

REQUEST FOR PROPOSALS – PRIVATE ATTORNEY INVOLVEMENT FOR  
TAX ADJUDICATED LAND SALE SERVICES



**City of Alexandria Legal Division  
Request for Proposals (RFP) – Adjudicated Land Sale Services**

**Proposal Due Date – 5:00 p.m., May 31, 2024**

**Contact:**

City of Alexandria Legal Division  
915 Third St.  
Alexandria, LA 71309  
(318) 449-5015

Electronic copies of the RFP are available at:  
[www.cityofalexandrialala.com/rfp](http://www.cityofalexandrialala.com/rfp)

Please provide a clear and concise description of your qualifications and/or experience in dealing with the sale of tax adjudicated property under Title 47 of the Louisiana Revised Statutes. Explain your proposed services and provide verifiable client/business references as requested below. Proposal materials should be clearly written and signed by an individual or individuals legally authorized to commit your organization or company.

Please include only materials directly applicable to your proposal. Ornate and expensive proposal materials and/or presentations are discouraged.

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SECTION I: INTRODUCTION

The City of Alexandria (the “City”) is seeking proposals from qualified attorneys, legal organizations, and/or law firms to guide interested private parties and prospective purchasers of tax adjudicated properties within the city limits of Alexandria, Louisiana. This document is a Request for Proposals (RFP) for the services described below and does not obligate the City to enter into any agreements. The RFP establishes minimum requirements a respondent must meet in order to be eligible for consideration, as well as information to be included in the RFP responses.

Under Louisiana law, a property becomes “tax adjudicated” when its owner (tax debtor) fails to pay ad valorem taxes on the property and no other person places a bid at a “tax sale” to become a tax sale purchaser of the property. The property then becomes “adjudicated” to the local government, although the tax debtor remains the property owner of record. Title 47 of the Louisiana Revised Statutes allows local governments to facilitate the conveyance of a non-warranty title to tax adjudicated properties to a new owner in a number of ways.

Carefully examine the specifications, conditions, and limitations provided below. The selection of the successful attorney(s) will be made based on the Alexandria Legal Division’s evaluation and determination of the needs of the City, and the relative ability of each respondent to deliver quality services in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

- Practice History
- Management Approach
- Experience with real estate and related matters – specifically the transfer of tax adjudicated property
- Value Added Features
- Cost Proposal and Invoicing

The City is not obligated to accept the lowest price and reserves the right to reject any and all proposals or amend the scope of the project. Any attorneys must be duly licensed in Louisiana and otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

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SECTION II: SUBMISSION OF PROPOSALS

Respondents shall send via email or deliver three copies (personally or through a courier) of their proposal to:

City Attorney's Office  
c/o Tina Smith  
P.O. Box 71  
Alexandria, LA 71309-0071  
(318) 449-5015  
Tina.Smith@cityofalex.com

Responses to this RFP are due by 5:00 pm on May 31, 2024. Late submittals will not be accepted.

SECTION III: CONTRACT TERM

The term of this contract shall be for one (1) year, with options to extend additional years. Termination may be made by either party with thirty (30) days written notice. Funding, if necessary, will be limited to the monetary amounts appropriated by the City Council.

SECTION IV: SCOPE OF SERVICES

If a contract is awarded, the private Attorney shall:

- Administer all cost accounting and billing, if any, relative to the contract.
- Handle the review of property titles and/or abstracting.
- Ensure the following:
  - Proper *Mennonite* notification process;
  - Proper advertising in the official journal of the political subdivision;
  - Drafting and filing of required legal documents with the Parish Clerk of Court;
  - Verification and acknowledgment that tax adjudicated land sale transactions conform with all applicable laws covering the sales or donation of adjudicated property to private parties, including Title 47 of the Louisiana Revised Statutes, the Louisiana State Constitution of 1974, and local Parish and City ordinances.
- If your proposal envisions a different distribution of responsibilities between the City, the respondent, and the prospective purchaser, please clearly explain who would be responsible for what tasks and how that may affect compensation or other expenses.

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SECTION V: INSTRUCTION TO RESPONDENTS

**RFP respondent is to address the following subjects in the response. Reference any attachments in the response and include printed copies of all attachments.**

*1. Practice History and Organization*

Provide a brief statement describing your organization's practice history, ownership, and structure, and include brief information regarding the work history of any personnel who would be involved with the tax adjudicated land sale transactions.

*2. Management Approach*

Describe in detail how the firm or organization will manage this project. Indicate by position or title the person who will have the overall responsibility for the project, and any other personnel or support staff that would also be involved in the work and their proposed roles.

*3. Value Added Features*

Indicate features not covered elsewhere in the response which are offered to enhance the firm's ability to effectively manage this project, such as (but not limited to) preparing and reviewing amendments to City ordinances or policies.

*4. Cost Proposal and Invoicing*

Indicate how the firm or organization proposes to be compensated for the sales, such as by the City or privately through the purchase of adjudicated properties. Provide specified billing rates, if applicable, for handling the sale of adjudicated properties, either hourly or by sale. Include billing rate(s) for additional related services that could be offered, if applicable.

*5. Insurance*

The successful attorney or firm shall carry and maintain relevant insurance policies at all times with respect to any work or service to be performed, including the following:

- Error and Omissions Liability Insurance
- Any other appropriate insurance related to adjudicated property transactions.

Include a sample Certificate of Insurance including limits with the response. If awarded the contract, all policies and certificates shall be provided with thirty (30) days notification to the City in the event of cancellation, reduction in limits, or changes in coverage.

*6. References*

Please provide at least three (3) references with knowledge of relevant prior work.

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7. *MINORITY AND/OR DISADVANTAGED BUSINESS ENTERPRISE (DBE) FIRM PARTICIPATION*

Under the City of Alexandria's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program, participation by minority and/or disadvantaged business enterprise firms is encouraged. Questions regarding the AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.
- B. Document and maintain a record of all solicitations of offers for subcontracts from minority or female contractors and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.
- D. Participate in associations, which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.
- E. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of small, minority, and disadvantaged businesses, please visit <http://www.diversityinaction.org>.

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8. *Acknowledgement of Contractual Terms*

Please affirmatively state the Contractor's understanding and consent to the following standard terms and conditions as part of contracting with the City of Alexandria:

- Indemnification: Contractor agrees to indemnify, defend and hold harmless the City, its officers, employees, agents, licensees, and invitees against any and all liability, damages, losses, claims, demands, and actions of any nature, including attorney fees, due to personal injury or property loss or damage of any kind or nature which arises out of or is claimed to arise out of or is in any manner connected with or related to the services performed or failed to be performed by Contractor under or pursuant to its contract with the City of Alexandria, including but not limited to the examination of title, the sale of adjudicated properties or any notice related thereto, or to the use of the City property or with the presence on the City property by Contractor, its employees, or agents.
- Governing Law: Any agreement shall be governed by and construed in accordance with the laws of the State of Louisiana, and the venue and jurisdiction for any lawsuit brought concerning an agreement shall be in the 9th Judicial District, Rapides Parish, Louisiana.

***NOTE:** The City reserves the right to negotiate all terms and conditions of any agreement. Any proposed contract must be approved by an ordinance of the Alexandria City Council.*