

Request for Proposal
Title Searching Services

The Town of Bethel is requesting proposals from qualified individuals or firms for title searching service relevant to the administration of their Small Cities Program Income Housing Rehabilitation Loan Program.

Proposals are for the preparation of a limited title search or a bring to date search for each participating property. The Town anticipates 15-20 properties to participate over a three-year period. The search must include the names of the current owners, the property description, a list of encumbrances, liens, right of ways, easements, as well as a real estate tax check and verification of flood plain location.

Interested parties can obtain information by contacting Phyllis D. Kansky, Grants Administrator, Town of Bethel, Telephone: 203.794.8148;email: kanskyp@bethel-ct.gov.Monday-Wednesday 8:00-1:00pm,Thursday 8:00-2:00pm, Friday 8:00-12:00pm. The RFP is also available on the Town's website at www.bethel-ct.gov under bids and on the State of Connecticut Department of Administrative Services (DAS) at www.ct.gov/das.

Submit 2 original copies and one digital copy to Phyllis D. Kansky, Grants Administrator, 1 School Street, Bethel, CT 06801 not later than 1:00 PM on August 12, 2019 that includes a description of the firm, resumes or qualifications of key personnel performing the searches and fee schedule. Also include an original certificate of insurance with the following coverage and amounts.

A.	Errors & Omissions	1,000,000.00
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Please contact Peter Testa of A&E Services Group, LLC at 203-518-2054 or peter@aesgrp LLC.com with any questions.

The Town of Bethel is an Affirmative Action/ Equal Opportunity Employer
SBE/MBE/WBE and Section 3 Businesses are encouraged to apply.