



MACON-BIBB COUNTY, GEORGIA

Request for Proposals

FOR

Heirs Property and Estate Planning Attorneys

22-037-FL

961-49

969-20

969-22

MACON-BIBB COUNTY

ISSUE DATE: January 21, 2022

DUE DATE: February 10, 2022

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible.

GENERAL

A. INVITATION

Notice is hereby given that Macon-Bibb County will receive responses from qualified attorneys or law firms to the Request for Proposals (original copy plus 5 copies) in the Procurement Department, 700 Poplar Street, 3rd Floor, Macon, Georgia 31201, until 12:00 o'clock NOON at the time legally prevailing in Macon, Georgia on Thursday, February 10, 2022, for Heirs Property and Estate Planning Attorneys for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

B. DEFINITIONS

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. SOLICITATION DOCUMENTS

Announcement of this Request for Proposals/Qualifications may also be posted on the Macon-Bibb County website at www.maconbibb.us/procurement and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. INSURANCE REQUIREMENTS

A copy of the respondent's certificate of insurance shall be included with the submission. Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of any contract issued thereupon. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000
General Liability: \$1,000,000
Automobile Liability: \$1,000,000

E. INTRODUCTION

The Macon-Bibb County Government is wholly committed to addressing and eliminating blight within our community. To that end, the Macon-Bibb County Attorney's Office is seeking qualified attorneys **with experience in the practice of heirs property law and/or estate planning** to assist the County Attorney's Office with a pilot project aimed at stopping houses that are likely to become blighted from turning into blight in the future.

The County Attorney's Office has identified a target neighborhood for a pilot project involving approximately 17 land lots. Depending on the success of this pilot project, the project may be scaled further for expanded implementation without further competition.

The County Attorney's Office seeks one or more a dedicated, caring, and compassionate attorneys or law firms to assist with this project. Further details will be communicated to responding attorneys or law firms who are qualified to perform the required tasks.

F. SUBMITTALS

Responses must be sealed and identified on the outside of the package as and delivered to:

“21-037-FL Heirs Property and Estate Planning Attorneys”
Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
flawson@maconbibb.us

Submissions may not be withdrawn for a period of one hundred-twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted in response to the RFP shall become the property of Macon-Bibb County.

Any questions related to this Request for Proposals shall be directed to the following contact person. No contact is to be made to anyone other than the contact listed. Such contact may result in disqualification from the qualification process. Email: flawson@maconbibb.us

**All questions or concerns regarding the RFP should be made via email only.
The Deadline for questions is January 31, 2022, at 5:00 PM EDT.**

G. RESPONSIVENESS

Any “Attachment A” documents which are not applicable to a vendor shall be marked “Not applicable” and submitted with all other Attachment “A” documents. For example, an organization which does not intend to use subcontractors shall mark the “List of Subcontractors” form in the “Attachment A” documents “Not applicable” and submit that document with the other “Attachment A” documents. **To be considered “responsive” the submission must include completed copies of the following documents:**

1. Attachment “A” Forms
 - a. Proposer Qualification Form
 - b. List of Sub-Consultants
 - c. Minority Participation Goal
 - d. Financial & Legal Stability Statement
 - e. Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
2. Attachment “B” Capacity and Fee Certification
3. Acknowledgement of Addendum Form.

H. RESPONSIBILITY

To be considered “*responsible*” the respondent must meet the following minimum qualifications:

1. Relevant Experience: Qualifications and experience of the organization and of participating attorneys within the organization, including a summary of heirs property or estate planning matters handled in the past five (5) years and a summary of issues or types of issues commonly addressed in each attorney’s practice.

2. References: Contact name, electronic mail, and telephone number of at least three (3) legal references.
3. Volume Capacity: Provide a brief summary of the organization's current capacity for new work, including the possibility of handling up to 17 new heirs property or estate planning matters in parallel, as well as capacity to handle similar but larger projects in the future.
4. Office Location: Please identify the address of the primary office out of which the attorneys who will be working on this project will operate. These projects may include frequent visits to property sites, and so the selected attorneys will be required to have a primary office that is within 30 miles of Macon-Bibb City Hall, as the crow flies.

I. SCOPE OF SERVICES

The Macon-Bibb County Attorney's Office is seeking qualified outside counsel to assist with the prevention and mitigation of blight by addressing heirs property as a precursor to blight and has identified a pilot neighborhood containing approximate 17 occupied residential parcels believed to be heirs property.

This project involves a multi-step process, the aim of which is to assist residents in the pilot neighborhood with obtaining clear title to their properties. The specifics of each case may vary, depending on the facts that are present. Throughout this process, the County proposes to hire the selected attorney(s) to represent one or more heir claimants to each pilot property. The general anticipated sequence of work for each property in the pilot will be roughly as follows:

1. Perform a title search on the pilot property to determine the current state of the title.
2. Meet with County Attorney's Office to plan possible methods of resolving and unifying title for each property.
3. Coordinate with County staff and officials to communicate with residents in the pilot properties to obtain buy-in.
4. Meet with residents to identify other heirs or interested parties.
5. Prepare deeds or other instruments as needed to transfer title away from any heirs who do not wish to assert any claim of ownership.
6. Advise heirs on the procedures and benefits of the Uniform Partition of Heirs Property Act, O.C.G.A. § 44-6-180, et seq., and represent one or more heirs with an interest in each property in a UHPA action for the purpose of unifying title.
7. After title to the property is settled, prepare wills or other deed or estate planning documents for the new title holders to help ensure continuity of title.

If successful, the attorneys involved in this project will form an integral piece of the Macon-Bibb County blight prevention operation and could help to preserve the generational wealth of our citizens, improve our neighborhoods, and help to beautify and improve Macon-Bibb County and the lives of its citizens.

J. FEES

Responding attorneys are asked to submit fee bids on a flat rate, per parcel basis, to include all attorney time; court costs; overhead costs such as copying, printing, and legal research database access; and recording fees. Responding attorneys will be required to maintain this flat rate for the duration of this pilot project. There may potentially be more than one resident or client in need of representation for each parcel. For example, if upon resolving title, a husband and wife are left as title holders to a parcel, then deeds may need to be prepared for each of them.

K. RESERVATIONS

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP/Q and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP/Q or contract when deemed to be in Macon-Bibb County's best interest.

Macon-Bibb County will not provide compensation to respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your organization's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the organizations other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed "nonresponsive" or "non-responsible". Non-responsive submissions will not be reviewed for potential award.

L. SUBMITTAL FORMAT AND REQUIREMENTS

The requested proposal documentation should be submitted on 8-1/2" x 11 soft bound sheets. Include one (1) original and three (3) printed copies. In, addition, submit one (1) flash drive of the entire proposal.

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm's History / Background

History of the Firm (including years in business)

Contact information (including address(es), telephone/Fax numbers, email, etc.)

Structure of the firm (include principal(s), project team, if applicable)

Experience

Resume(s)

Reference list

List of projects with similar scope and size

Price Proposal

Provide prices on the forms included

M. SELECTION

Pursuant to Sec. 16(d) of the Macon-Bibb County Charter, the County Attorney's Office is given broad discretion to hire legal counsel for Macon-Bibb County for all purposes, except as otherwise instructed by the Mayor. As such, selection criteria for this RFP shall be based on the subjective judgment of the County Attorney's Office, and may include none, any, or all of the responsible and responsive submissions to this RFP. The County Attorney's Office may, in its discretion, require additional submittals, such as responding to follow-up questions or participating in an interview prior to accepting any or all submissions.

ACKNOWLEDGMENT OF ADDENDUM

The undersigned Proposer acknowledged receipt of the following addendum, if issued, to the RFP. If none received, write "None Received."

Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:

Organization	
Signature	
Print Name	
Title	
Date	

Attachment B

Capacity and Fee Certification - Sign ONLY one.

To be considered for 100% of project tasks:

I, _____, hereby certify that I/my law firm have reviewed the requirements of RFP No. 22-037-FL, and have had the opportunity to ask questions concerning the expected scope of work; and the I/we have the capacity to diligently pursue up to _____ of the 17 pilot cases referenced therein simultaneously; and to complete all steps in the expected scope of work; and that my/our flat rate fee of _____ will apply for each parcel case that may be assigned to me/us in accordance with this RFP.

Signature

Date

To be considered for only SOME project tasks:

I, _____, hereby certify that I/my law firm have reviewed the requirements of RFP No. 22-037-FL and have had the opportunity to ask questions concerning the expected scope of work. I/we would like to be considered for only the following components of the expected scope of work: _____

_____.

I/we have the capacity to diligently pursue the above tasks with respect to up to _____ of the 17 pilot cases referenced in RFP No. 22-037-FL simultaneously; and my/our flat rate fee of _____ will apply to complete the tasks stated hereinabove for each parcel case that may be assigned to me/us in accordance with this RFP/Q.

Signature

Date