

## **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:**  
Title & Closing Services SOQ No. 22-040

**B. Firm Name & Address:**  
X-Zoom Abstracting & Title Services, LLC  
44027 Easy Street  
Hammond, LA 70403

**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:**  
Heather C. St. Amant, Owner  
44027 Easy Street  
Hammond, LA 70403  
504-915-6753  
xzoomllc@yahoo.com

**D. Address of principal office where Project work will be performed:**  
44027 Easy Street  
Hammond, LA 70403

**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. Century Title, Inc. (administrative, technical & financial—Title Company)

2.

## General Professional Services Questionnaire

<b>G. Has this JOINT-VENTURE previously worked together? Please check: YES</b> <input checked="checked" type="checkbox"/> <b>NO</b> <input type="checkbox"/>		
<b>H. List all subcontractors anticipated for this Project. Please note that <u>all subcontractors must submit a fully completed copy of this questionnaire</u>, 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.</b>		
Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
<b>1. Century Title, Inc.</b> <b>3925 N I-10 Service Rd. W.</b> <b>Suite 230</b> <b>Metairie, LA 70002</b>	<b>Title Closing Agent, Examination,</b> <b>Insurance Agent, Curative</b>	<b>Yes</b>
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

## General Professional Services Questionnaire

<b>I. Please specify the total number of support personnel that may assist in the completion of this Project:</b> <div style="border-bottom: 1px solid black; width: 100px; margin-top: 5px;">2</div>
<b>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.</b>
<b>PROFESSIONAL NO. 1</b>
<b>Name &amp; Title:</b>
Heather St. Amant Owner-Abstractor
<b>Name of Firm with which associated:</b>
X-Zoom Abstracting & Title Services, LLC
<b>Description of job responsibilities:</b>
Lead Title Abstractor, Administrator, verification of reports Location research for persons with possible divested interest
<b>Years' experience with this Firm:</b>
21 Years owning business 32 Years overall experience in title industry and abstracting
<b>Education: Degree(s)/Year/Specialization:</b>
Bachelors Degree in Business Management Bachelors Degree in Business Administration
<b>Other experience and qualifications relevant to the proposed Project:</b>
Former Licensed Private Investigator with 3 years skip tracing and tracking experience. 12 years Notarial/Closing Secretary in Jefferson Parish Current approved Title Abstractor Vendor for Jefferson Parish per Resolution No. 139784

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 2</b>
<b>Name &amp; Title:</b>
Tylor St. Amant, Processor, Abstractor & Data Entry
<b>Name of Firm with which associated:</b>
X-Zoom Abstracting & Title Services, LLC
<b>Description of job responsibilities:</b>
Processing incoming files, Tax information research, data entry, abstractor assistant to lead abstractor
<b>Years' experience with this Firm:</b>
2
<b>Education: Degree(s)/Year/Specialization:</b>
High School Diploma-General Studies
<b>Other experience and qualifications relevant to the proposed Project:</b>
Proficient in computer /internet research

## General Professional Services Questionnaire

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

## General Professional Services Questionnaire

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

## General Professional Services Questionnaire

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



## 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:
Huey P. Long Bridge Expansion LADOTD & Riverlands Surveying LaPlace, LA Steven Flynn 985-652-6356	All base title work for all parcels associated with the original Huey P. Long Bridge expansion project, abstract subcontractor through Riverland Surveying. Residential & Commercial parcels.
Length of Services Provided:	Cost of Services Provided:
2 Years	\$25,000 (my portion of project)

### PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
United States National Conservation Department Louisiana/Statewide Through Choice Title Sheila Bonnette 1-225-744-4241	Provide title work for USNC as subcontractor for Choice Title in all 64 Parishes. 50 + year chain research on large acreage parcels.
Length of Services Provided:	Cost of Services Provided:
21 years-on going	\$450-\$600 plus copy costs per job

## General Professional Services Questionnaire

<b>PROJECT NO. 3</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Tax Sale Adjudication Statewide/Louisiana Civic Source JJ Hammerle 1-504-313-4519	Historical Title work for adjudicated properties in preparation for municipality sales back into commerce. Parishes serviced: Orleans, Jefferson, St. Bernard, Plaquemines, St. Tammany, Tangipahoa, East Baton Rouge and others as needed.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
15 Years-on going (mostly in Orleans & St. Tammany as of current date)	\$150-\$300 plus copy cost per job

<b>PROJECT NO. 4</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Army Corp of Engineers Levee Expansion (Post Katrina) Through Choice Title Sheila Bonnette 1-225-744-4241	Historical title work for Army Corp of Engineers on properties located along current levee rights of way in Orleans, Plaquemines & St. Bernard Parishes
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
4 Years	\$400-\$800 plus copy costs per job

## General Professional Services Questionnaire

<b>PROJECT NO. 5</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
SBA-Road Home Hurricane Katrina/Hurricane Rita	Subcontractor to perform title work for SBA in Orleans, Jefferson, Plaquemines, St. Tammany, St. Bernard, Terrebonne, Lafourche, St. Charles, St. John, Calcasieu Parishes. Residential and Commercial.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
2 Years	\$65-85 plus copy costs per job

<b>PROJECT NO. 6</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
DAS Cell Tower Location/New Builds/Installments AT&T, Crown Castle & Verizon Wireless	Title work for location sites in Louisiana, Colorado, New Jersey, Arizona, New York, North Carolina, South Carolina, Ohio, Florida, Mississippi, Alabama, Oklahoma, Texas, Washington, Nevada, Maryland, Massachusetts & California.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
10 Years	\$500-\$1000 plus copy costs per job

## General Professional Services Questionnaire

<b>PROJECT NO. 7</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Cellular Telecommunication Tower Location Title Work Fidelity National Title Andrea McMahon <a href="mailto:Andrea.mcmahon@fnf.com">Andrea.mcmahon@fnf.com</a>	Residential and commercial title work for new tower builds and current locations throughout Louisiana
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
15 Year-on going	\$300-\$800 plus copies per job

<b>PROJECT NO. 8</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Trust for Public Land Alex Ghio	Title research on Fleming Plantation/Marvis Grove/Berthoud Plantation in Jefferson Parish, Louisiana. Did complete historical research on entire Bayou Barataria area.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Began project 10 years ago-on going as parcels are discovered	\$10,000 plus copies on initial research \$600 plus copies for on going parcels

**General Professional Services Questionnaire**

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

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

## 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.**

Knowledgeable on the type of research needed to help process properties through the legal system and clear clouds to put them back in commerce as merchantable title. My experience in title abstracting as well as the closing and title examination experience of Century Title, creates a team that is well suited for this venture.

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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## General Professional Services Questionnaire

**A. Project Name and Advertisement Resolution Number:**

Title and Closing Services SOQ No. 22-040

**B. Firm Name & Address:**

Century Title, Inc.

**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:**

Steven A. Watts 504-836-0811, 504-613-8400, 504-830-7979

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

3925 N. I-10 Service Road W, Suite 230 Metairie, Louisiana 70002

**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.

X-Zoom Abstracting & Title Services, LLC will be performing title abstract services (technical)

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. X-Zoom Abstracting & Title Services, LLC	Title abstracting	Yes
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:**

2

**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:**

Steven A. Watts  
Attorney at Law  
Law Office of Steven A Watts, LLC  
Managing Member

Steven A Watts  
President, Century Title, Inc.

**Name of Firm with which associated:**

Century Title, Inc., Law Office of Steven A Watts, LLC

**Description of job responsibilities:**

Title Examination; Title Insurance Agent, Title Curative

**Years' experience with this Firm:**

Practice of Law for 45 years; Owner of Amerititle, Inc.(since 1997) and Century Title, Inc. (since 2017)

**Education: Degree(s)/Year/Specialization:**

BA, University of Alabama (74)  
JD, Louisiana State University (77)

**Other experience and qualifications relevant to the proposed Project:**

Title Insurance Agent for 42 years; Manager of area offices for Lawyer's Title Insurance Company; Currently agent for First American Title Insurance Company; Also have issued title insurance policies for Fidelity Title Insurance and Commonwealth Title Insurance Company.

**General Professional Services Questionnaire**

<b>PROFESSIONAL NO. 2</b>
<b>Name &amp; Title:</b>
N/A
<b>Name of Firm with which associated:</b>
<b>Description of job responsibilities:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**General Professional Services Questionnaire**

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

## **General Professional Services Questionnaire**

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

**General Professional Services Questionnaire**

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

**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:
<i>None</i>	
Length of Services Provided:	Cost of Services Provided:

**PROJECT NO. 2**

Project Name, Location and Owner's contact information:	Description of Services Provided:
<i>None</i>	
Length of Services Provided:	Cost of Services Provided:

**General Professional Services Questionnaire**

<b>PROJECT NO. 3</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<i>None</i>	
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>

<b>PROJECT NO. 4</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<i>None</i>	
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>



**General Professional Services Questionnaire**

<b>PROJECT NO. 5</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<i>None</i>	
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>

<b>PROJECT NO. 6</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<i>None</i>	
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>

**General Professional Services Questionnaire**

<b>PROJECT NO. 7</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<i>None</i>	
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>

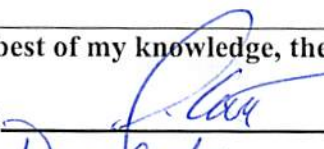
<b>PROJECT NO. 8</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<i>None</i>	
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>

**General Professional Services Questionnaire**

<b>PROJECT NO. 9</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<i>None</i>	
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>

<b>PROJECT NO. 10</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<i>None</i>	
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>

## General Professional Services Questionnaire

<b>L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.</b>		
<b>Parties:</b>		<b>Status/Result of Case:</b>
<b>Plaintiff:</b>	<b>Defendant:</b>	
1. None		
2.		
3.		
4.		
<b>M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.</b>		
<div style="font-size: 2em; color: blue; margin-left: 50px;">None</div>		
<b>N. To the best of my knowledge, the foregoing is an accurate statement of facts.</b>		
Signature: <u></u> Print Name: <u>Steven A. Watts</u>		
Title: <u>President</u> Date: <u>7/27/22</u>		