



Real Estate Counsel

Request for Proposals (RFP)

Bid Issue: September 17, 2026

Bid Deadline: October 2, 2026

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The Omaha Municipal Land Bank (OMLB) is requesting proposals for a Contracted Real Estate Attorney ("Attorney") to provide legal services related to real estate acquisitions, dispositions, foreclosures, compliance, risk management, and related real estate matters.

In addition to providing ongoing legal counsel and transaction support, the Attorney will be expected to undertake a substantial review, assessment, and remediation of existing legal, title, foreclosure, compliance, and property-related matters inherited from prior legal representation. OMLB has identified a significant backlog of unresolved and incomplete legal matters requiring immediate attention, corrective action, and ongoing management. The Attorney will be responsible for helping OMLB establish an organized, legally compliant framework for managing these matters, reducing legal risk, resolving deficiencies, and implementing processes to prevent similar issues from recurring.

The Attorney shall conduct an independent review of OMLB's historical legal, governance, contracting, compliance, and operational records to identify and report any material legal risks, governance deficiencies, statutory or regulatory noncompliance, conflicts of interest, breaches of fiduciary duty, indications of fraud, misuse of public funds, improper procurement practices, or other actions that may expose OMLB to legal, financial, reputational, or operational risk. The Attorney shall provide a written findings and recommendations report detailing observations, risk levels, and recommended corrective actions.

The Attorney shall serve as OMLB's primary legal advisor for all activities related to real estate transactions and policies and shall provide legal counsel to support OMLB's mission of neighborhood stabilization, redevelopment and community investment. The Attorney will report to and coordinate services through the Executive Director.

Scope of Work

The Attorney shall provide legal services in the following areas:

Real Estate Acquisitions

- Review, structure, negotiate and prepare documents necessary for the acquisition of real property.
- Conduct or oversee legal due diligence, including title review and ownership verification.
- Identify and resolve title defects, encumbrances, liens, easements, and ownership disputes.
- Coordinate with title companies, governmental agencies, surveyors, lenders, and other stakeholders as necessary.

- Assist with closing transactions and preparation of acquisition-related documentation.

Real Estate Dispositions

- Draft, review, and negotiate purchase agreements, deeds, development agreements, land contracts, leases, easements, restrictive covenants, and related disposition documents.
- Provide legal guidance regarding disposition strategies and compliance with applicable policies and procedures.
- Support closings and post-closing legal matters.
- Advise on legal risks associated with transfers and redevelopment commitments.
- Assist in resolving disputes arising from property disposition activities.

Foreclosure and Tax Lien Matters

- Manage and oversee foreclosure-related legal matters.
- Prepare, review, execute, and file legal documents associated with foreclosure proceedings.
- Advise OMLB regarding tax lien certificate programs and related enforcement actions.
- Ensure legal compliance with applicable foreclosure statutes and requirements.
- Provide reporting and status updates regarding foreclosure and tax lien activities.

Compliance and Risk Management

- Advise OMLB regarding compliance with applicable federal, state, and local laws and regulations affecting real estate transactions and land bank operations.
- Provide legal guidance regarding land bank legislation and tax foreclosure statutes.
- Advise regarding zoning, land use, redevelopment, environmental, and housing-related legal issues.
- Assist with development and implementation of legal compliance practices and internal controls.

Governance and Policy Support

- Provide legal review and recommendations concerning acquisition, maintenance, disposition, and related operating policies.
- Draft or revise policies, procedures, resolutions, and legal memoranda as requested.
- Provide legal research regarding community development, redevelopment, land banking, and real estate law issues.
- Attend and provide legal support at Board meetings, committee meetings, public hearings, and stakeholder meetings as requested.

- Prepare legal opinions, reports, presentations, and other communications for organizational leadership and the Board of Directors.

Litigation and Dispute Resolution

- Advise OMLB regarding threatened or pending litigation involving acquired or disposed properties.
- Manage and coordinate property-related disputes, including ownership claims, foreclosure challenges, title disputes, and contract disputes.
- Represent OMLB in negotiations, administrative proceedings, hearings, and other legal proceedings, where appropriate and authorized.
- Coordinate with specialized outside counsel when litigation or matters require expertise beyond the scope of this engagement.

Deliverables

The Attorney shall provide, as applicable:

- Drafted and negotiated real estate legal documents.
- Title review memoranda and legal opinions.
- Foreclosure filings and related court documents.
- Compliance and risk assessment recommendations.
- Documentation of governance deficiencies, conflicts of interest, potential fraud, waste, abuse or misuse of public resources.
- Policy and procedure recommendations.
- Legal research memoranda.
- Board and management reports regarding real estate legal activities.
- Periodic status reports regarding active matters and case progress.
- Documentation and process recommendations to improve legal workflow efficiency.

Vendor Registration Required

Companies wishing to work with OMLB must be registered as a vendor. This page can be found at the following link on our webpage: <https://omahalandbank.org/get-involved/vendor-registration/>

Proposal Contents

Please include the following information in your proposal submission:

1. Description of your approach
2. Description of your team's capacity to deliver a high-quality product on time
3. Summary of deliverables
4. Estimated costs -
5. 2-3 professional references and any samples of relevant prior work as appropriate. References should be provided with a current name, email, phone number, and year associated with the client.

Proposal Submission Deadline

Proposals should be submitted (PDF preferred) to info@omlb.org by **October 2, 2026**.

Bid Schedule

- **Issue Bid:** Thursday, September 17, 2026
- **Question Submission Date:** Friday, September 25, 2026
- **FAQ Answers Posted Online:** Monday, September 28, 2026
- **Proposal Deadline:** Friday, October 2, 2026
- **Award Selection:** Wednesday, October 14, 2026

Estimated Project Delivery Schedule

- **October 2026:** Sign Contract & Onboarding
- **October 2026:** Project Kickoff & Information Compiling
- **December 2026:** Project Draft Development
- **TBD 2027 - 2028:** Final Product Delivered

Questions

Please contact Andrea Purdy-Steenholdt, Deputy Director, at (402) 800-1236 or info@omlb.org with any questions. All FAQ will be posted on the website at omahalandbank.org/bidding.