



DEPARTMENT OF FINANCE  
Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

### Addendum No. 1

**Date:** February 1, 2024  
**Request for Proposal:** #24-2629-1EMF – Real Estate Title and Closing Services  
**Receipt Date/Time:** February 14, 2024; 2:00 p.m.  
**Subject:** Updated Scenario and Questions and Answers

Ladies/Gentlemen,

Please make the following corrections, deletions and/or additions to the above referenced RFP:

1. Replace “Attachment F2 – Hypothetical Scenario” with “Revised Attachment F2- Hypothetical Scenario” listed below.

All other specifications and General Terms and Conditions shall remain the same.

Offerors must take due notice and be governed accordingly. Acknowledgement of the receipt of this addendum shall be made in your proposal.

Failure to acknowledge this addendum may result in your bid being declared non-responsive.

Questions and Answers on the following pages.

Sincerely,  
Eileen M. Falcone  
Assistant Division Director  
Fal51@henrico.us

#### ACKNOWLEDGEMENT:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**REVISED ATTACHMENT F 2– Hypothetical Scenarios**

**Based on the pricing provided above, Offerors are to provide an itemized price quote for each of the following hypothetical scenarios with a “Grand Total” for all three. Enter the totals for each below.**

Scenario #1 – The County is purchasing a property, and we would like your firm to handle the closing for us. The sales price for the property is \$500,000 and we require owner’s title insurance. Deed to be prepared by the County. This will be a cash transaction. The seller will have their own attorney."

Total \$\_\_\_\_\_

Scenario #2 - The County is interested in the purchase of a property but is unsure of the current ownership. We request that your firm perform a title search and provide a title report.

Total \$\_\_\_\_\_

Scenario #3 - The County is gifting a parcel of land to the School Board, and they are required to have title insurance on it. This shall include a 60-year search, issuing a title commitment and issuing a title policy. There will be no formal closing per se, just the issuance of the insurance. The assessed value of the property is \$150,000.

Total \$\_\_\_\_\_

**Grand Total for Scenarios 1-3: \$\_\_\_\_\_**

**RFP 24-2629-1EMF**  
**Real Estate Title and Closing Services**  
**Questions and Answers**  
**January 31, 2024**

1. Page 2, Scope of Services, A.3 - Does the title search need to go beyond 60 years if a vesting deed is found, but no warranty deed? (Example: only quit claim deeds and covenant deeds are found).  
**Answer: Yes**
  
2. Page 3, Scope of Services, A.12 - This line item includes 'proper disbursement of funds as necessary to cause the removal of all liens and encumbrances...'
  - a. Will the title vendor need to perform title curative actions (i.e. – drafting subordinations) other than simple disbursement of County funds to remove liens and encumbrances?  
**Answer: No**
  
  - b. If curative actions are required, can Henrico County provide a pricing line item per curative action?  
**Answer: N/A**
  
  - c. Would the title vendor have discretion regarding which curative actions will be necessary?  
**Answer: Yes, provided that the curative action releases the exception as determined by the County Attorney**
  
3. We noted that the timeline states questions are due on January 26, and now I'm also noticing a January 25 due date on another page, so we hope our firm is able to get our questions accepted.  
**Answer: Page 1 of the RFP did show January 25<sup>th</sup> however Sec. IV and VI have January 26<sup>th</sup> so questions will be answered if submitted on January 26<sup>th</sup>.**
  
4. Page 27 – Attachment F 1- Pricing Schedule
  - a. It seems you want one price for a 60-year status of title report- History and then another price for Search Fee. How are these different? It seems they are both for 60 years – please advise.  
**Answer: See Section 25.1-204. D. of the code of Virginia as to what is required in a status of title report. Emphasis is placed on the ownership of the property.**
  
  - b. Title insurance premiums- without a purchase price, I cannot show a title insurance premium, since the Purchase price is needed to determine a firm title insurance price. Can I just enter- Based on Fidelity National Title Insurance Filed rates in Virginia?  
**Answer: Yes**
  
  - d. Does Henrico County prepare the title deeds for closing?  
**Answer: Yes, unless the Seller has his or her attorney or wants to prepare the deed and the County Attorney approves the Deed.**

- d. How is the price sections on page 27 and 28 calculated since the pricing schedule does not show the number of searches, closings to perform? Or does the pricing, only use the grand total on page 28?

**Answer: Pricing provided on page 28 should be calculated by the price provided on page 27. i.e. If the number of closings were 2 then you would multiply the cost provided on page 27 for closing fee x 2.**

5. Page 28 – Attachment F 2 Hypothetical Scenarios.

- a. Scenario #1- When you show that you want us to handle the closing, does this include the 60-year title search and the closing for the buyer + the owner's title insurance policy? Or does this just include the closing and the title insurance policy? Please confirm the deed is prepared by Henrico County.

**Answer: Yes, Offerors shall include every charge to the buyer. There will be no deed prep fee to the County.**

- b. Scenario#3- Should this scenario include a 60-year search, issuing a title commitment and issuing a title policy. I assume the deed will be prepared by Henrico County.

**Answer: Yes – See Revised Attachment F2**

6. Regarding the Hypothetical Scenarios – Attachment F-2. Under Scenario 1, Can you clarify the sales price? Is the sales price for the property \$500.00 or \$50,000 or \$500,000?

**Answer: Should be \$500,000 in the RFP. See Revised Attachment F2**

7. Provide Attachment F1- Pricing Schedule and Attachment F2- Hypothetical Scenario from the January 2023 award.

**Answer: There was no award made in 2023. The contract had four renewal options. The pricing has remained the same for each of the four renewal periods. See attached.**

Cost Item Description		COST	
SIXTY YEAR "STATUS OF TITLE REPORT" HISTORY	\$	75.00	STATUS OF TITLE REPORT HISTORY – In conjunction with a title search/abstract of title
SEARCH FEE	\$	175.00	per parcel/per title chain
If there is more than one title chain for a property, the Contractor may, at the County's sole discretion, invoice for more than one chain of title. However, any such request for compensation for multiple chains of title will require prior approval of the Director of Real Property.			
TITLE INSURANCE COMMITMENT FEE.	\$	75.00	/TITLE COMMITMENT
TITLE INSURANCE PREMIUM	\$		STGC Published rates – Attachment A
TITLE INSURANCE POLICY FEE	\$		STGC Published rates – Title Policy
CLOSING FEE	\$	450.00/	CLOSING
COPY COST	\$	1.00	per page
COVER SHEET PREPARATION FEE	\$	25.00	per document
DOCUMENT PREPARATION FEE	\$	175.00/	DEED
			(subcontracted to Fleet W. Kirk, PLC)
TITLE UPDATE AND RECORDING FEE	\$	65.00	
Court Appearances of 4 hours or Less in One Day	\$	200.00	/ EACH Per Person
Court Appearances More than 4 hours in One Day	\$	400.00	/ EACH Per Person
Pre-Trial Meeting or Administrative Hearing of 4 hours or Less in One Day	\$	200.00	/ EACH Per Person
Pre-Trial Meeting or Administrative Hearing of More than 4 hours in One Day	\$	400.00	/ EACH Per Person