The attorney shall be licensed to practice in the Commonwealth of Kentucky and shall carry professional liability insurance necessary to cover all risks of loss for the work hereunder in an amount of not less than \$500,000.

Scope of Services to be provided include:

1. The attorney will prepare and examine searches of title (30 years minimum) with respect to each parcel of land.
2. The attorney will prepare all deeds and other documentation necessary for acquisition of the properties. Closing documents to be prepared include Settlement Statement, List of Disbursements, and 1099-S. The attorney will represent the City of Winchester at property closings.
3. Additional legal work related to the project including but not limited to preparation of affidavits of descent, property liens, lien releases, condemnation proceedings etc.

Proposals shall state the number of days you will require to complete title examinations. The proposed fee will be reduced by ten percent if the title exams are not completed in the time allowed. Draft deeds, the settlement statement and list of disbursements shall be provided to the project manager for review at least three business days prior to the closing date or the closing fee will be reduced by ten percent. Please submit a Statement of Qualifications along with a schedule of costs for title searches, deed preparation, mortgage and note preparation, lien release, affidavit of descent and conducting closings. Please state the percentage of real estate work done by the firm, the attorney who will be assigned to the project and the number and positions of other staff persons. Also submit hourly fees and other billing rates for additional services. Four copies of the proposal should be submitted. Proposals will be rated on the basis of professional qualifications (30%), capability to perform work in a timely manner (20%), similar experience (20%), familiarity and proximity to the area (10%) and reasonableness of cost (20%).

Proposals will be evaluated on the basis of written materials. Proposals should be mailed to Kriss Lowry & Associates, Inc., Attention: Kriss Lowry, Project Manager, 227 South Rays Fork Road, Corinth, KY 41010-3027. The phone number is (502) 857-2800, kriss@krisslowry.com (Kentucky Relay Service for the hearing and speech impaired: 1-800-648-6056). Proposals must be received no later than 4:00 P.M. local time November 29, 2018. The city reserves the right to reject any or all proposals.

Attention is particularly called to the Federal requirements of employment to be observed under the contract including Title VI, Section 109, Age Discrimination Act Section 504, Conflict of Interest, Section 3, Executive Orders 11063 and 11246, the Clean Air Act, the Federal Water Pollution Contract Act and EPA regulations 40 CFR Part 15. Small, local, minority and female owned firms are encouraged to participate. No person shall be excluded from participation in, denied benefits of, or be subjected to discrimination in the implementation of this program on the

grounds of race, color, national origin, sex, sexual orientation, gender identity, familial status, age, religion or disability.