

DEPARTMENT OF TRANSPORTATION

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DIVISION OF PROCUREMENT AND CONTRACTS

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INTERNET <http://www.dot.ca.gov/dpac>*Making Conservation
A California Way of Life.***April 9, 2026****Addendum No. 2****Invitation for Bid (IFB) 03A4164****On-Call, and As-Needed Multi-Provider Title and Escrow Services
in Yolo County****NOTICE TO PROSPECTIVE BIDDERS:**

Addendum No. 2 is being issued for the above-referenced IFB. Bids for this work shall be with the full understanding of this Addendum.

The following represents questions submitted for this IFB and the Department's responses.

Question 1:

Can Caltrans provide any historical data or estimates on the number of parcels processed annually under similar contracts?

Answer 1: This would be dependent on the type of projects slated within said county. On review of the projects projected for this county, Caltrans anticipates needing 25-30 Preliminary Title Reports within the next 1-3 years. Beyond that we may request Updates and/or Litigation Guarantees.

Question 2:

What is the typical ratio of preliminary title reports ordered vs. escrows that ultimately close?

Answer 2: The majority of our requests will be for Preliminary Title Reports. Throughout the 5-year contract for this county, Caltrans anticipates 1-5% of total estimated parcels will require escrow services. This is largely dependent on the type of projects slated for a particular county during the contract's 5-year period of time.

Question 3:

Are there any anticipated large-scale projects within Yolo County that may significantly impact volume?

Answer 3: There is potential for one project within the next 1-3 years, mostly requiring Preliminary Title Reports. Total parcels estimated at this time is 28. Design changes may affect the number of parcels needed, increasing or decreasing the total.

Question 4:

Is there any cap on the number of concurrent Service Requests assigned to a single contractor?

Answer 4: No. If this contract ends up being single provider, the winning contractor would be required to carry out the work alone. If this contract ends up being multi-provider, when Contractor A is unable to accept additional work, Contractor B will be called in to perform the work. Please refer to the **Exhibit A Scope of Work Section 8.D.**

Question 5:

Under what circumstances would work be shifted from the lowest bidder to the second-ranked contractor?

Answer 5: Refer to answer 4 above.

Question 6:

Are contractors allowed to decline Service Requests without penalty if capacity is exceeded?

Answer 6: By submitting a bid, Contractor is certifying their ability to provide the services under this Agreement. Please refer to **Exhibit A, Scope of Work** in its entirety.

Question 7:

For expedited requests, what turnaround time is expected?

Answer 7: Turnaround time is within 30 days of the start date of the service request. Refer to **Exhibit A Scope of Work Section 9.E**.

Question 8:

Are there any penalties or performance metrics tied to turnaround times beyond those stated?

Answer 8: Refer to **Exhibit D, Section 2 Termination**.

Question 9:

Can Caltrans clarify expectations for “additional research” qualifying for Title Record Search billing?

Answer 9: Refer to **Exhibit A Scope of Work Section 9.E**.

Question 10:

How frequently are in-person recorder office searches required versus standard database searches?

Answer 10: The frequency of in-person recorder officer searches depends on the county and area being searched as well as availability of online access to information required to produce the services requested. In more remote counties, without database access, this could require frequent in-person searches at the County Recorder's Office.

Question 11:

Are there specific counties or jurisdictions where more complex title issues are anticipated?

Answer 11: More remote California counties can require more complex and in-person searches.

Question 12:

What percentage of transactions typically require full escrow services versus title-only services?

Answer 12: The percentage of transactions requiring full escrow services is dependent on the type of projects slated within said county during the 5-year contract. For this contract, between 1 and 5% of total projected parcels will require full escrow services

Question 13:

Are there any standardized escrow instructions or templates provided by Caltrans?

Answer 13: With each service request, Caltrans Contract Manager will provide the Right of Way contract between the grantor and Caltrans, as well as an Escrow Instruction Letter for each parcel.

Question 14:

For third-party reconveyance and subordination fees, can Caltrans clarify typical cost ranges observed?

Answer 14: Refer to **Exhibit A Scope of Work Section 9.K**.

Question 15:

Are there any scenarios where costs exceeding \$1,000 are commonly pre-approved?

Answer 15: Caltrans is unable to provide scenarios where costs exceeded \$1,000 in prior contracts.

Question 16:

Are recording fees ever reimbursed when exemptions do not apply?

Answer 16: Yes, as long as there are no government code exemptions. Refer to **Exhibit A Scope of Work Section 9.K-L**.

Question 17:

Are there any endorsements or policy requirements beyond those listed that are frequently required in practice?

Answer 17: There are no other requirements besides what's stated in the Scope of Work.

Question 18:

Can Caltrans confirm that CLTA policies will follow standard rate structures, or is discounting expected?

Answer 18: Contractor shall follow the rates recorded with the Department of Insurance.

Question 19:

Given that subcontracting is not permitted, are there any allowances for affiliated entities or shared resources?

Answer 19: Refer to **Exhibit B Section 4**.

Question 20:

Are there specific system requirements (e.g., file formats, software platforms, ROWMIS integration expectations)?

Answer 20:

Specific software platforms and ROWMIS integration are not expected.

Question 21:

What is the typical payment turnaround time after invoice submission?

Answer 21: Refer to **Exhibit B Section 3**.

Question 22:

Are partial invoices allowed for long-running escrows?

Answer 22: Services are invoiced at the close of escrow. Refer to **Exhibit A, Scope of Work Section 9.K**.

Question 23:

Is there a dedicated Caltrans project manager for coordination, or multiple points of contact?

Answer 23: Caltrans Contract Manager will be the main point of contract for the Contractor.

Question 24:

How frequently are performance reviews conducted?

Answer 24: "Performance reviews" are not conducted. However, all work is subject to review and acceptance by Caltrans Contract Manager. Work may also be reviewed by Caltrans engineers and/or agents for completeness. Invoicing is monitored by Caltrans Contract Manager to ensure compliance with **Exhibit A, Scope of Work** as well as fees charged. Service requests are documented and tracked. As necessary, if overall performance is deemed unsatisfactory and fails to meet the requirements of the Agreement, Caltrans Contract Manager will develop a plan of action to cure performance issues.

Question 25:

Are there any known challenges or lessons learned from prior contracts that bidders should be aware of?

Answer 25:

1. Contractors must have a title and escrow license issued by the California Department of Insurance.
2. Documents referenced within the Title Report or Litigation Guarantees are required to be hyperlinked within those specific documents. Refer to **Exhibit A, Scope Section 9.F**. Contractors have missed this requirement in the past.
3. More remote counties often do require in-person searches at the County Recorder's Office. In the past, some contractors expected they would be able to rely solely on information retrieved from the database. This is not possible in all counties. Bidders should only bid the hourly search fee accordingly.
4. Incomplete documents and/or invoices have the potential to cause delays in processing payment.

All other terms and conditions set forth in the IFB remain in full force and effect.

Sincerely,
Jean Mallare
Contract Analyst