



ADDENDUM I

SUBJECT: On-Call Title Review Services, (RFQ 25-062, RFx 6100018877), Scheduled to Close: Monday, April 7, 2025; Date of Issue: Friday, March 7, 2025

FROM: Stacey L. Czachor
Procurement Manager

DATE: March 26, 2025

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS

THE ABOVE MENTIONED REQUEST FOR QUALIFICATIONS IS HEREBY AMENDED AS FOLLOWS:

- 1. REVISE:** The RFQ submission deadline has been extended to **April 11, 2025, at 11:00 a.m., Central Time**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Friday, March 14, 2025, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for On-Call Title Review Services. Below is a question that was asked at the pre-submittal conference. The City's official response to the question asked is as follows:

Question 1: Can the requested services be divided between two (2) vendor applicants – one (1) for title searches and the other for title insurance and escrow services?

Response: Respondents can apply as a team or joint venture (i.e., Co-Respondents) but should ensure that all requested information and forms attached to the RFQ as Exhibits are completed by each co-respondent and submitted as part of their single proposal. If a Co-respondents proposal is selected for award, each co-respondent will be required to execute the contract with the City.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 2: Can you let me know if you will be seeking current owner searches or full history searches that go back between 40 and 60 years?

Response: Title report services will require the selected Respondent(s) to complete at least a forty year search; however, depending on the complexity of ownership or encumbrances associated with a particular property, a search greater than forty years may be necessary in some cases.

Question 3: What percent of title searches requested does your organization convert title searches to title insurance?

Response: Over the past ten years, less than 5% of title searches converted to title insurance policies. This amount can fluctuate from year to year based on the priorities of the City.

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