



THE
GILCHRIST LAW FIRM
P.A.



United States Army Corps of Engineers

CAPABILITIES BRIEF

for Title Services to the United States Army Corps of Engineers



Schedule



REAL ESTATE SERVICES

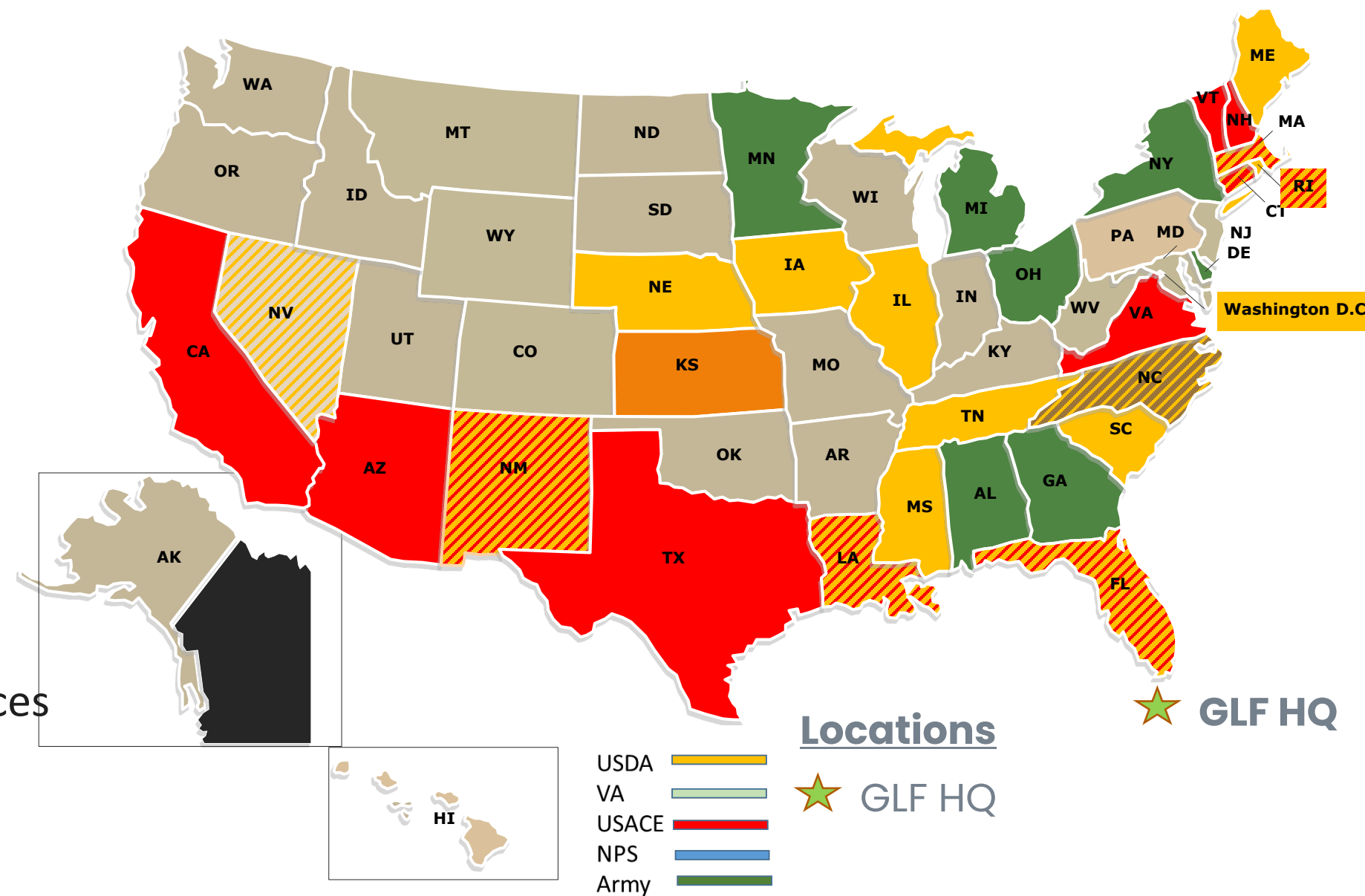
- Area Wide Market Analysis Services
- Yellow Book Appraisal Service
- Market Studies
- Commercial Surveying Services
- Real Estate Closing Services
- Real Estate Title Searches
- Provides Escrow and Disbursement Services

LEGAL SUPPORT SERVICES

- Notaries
- Legal Research Services
- Litigation Services
- Employment Law Training
- Foreclosure Support Services

OFFICE ADMINISTRATIVE SERVICES

- Legal Office Management
- Business Management
- Executive Office Management
- Office Administration Management



- **8(a) Certified**
- **Service-Disabled Veteran-Owned**
- **GSA Schedule**

We are an 8(a) firm in good standing and have done similar work in uniform. SBA 8(a) Business Opportunity Specialist, Aimee Perez, who can be contacted directly at:

Aimee Perez, Business Opportunity Specialist, 8(a) Business Development Division South Florida District Office.
51 SW 1st Ave, Suite 201, Miami, Florida 33130-160
U.S. Small Business Administration
Work (305) 536-5981, aimee.perez@sba.gov

About GLF

The Gilchrist Law Firm, P.A. (GLF) is a private counsel and program management firm that provides professional legal support services, real estate, and staffing requirements. The Firm uses the latest secure intellectual technology and proven quality control and assurance methods to streamline processes and procedures. As a prime contractor, the Firm supports federal contracts at the national, regional, and state levels. ***Our experienced professionals now fulfill federal requirements with several different agencies across 28 states and the District of Columbia.***

The Firm is an award-winning Service-Disabled Veteran-Owned Small Business, Disadvantaged Business Enterprise (DBE), GSA Schedule, and 8(a) certified. The Firm recently won the 2020 South Florida Small Business Administration ***“Best Veteran-Owned Business” of the year award.*** We are committed to providing exceptional services to our clients that consistently exceed requirements and expectations.



Jacquin Gilchrist

Over 15 years of experience

University of Florida-Levin College of Law Gainesville, FL
Juris Doctor, Cum laude, 2008

Davidson College Davidson, NC
Bachelor of Arts in Political Science, 2005

As an Army Veteran with over 15 years of experience in the private sector and the U.S. Army JAG Corps, Mr. Gilchrist has built a team of professionals and support staff who have undergone litigation at the trial court, appellate, and supreme court levels. GLF's success is attributed, in large part, to my military career as a U.S. Army JAG Corps attorney. After honorably serving on active duty, including serving as an intelligence law attorney for an intelligence brigade in the Central Command area of operation, Mr. Gilchrist later served in private practice at several distinguished law firms. He represented clients worldwide at real estate closings and litigation matters, including successfully litigating a real estate law appeal involving a multi-million dollar property to the Florida Supreme Court.

As a certified SBA 8(a) firm, the GLF Team has had the opportunity and privilege of *providing legal services to various Federal Agencies such as the Department of Defense, the United States Army Corps of Engineers, the Department of Labor, and the Department of Justice as well as many private clients in various areas of law.*

Our team has over thirty years of diverse experience handling multiple types of legal support services.





Dolores Arc

Over 20 years of experience

Bachelors Degree, ITT Technical Institute in Plantation, FL
Business Administration, 2015

Dolores Arce is a licensed title agent and the Lead Real Estate Title Examiner for Gilchrist Law Firm. Ms. Arce began her career in the title industry as a real estate paralegal for a firm in Miami-Dade. Immediately following this position, she started gaining experience working with attorneys who represented commercial developers building shopping centers and residential developers building communities in Broward County. For over 20 years, she has been gaining experience and expertise through real estate, ownership, and encumbrance searches, and title-related positions such as in-house title agent for a leading ReMax Real Estate office in Palm Beach as well as the Operations Manager for a prominent Title Agent in Coral Springs. She has furthered her career by obtaining a bachelor's degree in Project Management and Business Administration in 2015 from ITT Technical Institute in Plantation, Florida. Dolores has been able to exercise her degree *as a Real Estate Program Manager by working with several government Agencies such as the USDA, US Corps of Engineers, and other government agencies.* Dolores enjoys her career as the Lead Real Estate Title Examiner.





Real Estate Transaction Support: Title, Easements, Closings, Appraisals
USACE - LA: W912P820A0011 Dates: Aug 2023 – Present
USACE - WA: W912BV23F0091 Dates: Jul 2023 – Present
USACE - HI: TBD3 Dates: Apr 2023 – Present
USDA - SC: Green Dates : Apr – Present
USDA - OK: 12FPC123Q0001 Dates: Mar 2023 – Present
USDA - FL: 12FPC422Q0036 Dates: Aug 2022 – Present
USDA - AL: 12405B22P0106 Dates: Apr 2022 – Present

Real Estate Transaction Support: Title Searches, Easements, Closings
USDA - NC: 12FPC1-19-P0090 Dates: May 2019 – Present
USDA - TN: 12FPC1-19-P0136 Dates: Jul 2019 – Present
USACE - FL: W91278-19-P-0150 Dates: Aug 2019 – Present
USDA - FL: 12FPC119P0243 Dates: Aug 2019 – Present
USACE - New England: W912WJ20A0021 Dates: Jul 2020 – Present
NPS - KS: 140P6020P0027 Dates: Jul 2020 – Present
USDA - MS: 47QRAA19D009H Dates: Aug 2020 – Present
USACE - TX: W912BV20P0130 Dates: Sep 2020 – Present

Recent Past Performance

Supporting the Military Community

Foreclosure Services: Recovering losses for the Federal Government
USDA - NY: 1231ME19A0006 Dates: Dec 2018 – Present
USDA - FL: 1231ME19A0002 Dates: Aug 2019 – Present
USDA - SC: 12SAD120A0007 Dates: Jun 2020 – Present
USDA - NC: 12SAD120A0012 Dates: Jun 2020 – Present
USDA - ME: 12SAD120A0002 Dates: Jun 2020 – Present
USDA - CT/MA/RI: 12SAD120A0017 Dates: Jul 2020 – Present
USDA - NE: 12SAD120A0033 Dates: Jul 2020 – Present
USDA - IL: 12SAD120A0020 Dates: Aug 2020 – Present
USDA - MI: 12SAD120A0028 Dates: Aug 2020 – Present

Appraisal Services: Providing services in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP)
USDA - FL: 12FPC120P0031 Dates: Jan 2020 – Present
USDA - NE: 12FPC320P0154 Dates: Jul 2020 – Present
USACE - TX : W9126G20A0018 Dates : Sep 2020 – Present



Notable Recognitions/Awards

1. SBA 2020 South Florida “Best Veteran Owned Business of the Year”
2. SBAs 2019 Region 4 Small Business “Prime Contractor of the Year”
3. Sponsoring an accredited Externship Program with FAMU Law School



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United States Department of Defense

GLF served as the dedicated Contractor entrusted with the vital responsibility of furnishing and delivering Owner's Guarantee (Insurance) Policies or Certificates of Title and Continuations thereof, encompassing preliminary, interim, or final policies, certificates of title, interim binders, or endorsements, tailored to meet the unique requirements of the Department of Defense – North Carolina Office of the Staff Judge Advocate. Our commitment went beyond mere provision; we diligently supplied full-time legal professionals, equipped with extensive expertise and certifications as notary publics, ensuring a meticulous handling of legal document preparation and thorough legal research. Furthermore, our engagement extended to ensuring the provision of on-site full-time legal professionals, complemented by our meticulous Quality Control plans, meticulously developed to guarantee impeccable service delivery, prevent errors, and identify corrective measures to ensure non-recurrence. Our dedicated Contract Manager / Program Manager, collaborating closely with the Contracting Officer's Representative (COR), adeptly navigated complex scenarios, ensured adherence to contract terms, and efficiently resolved issues, ensuring seamless service execution.

Throughout the tenure of the DoD staffing contract, GLF encountered, and effectively mitigated challenges posed by the COVID-19 pandemic, swiftly adapting our operations to ensure uninterrupted service delivery. Despite unforeseen personnel setbacks due to COVID-19, we proactively adjusted our staffing levels, teleworking and deploying additional personnel on-site to bridge any coverage gaps experienced during this period. Remarkably, our firm's CEO personally intervened during the surge, supplementing cleared personnel on-site, reaffirming our commitment to delivering unwavering legal support, even during challenging times. Notably, our commitment and exceptional service were recognized during FY 2020 when GLF received the esteemed honor of the SBA District Best Veteran-Owned Small Business award, a testament to our unwavering dedication and exceptional service delivery to our esteemed agency clients. This accolade stands as a testament to our relentless pursuit of excellence in serving the legal needs of our clients, reaffirming our commitment to upholding the highest standards of service and professionalism in all our endeavors.



United States Department of Agriculture

National Resource Conservation Service (NRCS)

Georgia, Florida, Mississippi, Delaware, North Carolina, South Carolina, Michigan, Louisiana



**United States
Department of
Agriculture**

GLF has served as a contractor for USDA Georgia, furnishing all closing services, including obtaining title insurance from the title insurance company approved by the United States Attorney General. GLF performed the same services for the USDA as in a commercial transaction, including obtaining and recording deeds, and any necessary curative instruments to assure merchantable, insurable title to the easement area in the name of the United States of America, by and through the Secretary of Agriculture.

The closing services were performed in the county of the easement in Georgia. GLF coordinated and facilitated obtaining and updating the chain of title, including copies of all instruments that created rights, interests, or encumbrances on the property. In addition, GLF provided preliminary title commitments and issued final title insurance policies while working with landowners to clear exceptions on title to the property. GLF also worked to obtain signatures on subordination agreements and limited lien waivers, as well as signatures on warranty easement deeds. Finally, GLF offered other services, as necessary, such as finalizing easement transactions, including recording the survey plat and warranty easement deed per Georgia State Law.



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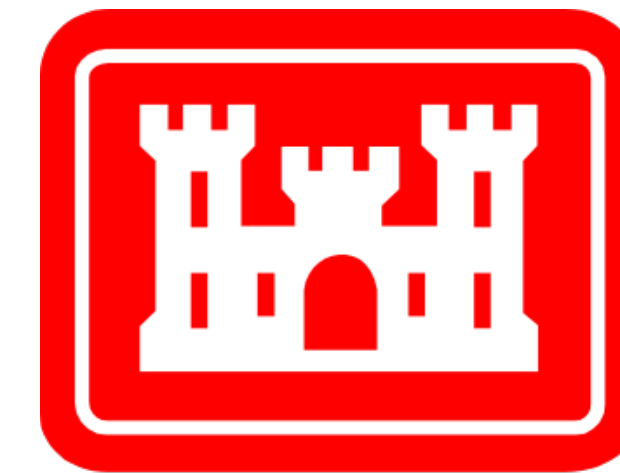
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United States Army Corps of Engineers

National Real Estate Law IDIQ Contract

GLF currently serves as the prime contractor for the U.S. Army Corps of Engineers (USACE), providing real estate law, transitional advisory, and closing services for this federal acquisition nationwide. Of significance is that GLF was successfully awarded this unrestricted IDIQ contract, which includes a five-year contract amount of \$4.5M. Considering that this contract is a national IDIQ contract vehicle, all components of the USACE Agency can utilize this vehicle to support real estate acquisitions nationwide. Since beginning this contract in 2021, GLF has successfully negotiated real estate acquisition to expand several federal installations located in California, Hawaii, Oklahoma, Massachusetts, and the state of Washington. We have successfully drafted numerous security instruments, such as loan documents, and subordination agreements, and reviewed letters of credit. These federal acquisitions involve tax equity investors and sometimes require 1031 exchanges. However, each transition requires GLF to submit a 1099 to the IRS, review W9s, and advise the Agency on the tax implications of each transaction.

Considering that these acquisitions require lending, the USACE requires title insurance, and our firm has been a leader in curing numerous complex title curative issues. For example, in California, GLF was able to “cure” a title defect that saved the Agency from pursuing a condemnation action. As required by the Performance Work Statement, GLF must complete closings within 30 days of acceptance of the closing instruction. However, the average closing timeline is 14 days after receiving the closing instructions. Each of these transactions requires a closing opinion and GLF has been 100% successfully drafted our closing opinions to be approved by the Office of General Counsel for the Agency. In addition, GLF provides full escrow and disbursement services, including the opening of escrow, disbursement of payment to include proration of taxes, recording of documents, and appropriate closing services, and recording services.



**US Army Corps
of Engineers®**



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National Park Service

Nicodemus National Historic Site (NICO)

Tracts 101-03, 101-05, 101-09 and 101-10, Graham County, Kansas

GLF played a pivotal role in offering an extensive array of comprehensive legal services to the Nicodemus National Historic Site (NICO). Our engagement encompassed a wide spectrum of vital tasks and responsibilities tailored to ensure the integrity and legality of property transactions. This included but was not limited to providing meticulous title commitments, meticulously examining title insurances, conducting thorough title examinations, facilitating smooth and legally sound closings, and preparing escrow documents to facilitate secure financial transactions. Furthermore, our team went above and beyond by not only handling these critical processes but also filing all necessary documents in the respective county records, ensuring the formalization and legal recording of property-related transactions. Additionally, GLF executed a myriad of ancillary services specifically tailored to tracts earmarked for acquisition by the United States of America under the aegis of the National Park Service (NPS). These specialized services extended to orchestrating and managing the acquisition of interests in these properties through the establishment of easements, thereby facilitating and ensuring the successful execution of property acquisitions per legal guidelines and governmental requirements. Through our meticulous attention to detail, in-depth legal expertise, and commitment to compliance, GLF ensured the seamless and legally compliant acquisition and management of these properties, fortifying the Nicodemus National Historic Site's portfolio within the National Park Service's purview.



Deliverables

Task Order for work in the following states: New York, Pennsylvania, Ohio, West Virginia, and Maryland

Furnishing and delivering Owner's Guarantee (Insurance) Policies or Certificates of Title and Continuations thereof in the form of:

- Preliminary, Interim, or Final Policies
- Certificates of Title
- Interim Binders, or Endorsements
- Closing Services

Format: Title evidence, policies, and recorded instruments provided under the contract shall be provided in hard copy, with an advance copy delivered electronically. The electronic copy shall be transmitted to Real Estate (email to be determined). A hard copy shall be sent to the Real Estate Division, U.S. Army Corps of Engineers, Pittsburgh District, 1000 Liberty Avenue, Pittsburgh District, PA 15222, unless otherwise directed by the Contracting Officer's Representative.

Questions and Comments on the Statement of Work

Title Searching

Forecast

Simple Interest





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Jacquín P. Gilchrist, Esq.
President/ Contractor
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2020 Best Veteran-Owned Business of the Year
2019 Best Prime Contractor of the Year



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