
**STATEMENT OF QUALIFICATIONS TO
JEFFERSON PARISH PURCHASING DEPARTMENT**

TO: Donna Evans
DMEvans@jeffparish.net

SUBJECT: Bid Number: JPP-SOQ-22-040

DATE: 7/28/2022

FROM: Monarch Title, L.L.C.
3700 Orleans Ave. Suite 105
New Orleans, LA 70119
504-766-7194
Jane Faia Mentz
jane@monarchtitlenola.com

Donna Evans
Jefferson Parish Purchasing Department
DMEvans@jeffparish.net

RE: Bid Number: JPP-SOQ-22-040
Description: Title and Closing Services
Bid Opening Date: Jul 28 2022
Category: MNGMNT AND BUSINESS PROFESSIONALS AND
ADMINISTRATIVE SERV. (80000000)

Dear Ms. Evans:

Monarch Title, L.L.C. submits our Statements of Qualifications and this proposal to manage the title process from start to finish for properties identified for said process by Jefferson Parish.

Monarch Title, L.L.C. has the experience and knowledge which has allowed it to handle approximately 1000 closings over the last three years, many of which were located in Jefferson Parish. Monarch Title, L.L.C. is a licensed and insured title company that facilitates residential and commercial real estate transactions statewide from the heart of New Orleans at the Docks in the American Can Company with a staff of 6 professionals.

We handle sales and loan closings, issue title insurance policies for purchasers and lenders, and provide settlement services for single-family home buyers, historic homes, condominium and subdivision developers, and substantial commercial acquisitions, developments and repurposing projects. Our staff ensures exceptional relationship management and efficient streamlined closings through the use of our digital real estate closing software. Monarch Title, L.L.C. maintains its fully staffed office within the City of New Orleans, located in Mid City at the Docks of the American Can Company building.

The owners and staff of Monarch Title have 60+ combined years' experience that we can draw from our core business, as well as the infinite knowledge and expertise uniquely qualified and tested in the requirements and rigors of what this project demands.

Proposal Submission Date: 7/28/2022

All correspondence and requests for additional information should be forwarded to Jane Faia Mentz, Partner of Monarch Title, L.L.C., 3700 Orleans Ave., Ste. 105 New Orleans, LA 70119, office 504-766-6786, cell 504-913-4405

RELEVANT EXPERIENCE:

- Order 30-year abstracts of title, including tax rolls on assigned properties in accordance with American Land Title Association standards;
- Examination of abstract of title by Licensed Louisiana attorney, as required by law;
- Issue Title Insurance Commitments and identify encumbrances on the property and clouds on the title that would make the property unmerchantable;
- Identify and refer to Jefferson Parish matters that encumber title and perform curative work as requested;
- Prepare Act of Cash Sale and all applicable closing documents and other documents required by Jefferson Parish, the Title Insurer and any Buyer's lender, per applicable law, using documentation approved by Jefferson Parish;
- Obtain authorized signatures from all parties to closing, ensuring the execution of all documents required to complete the transfer and completing the closing transaction;
- Collect, manage and disburse all funds required by the HUD-1 Settlement Statement, prepare the HUD-1 Settlement Statement, in accordance with applicable State and Federal laws, provide invoices to Jefferson Parish, or the other party, if applicable, documenting all fees and expenses incurred. All collected funds shall be deposited into an escrow account of a Louisiana-based financial institution in a non-interest bearing escrow account;
- Delivering documents to parish recorder's office and registrar's offices and notarial archives for recordation and registration, and any other applicable parochial or other governmental offices;
- If requested, issue a standard ALTA Owner's Title Insurance Policy to the purchaser in an amount equal to the purchase price of the property or the appraised value of the property, as applicable. The cost of the title policy will include all applicable re-issue credits based on production of Jefferson Parish's Owners Policy of Title Insurance and will be billed at closing; Insurance Rates as promulgated by the Louisiana Department of Insurance

Current clients for whom we provide similar services:

1. Flagstar Bank
Ryan Rouhana – Loan Officer
3900 N Causeway Blvd, Ste. 1200
Phone: 504-526-4827
RYAN.ROUHANA@flagstar.com

Title examination, title commitments, title clearance, recording mortgages, registering sales, title insurance, working with lenders for loans and title commitments, closings.

2. First Horizon Bank
Matt Helling – Loan Officer
4909 Prytania St. New Orleans, LA 70115
Phone: 504-310-7476
Matt.helling@firsthorizon.com

Title examination, title commitments, title clearance, recording mortgages, registering sales, title insurance, working with lenders for loans and title commitments, closings.

3. BankPlus
Holly Callia – Senior Vice President and Regional Mortgage Market Manager
111 Veterans Memorial Blvd., Ste. 1550 Metairie, LA 70005
Phone: 504-372-6758
hollycallia@bankplus.net

Title examination, title commitments, title clearance, recording mortgages, registering sales, title insurance, working with lenders for loans and title commitments, closings.

STAFF QUALIFICATIONS

1. Executive Team (resumes attached):

Jane Faia Mentz - Owner; Attorney (**Project Director**)

- High volume of file management, legal experience and closing and escrow experience, including the unique qualifications essential for Monarch Title, LLC to complete these Closing and Title Services for Jefferson Parish.
- Thirty - Seven (37) years' experience working as a real estate attorney, which has resulted in handling more than 10,000 properties whether as foreclosures and/or closings and examining more than 20,000 titles
- High-volume real estate practice that demands federal and state accountability
- Extensive experience managing large projects, which have required accurate accounting, reporting, tracking, and also provides experience with the electronic transmission of information and documents
- Maintains ongoing working relationship with the Clerks of Court of many parishes and delivers on a daily basis accurate and fully executed original documents for registration and recordation
- Licensed Louisiana Attorney in good standing with the Louisiana State Bar Association.
- One of the Founding Members of the Louisiana State Bar Association Uniform Title Standards Committee in the creation of Louisiana Uniform Title Standards
- Consultant and Volunteer to the City of New Orleans Director of Blight Policy & Neighborhood Revitalization assisting with the blighted housing program's foreclosure procedure and the development of appropriate administrative guidance for administrative hearing officers
- Attorney for a Nonprofit developer that worked with New Orleans Redevelopment Authority as one of 56 agencies, receiving a \$30 million dollar grant, during the second phase of Housing and Urban Development's Neighborhood Stabilization Project, in which it successfully worked with a select consortium of nonprofit developers
- U.S. Department of Housing and Urban Development Foreclosure Commissioner
- Resume attached

Scott R. Simmons – Owner; Attorney (**Project Director**)

- High volume of file management, legal experience and closing and escrow experience, including the unique qualifications essential for Monarch Title, LLC to complete these Closing and Title Services for Jefferson Parish.
- Twenty-Six years' experience working as a real estate attorney, which has resulted in handling more than 10,000 properties whether as foreclosures and/or closings and examining more than 15,000 titles.
- High-volume real estate practice that demands federal and state accountability;
- Extensive experience managing large projects, which have required accurate accounting, reporting, tracking, and also provides experience with the electronic transmission of information and documents;
- Maintains ongoing working relationship with the Clerks of Court of many parishes and delivers on a daily basis accurate and fully executed original documents for registration and recordation;
- Licensed Louisiana Attorney in good standing with the Louisiana State Bar Association.
- Attorney for a multiple nonprofit developers that worked with the City of New Orleans getting hundreds of blighted properties back into commerce as affordable housing
- U.S. Department of Housing and Urban Development Foreclosure Commissioner
- Resume attached

2. Notary Public and Processing:

Tricia Caron, 26 years of experience; Jefferson Parish Resident

Emma Sampson, 10 years of experience; Jefferson Parish Resident

Terri Tran, 1 year of experience; Jefferson Parish Resident

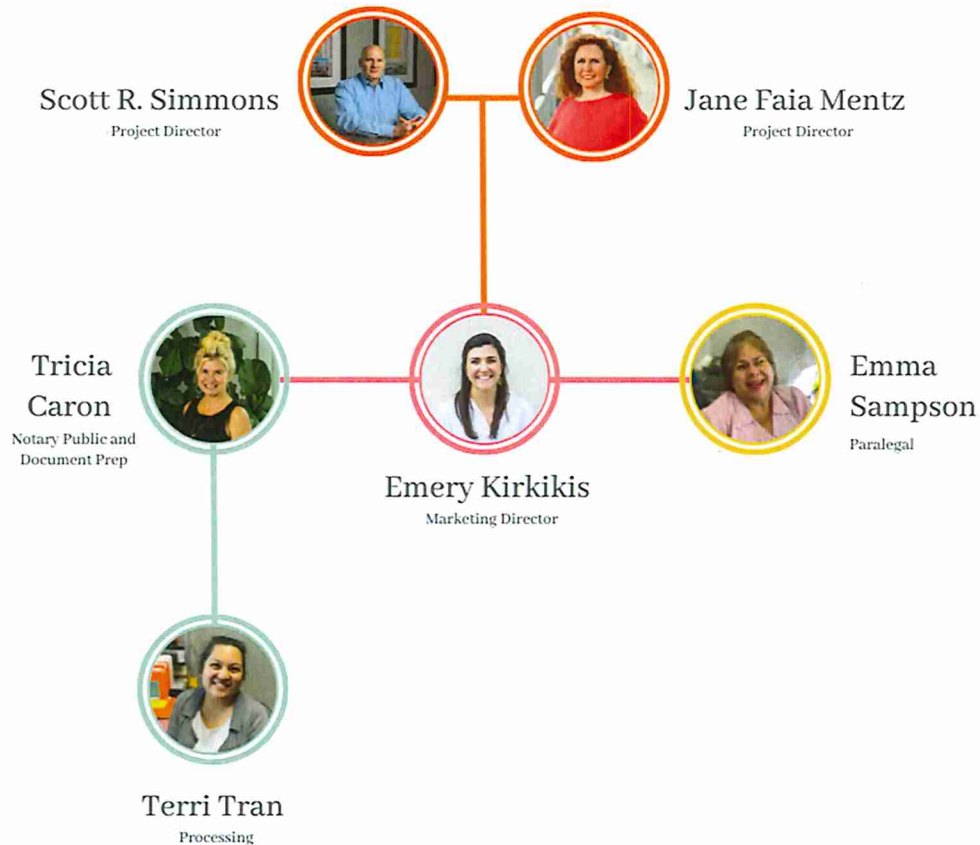
3. Business Development and Marketing:

Emery Kirkikis, 8 years of experience;

All staff are Louisiana residents.

All additional staff shall be Louisiana residents and U.S. Citizens.

STAFF ORGANIZATIONAL CHART



All files received from Jefferson Parish Purchasing Department will be opened and managed through Monarch Title, L.L.C.'s real estate closing software, Qualia. Qualia allows for all tasks related to files opened to be monitored and organized by the management team to ensure all work is completed efficiently, correctly, and in a timely manner. Qualia is a secured platform with encryption features to ensure privacy and risk management of the data collected from all parties relative to a real estate transaction. Tasks may be modified in response to a change in a file's critical time, complex scope work, or revision in contract.

FEE SCHEDULE:

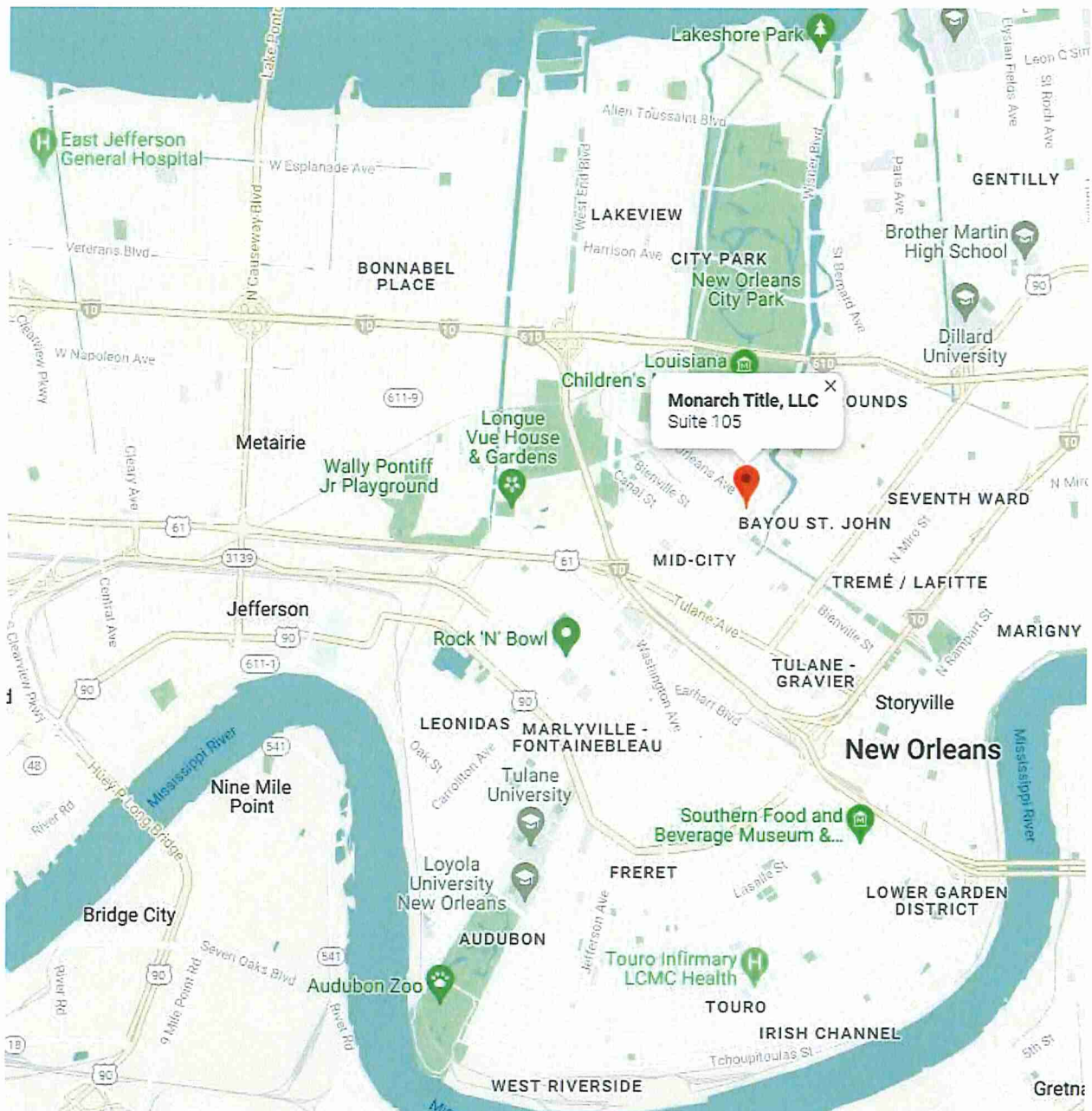
<u>Service</u>	<u>Fee</u>
1. Abstract – 30 years	\$275
2. Title examination	\$175
3. Document Preparation of One Sale	\$150
4. Notary Fee	\$125
5. Closing Fee	\$200
6. Recording Service	\$125
7. Recording Fees	Actual Cost
8. Title Updates	\$100
9. Title insurance	Rate Book
10. Cancellation of Judgment of Lien	\$100 per item
11. Legal Fees	\$225 per hour
12. Out-of-Pocket Costs (e.g., certified mail)	Actual Cost
13. Act of Correction	\$275 per item, plus Recording Fees
14. Noticing required by State law	Actual Cost, plus hourly rate

INSURANCE

See attached E&O Policy

LOCATION:

Monarch Title, L.L.C.
3700 Orleans Ave., Ste. 105
New Orleans, LA 70119



Jane Faia Mentz

538 Topaz Street ♦ New Orleans, LA 70124 ♦ (504) 913-4405 ♦ jane@mentzsimmonsllaw.com

Education

Loyola University School of Law – New Orleans, LA

Juris Doctorate, May 1985

Newcomb College of Tulane University – New Orleans, LA

Bachelor of Arts- American Studies, May 1982

Professional Profile

Jane Faia Mentz is a Partner of Monarch Title, L.L.C. and Mentz|Simmons Law Group, L.L.C., a law firm with a state wide practice primarily in real estate and related matters but also handling all types of business, transactional and civil litigation matters. Ms. Mentz has been a practicing attorney in Louisiana since 1985. She is admitted to practice in the State of Louisiana and all Federal Jurisdictions. Ms. Mentz most recently, served as the Director, Health and Safety of UP Professional Solutions, llc. where she worked with the organization in the assessment and mitigation of the company's overall business risk in order to protect the assets of the company and managed the Human Resources and Safety departments. Ms. Mentz is uniquely equipped to handle all legal related matters for individuals and any size organization or entity.

Professional Employment History

Partner, Monarch Title, L.L.C. and Mentz|Simmons Law Group, L.L.C. May 2019 - Present

- ♦ As a Partner, Ms. Mentz's primary practice includes all aspects of real estate law and related civil litigation matters. Matters include but are not limited to real estate closings, foreclosures, bankruptcy and real estate related litigation matters.
- ♦ Maintenance of a civil law practice with a consistent outstanding measurable performance in order to meet strategic goals and objectives of the firm

Director, Health and Safety of UP Professional Solutions, llc January 2013- April 2019

- ♦ As a Director, Ms. Mentz supports the organization in all legal related matters.
- ♦ As a Director, Ms. Mentz manages the Human Resources and Safety Departments of the organization. UP provides professional and technical staffing in the oil, gas and petrochemical industry in the Gulf South Region and California. UP has approximately 700 employees staffed at over 50 various client sites, including such clients as ExxonMobil, Shell, Motiva, Valero and Entergy.
- ♦ Offers collaboration and support in creating success for the organization in its entirety.

General Counsel and Director of
Legal Services for Make It Right Foundation

November 2008-December 2012

- ♦ As General Counsel and Director of Make It Right, Ms. Mentz counsels the organization and provides the following services as occasion may require:
 - Evaluation and execution and compliance re: contracts for Make It Right Foundation, Make It Right-New Orleans, LLC, Make It Right – New Orleans Housing, LLC, and Make It Right- Solar, Inc. as occasion may require ensuring consistency and compliance to legal and industry standards.
 - Directs and monitors all acquisition opportunities, for all projects including the Lower 9th Ward of New Orleans, Louisiana, Fort Peck Indian Reservation, Montana and Manheim Park Kansas City, Missouri.

Jane Faia Mentz

- Maintenance and compliance of the Make It Right Homeownership Program, on all projects including the project in the Lower 9th Ward of New Orleans, Louisiana; Fort Peck Indian Reservation, Montana and Manheim Park Kansas City, Missouri. Coordinate and facilitate Homeowner Services' efforts with all parties, including mortgage lenders and title companies to ensure that the mission of homeownership is accomplished.

Managing Partner of Shapiro & Mentz, L.L.P., Attorneys at Law
President of First Financial Title Agency Louisiana, Inc.

August 1989-October 2008

- ◆ Supervision of the Louisiana law office and its personnel.; approximately 30 staff members, including associate attorneys and administrative staff
- ◆ The statewide practice of the law firm included all aspects of real estate law. Matters included but were not limited to real estate closings, foreclosures, bankruptcy and real estate related litigation matters.
 - Expertise includes title examinations, resolution of title issues and issuance of title insurance policies.
- ◆ Management of the Louisiana office required team leadership and maintenance of a law practice with a consistent outstanding measurable performance in order to meet strategic goals and objectives of the firm
- ◆ The Managing Partner sought and identified opportunities for the growth of the firm in Louisiana

Smith-Martin, Attorneys at Law

January 1988-August 1989

- ◆ Management, title examinations and closings for Stewart Title of Louisiana.
- ◆ Practice of law including collections, bankruptcies, foreclosures and real estate matters.

Stewart Title of Louisiana, Inc.

July 1985-January 1988

- ◆ Duties included title examinations, residential and commercial real estate closings, preparation of documents in connection with closings, and coordination and supervision of work of Abstractor and Junior Attorney.

General Practice of Law as a Sole Practitioner

October 1985-January 1988

- ◆ Maintained private law practice while employed by Stewart Title of Louisiana, Inc.
- ◆ Practice included successions, personal injury, foreclosures, and real estate law.

Organizations and Achievements

- ◆ New Orleans Bar Association – Fleur de Lis Member
- ◆ Louisiana State Bar Association
- ◆ New Orleans Bar Association and Jefferson Parish Bar Association
- ◆ Loyola Law School Alumnae Board – Former Board Member
- ◆ Kappa Alpha Theta Fraternity – Former Board Member
- ◆ Louisiana State Bar Foundation – Fellow
- ◆ Institute of Politics of Loyola University – Fellow
- ◆ YWCA – Woman of the Year Honoree

SCOTT R. SIMMONS

3700 Orleans Ave., Ste. 105, New Orleans, Louisiana 70119 (504) 766-6432 scott@mentzsimmsonslaw.com

Admitted to Practice

State of Louisiana, October 1994.

Legal Experience

Monarch Title, L.L.C. and Mentz | Simmons Law Group, L.L.C., New Orleans, LA, Attorney/Notary Public, May 2019-Present

Commercial and residential real estate practice in New Orleans, Louisiana including representation of single family home buyers, condominium and subdivision developers, and commercial acquisitions and redevelopments; has worked extensively with creative financing, state and federal funding, New Markets Tax Credit Program, Historic Tax Credit Program and Low Income Housing Tax Credit Program; also worked extensively with the City of New Orleans and First American Title Insurance Company to develop the Sale and Donation of Adjudicated Property to transfer thousands of tax sale properties to developers; manages a high volume of files for developer clients.

Bayou Title, Inc., New Orleans, LA, Closing Attorney, January 2005-May 2019

Real estate practice that includes examining abstracts of title and completing closings for residential and commercial transactions in the metropolitan New Orleans area and issuing title insurance policies in conjunction with same for both purchaser and lender.

Scott R. Simmons, L.L.C., New Orleans, LA, Attorney/Notary Public, 1994-May 2019

Commercial and residential real estate practice in New Orleans, Louisiana including representation of single family home buyers, condominium and subdivision developers, and commercial acquisitions and redevelopments; has worked extensively with creative financing, state and federal funding, New Markets Tax Credit Program, Historic Tax Credit Program and Low Income Housing Tax Credit Program; also worked extensively with the City of New Orleans and First American Title Insurance Company to develop the Sale and Donation of Adjudicated Property to transfer thousands of tax sale properties to developers; manages a high volume of files for developer clients.

Shapiro & Mentz, L.L.P., Metairie, LA, Associate Attorney, October 1999-January 2005

Examined approximately 1,500 abstracts of title each year along with an equivalent number of foreclosure petitions throughout Louisiana, also responsible for curing title problems in conjunction with the foreclosure process including average curative work as well as reopening successions, litigation between property owners, special tax issues, and other difficult and odd cases involving peculiar foreclosure and title issues. Clients included the largest mortgage lenders and servicers in the U.S. and occasionally individual mortgage holders. Worked closely with First American Title Insurance Agency and other national and local offices of title insurers to cure title problems. Working relationship with many title agencies in Louisiana. Managed a support staff of 28. Court appearances for summary judgments and mandamus proceedings.

Monroe & Lemann, New Orleans, LA, Staff Attorney, December 1994-July 1995

Assisted managing partner with one, extremely voluminous anti-trust lawsuit working under limiting time constraints. Responsibilities included: investigation, researching, drafting pleadings, organizing documents, and tracking information and intelligence.

Formal Education

Juris Doctorate. Loyola University School of Law, New Orleans, Louisiana, 1993

Bachelor of Arts, English. Louisiana State University, 1990

Dean's List Spring 1989 and Fall 1989

Federal Land Bank of Jackson Scholarship

Alliance Française, Paris, France - 1990

Professional Licenses, Associations and Memberships

Louisiana State Bar Association

Louisiana Notary Public
Louisiana Licensed Insurance Producer – Title, Property and Casualty, and Life
Mississippi Licensed Insurance Producer – Title, Property and Casualty
Fidelity National Title Insurance Company Agent
WFG National Title Insurance Company Agent
New Orleans Bar Association
LSU Alumni Association
The Pirate's Alley Faulkner Society, Secretary 2003-2005
Louisiana Real Estate Broker

Honors

LSU College of Arts & Sciences Advisory Council, 2004-present

Berkley Insurance Company

A Stock Insurance Company

Lawyers Professional Liability Insurance

Policy Jacket

This Policy consists of:

- Declarations Page
- Policy Form
- Endorsements

In Witness Whereof, we have caused this policy to be executed and attested, and, if required by state law, this policy shall not be valid unless countersigned by our authorized representative.



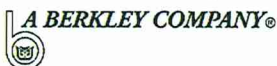
President



Secretary

Service Office

Berkley Select, on behalf of Berkley Insurance Company
550 W. Jackson Boulevard, Suite 500
Chicago, IL 60661
Toll Free: (844) 465-6256 Fax: (312) 207-1933
Email: newclaim@berkleyselect.com



Administrative Office

Berkley Insurance Company
475 Steamboat Road,
Greenwich CT 06830

Lawyers Professional Liability Insurance

NOTICE: THIS POLICY PROVIDES COVERAGE ON A CLAIMS MADE AND REPORTED BASIS SUBJECT TO ITS TERMS. THIS POLICY APPLIES ONLY TO ANY CLAIM FIRST MADE AGAINST THE INSURED AND REPORTED TO THE INSURER DURING THE POLICY PERIOD OR ANY EXTENDED REPORTING PERIOD THAT MAY APPLY.

PLEASE READ AND REVIEW THE POLICY CAREFULLY AND DISCUSS THE COVERAGE WITH YOUR INSURANCE AGENT OR BROKER.

IF INDICATED IN ITEM 5. A. BELOW, THE LIMIT OF LIABILITY AVAILABLE TO PAY DAMAGES OR SETTLEMENTS SHALL BE REDUCED AND MAY BE COMPLETELY EXHAUSTED BY AMOUNTS INCURRED AS LEGAL DEFENSE COSTS. THE INSURER SHALL NOT BE LIABLE FOR LEGAL DEFENSE COSTS OR FOR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT AFTER EXHAUSTION OF THE LIMIT OF LIABILITY.


Whenever printed in this Declarations Page, the boldface type terms shall have the same meanings as indicated in the Policy.

- Item 1. Name and Address of Named Insured:** **Policy Number: PLP-1758136-P4**
Mentz Simmons Law Group
Suite 105
3700 Orleans Avenue
New Orleans, LA 70119
- Item 2. Policy Period:** From May 30, 2022 (inception date) to May 30, 2023 (expiration date)
(Both dates at 12:01 a.m. Standard Time at the address of the **Named Insured**)
- Item 3. Limits of Liability for the Policy Period:**
A. \$1,000,000 each **Claim**, but in no event exceeding
B. \$1,000,000 in the aggregate for all **Claims**
- Item 4. Supplemental Coverages Limit of Liability:**
\$100,000 in the aggregate for all Supplemental Coverages during the **Policy Period**
- Item 5. Claim Expenses for the Policy Period:**
☒ A. **Claim Expenses** Reduce the Limit of Liability in Item 3. above
☐ B. **Claim Expenses** in Addition to the Limit of Liability in Item 3. above
- Item 6. Deductible:**
☐ A. Aggregate Deductible - All **Claims** N/A
☒ B. Each **Claim** Deductible \$5,000
☒ i. The Deductible applies to **Damages** and **Claim Expenses**
☐ ii. The Deductible applies only to **Damages**
- Item 7. Premium:** \$9,539

Item 8. Forms and Endorsements attached at inception: LPL 39450 (10-14)

- | | | | |
|---|---------------|--------------|--|
| 1 | 701-CR- | 0419 | CLAIM REPORTING PROCEDURES |
| 2 | LPL 101101-CW | (rev. 04-17) | Amend Insuring Agreement to Remove Career Coverage |
| 3 | LPL 101901 | (05-14) | Addition of Prior Acts Date |
| 4 | LPL 306903 | (03-16) | Addition of Insured |
| 5 | LPL 600901-CW | (10-14) | Non-Practicing Extended Reporting Period |
| 6 | LPL-LA-PAE | (10-14) | Louisiana Policy Amendatory Endorsement |

These Declarations along with the completed and signed Application and the Lawyers Professional Liability Insurance Policy shall constitute the contract between the **Named Insured** and the **Insurer**.

Authorized Representative: 

Date Issued: May 23, 2022

General Professional Services Questionnaire Instructions

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

SOQ No. 22 040

B. Firm Name & Address:

Monarch Title, L.L.C.
3700 Orleans Ave., Ste. 105
New Orleans, LA 70119-4827

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

Jane Faia Mentz
Monarch Title, L.L.C.
3700 Orleans Ave., Ste. 105
New Orleans, LA 70119-4827
Tel. 504-766-7194
Email: jane@monarchtitlenola.com

D. Address of principal office where Project work will be performed:

Monarch Title, L.L.C.
3700 Orleans Ave., Ste. 105
New Orleans, LA 70119-4827

E. Is this submittal by a JOINT-VENTURE? Please check:

YES ☐ NO ☒

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.

2.

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES ☐ NO ☐

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. NONE		
2.		
3.		
4.		
5.		

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project: 6 _____
J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.
PROFESSIONAL NO. 1
Name & Title: Jane Faia Mentz, Attorney/Partner
Name of Firm with which associated: Monarch Title, L.L.C.
Description of job responsibilities: Please see attached.
Years' experience with this Firm: 3.5
Education: Degree(s)/Year/Specialization: Juris Doctor/1985/Civil Law Louisiana State Bar Association Jefferson Parish Bar Association
Other experience and qualifications relevant to the proposed Project: Please see attached resume.

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Scott R. Simmons, Attorney/Partner
Name of Firm with which associated:
Mentz Simmons Law Group, L.L.C.
Description of job responsibilities:
Please see attached.
Years' experience with this Firm:
3.5
Education: Degree(s)/Year/Specialization:
Juris Doctor/1993/Civil Law Louisiana State Bar Association
Other experience and qualifications relevant to the proposed Project:
Please see attached resume.

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
N/A
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
N/A
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
N/A
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

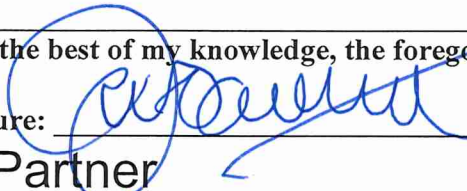
L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. N/A		
2.		
3.		
4.		

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

See attached Statement of Qualifications.

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature: 

Print Name: Jane Faia Mentz

Title: Partner

Date: 7/28/2022