8

A NEW DAY.

City of Jacksonville, Florida

DONNA DEEGAN, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **May 9, 2024**

RE: **Request for Approval to Utilize Competitive Sealed Proposal Process**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a supplier for **Local Stack Funding for Attainable Housing for Community Partners through the City of Jacksonville**. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends the Encouragement Plan.

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

_____	_____
Finance Director or designee	Procurement Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

City of Jacksonville, Florida

Donna Deegan, Mayor

Neighborhoods Department
Housing and Community Development Division
214 N. Hogan St. 7th FL
Jacksonville, FL 32202
(904) 255-8200

A New Day

MEMORANDUM

DATE: 07 MAY 2024

TO: Dustin Freeman, Chief of Procurement
Finance and Administration Department

THRU: Travis Jeffrey
Chief, Housing & Community Development Division

FROM: Joshua Hicks, Affordable Housing Development Administrator
Neighborhoods Department

SUBJECT: **CSPEC – ESC-0399-24 - Local Stack Funding for Affordable Housing RFP**

The Housing and Community Development Division is requesting permission to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) for the procurement of professional services for the creation and management of **Local Stack Funding for Affordable Housing**.

Funding will be made available for community partners, Community Development Corporations (CDCs), and non-profit organizations focused on building attainable housing inventory and/or rehabilitating attainable housing developments. The funding can be used as a form of gap funding, making a large impact on the ability of some organization to make sure projects financially successful to move forward.
The end user (Beneficiary) will be Duval County persons at 80% or below the Duval County AMI (Average Medium Income) for a duration of twenty (20) years.

The initial term of the agreement will commence upon execution of the contract and will continue for an eighteen-month (18) period. The vendor will have the option to renew the agreement for up to one (1) additional term upon satisfactory performance. The proposals will be scored by myself, Kenny Logsdon, and Travis Jeffrey.

The funding for this award will be:

	Fund	Center	Account	Project*	Activity	Interfund	Future
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It is our desire that this be awarded in the form of a contract upon selection of the winning vendor. Please do not hesitate to contact me at 255-8204 or JRHicks@coj.net if you have any questions.

Thank you for considering this request.

CC: David Klages, Purchase Analyst – Procurement Division

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April 23, 2024

To: Dustin Freeman, Division Chief
Procurement Division

Gregory Grant EBO/JSEB Administrator GC

From: LaRoy Covington, EBO/JSEB Business Compliance Analyst LC
Jacksonville Small and Emerging Businesses

RE: **Local Stack Funding for Attainable Housing for Community Partners Through the City of Jacksonville**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

Cc: Daved Klages
Gregory Grant

Klages, David

From: Collier, Kevin on behalf of RiskReview
Sent: Thursday, April 18, 2024 3:43 PM
To: Klages, David
Cc: Logsdon, Kenny
Subject: RE: Review of RFP Document: Local Stack Funding for Attainable Housing for Community Partners through the City of Jacksonville
Attachments: Approved Local Stack Funding - Draft 01.pdf

Please see attached.

Kevin

Kevin F Collier
Property & Casualty Insurance Compliance Manager
Finance and Administration Department
City of Jacksonville
117 W. Duval Street Suite 335
Jacksonville, FL 32202-3381
Ckevin@coj.net
904-255-5314
904-742-0040

Please note that under Florida's very broad public records law, email communications to and from City officials are subject to public disclosure.

From: Klages, David <DKlages@coj.net>
Sent: Thursday, April 18, 2024 3:15 PM
To: RiskReview <RiskReview@coj.net>
Cc: Logsdon, Kenny <Logsdon@coj.net>
Subject: Review of RFP Document: Local Stack Funding for Attainable Housing for Community Partners through the City of Jacksonville

Good afternoon. Would you please review the insurance and indemnification requirements for the attached solicitation? The scope of services is for federal funding for contractor to rehabilitate existing or build new affordable homes and can be found beginning on page 24.

The Insurance & Indemnification requirements can be found beginning on page 47. The estimated value of the project is $1,000,000 (federal funds).

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst

APPROVED
By Kevin at 3:41 pm, Apr 18, 2024

Competitive Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

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RFP SPECIFICATIONS

FOR

LOCAL STACK FUNDING FOR ATTAINABLE HOUSING FOR COMMUNITY PARTNERS THROUGH THE CITY OF JACKSONVILLE

Neighborhoods Department

BID NO:	ESC-XXXX-24
OPEN DATE:	MAY XX, 2024
TIME:	2:00 P.M.
PLACE:	ED BALL BUILDING, 214 N. HOGAN STREET, SUITE #105 (FIRST FLOOR), JACKSONVILLE, FL 32202

NON-MANDATORY PRE-BID CONFERENCE:
Wednesday, November XX, 2023 at 10:00 a.m.
Ed Ball Building, 214 N. Hogan Street, Room 825 (8th Floor), Jacksonville, FL 32202

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Donna Deegan
Mayor

Dustin Freeman, Chief
Procurement Division