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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Local Stack Funding for Attainable Housing

Requested Action and Justification:

Recommend approval of the award to Beaches Habitat for Humanity, Inc. as the highest scoring responsive, responsible firm for Local Capital Stack Funding for Attainable Housing. The terms of this award shall be from date of the executed contract through September 30, 2027. Total expenditure amount not-to-exceed is $900,000.00.

To be executed by formal contract amendment through the Office of General Counsel.

Supplier:	Beaches Habitat for Humanity, Inc.	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	07/13/2026

POA #:	N/A	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	RFP-NONCON 17880 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	1 year	**Options:**	N/A	**Options Used:**	N/A

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	174280	**Acct:**	583010	**Proj:**	000000	**Activity:**	00000000	$ 900,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 900,000.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	ERCD:HOUSING AND COMMUNITY DEVELOPMENT			
Concurrence:	Signed by: Jeffrey Travis 431B9601B724DF...	**Title:**	CHIEF OF HOUSING AND COMMUNITY DEVELOPMENT	9/9/2026
Concurrence:	Okewusi, Adebisi D7B65F680F5D433...	**Title:**	DIRECTOR FINANCE-HOUSING AND COMMUNITY DEVELOPMENT	9/9/2026
Concurrence:		**Title:**		
Concurrence:		**Title:**		

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E28D7B54E9...	**Chief of Procurement:**	Signed by: B10F1D517352456... 9/15/2026
Name:	Ruth Keith	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions

Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from N/A, Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or Highest Evaluated.

Bid Opening Date: The date bid submission were due to Procurement. **The term in 1 cloud is Close date.**

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year. **missing PSC as an option in the drop down menu, we have to type this in the section.

** **Contract #:** This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option. (**maybe reward as Renewal Options to match 1 cloud**)

Options Used: Prior to this request, enter how many options were already used. (**same as above**)

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Bonds Required: Yes/No > Refer to Procurement Manual.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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Award Solicitation: Local Stack Funding for Attainable Housing for Community Partners

Solicitation **RFP - Non-Construction 17588** Procurement BU **CCU BU** Close Date **7/13/2026 16:00** Solicitation Currency **USD**	Responses Received **1** Active Responses **1** Shortlisted Responses **1**	Invited Suppliers **234** Will Participate **4** Responded **1**

Line Summary

Line	Item	Item Revision	Supplier	Business Relationship	UOM	Estimated Quantity	Estimated Amount	Award	Agreement Quantity	Rank	Response Price	Score	Response Minimum Release Amount	Supplier Site	Response	Target Minimum Release Amount	Category Name	Line Type
1 Please insert 1.00			Reaches Habitat For Humanity	Spend Authorized				No		1	1.00	100.00		Order/Remit	465340		808.30 Building Construction (No	Dollars

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Award Solicitation: Local Stack Funding for Attainable Housing for Community Partners

Solicitation **RFP - Non-Construction 17880** Procurement BU **COJ BU** Close Date **7/13/2026 16:00** Solicitation Currency **USD**	Responses Received **1** Active Responses **1** Shortlisted Responses **1**	Invited Suppliers **234** Will Participate **4** Responded **1**

Overview

	Beaches Habitat For Humanity, Inc. Response: 465343	Beaches Habitat For Humanity, Inc. Response: 465343
Business Relationship	Spend Authorized	
Supplier Site	Order/Remit	
Supplier Contact	Jared , Sarah	
Response Status	Active	
Shortlist Status	Included	
Response Amount	1.00	
Overall Rank	1	
Total Award Amount		
Time of Response	7/11/2026 12:32	
Response Valid Until		
Reference Number		
Note to Buyer		
Attachments	No	

Requirements (View Scoring Criteria) — **Individual scores** / Scoring Team

Requirement	Target Value	Beaches Habitat For Humanity, Inc. Response: 465343	Adebisi Okewusi	Joshua Hicks	Kenneth Logsdon	Travis Jeffrey
Total Score		**103.75**				
1. Affirmation						
1. Type name, title, and e-mail of person submitting bid in the comments box.		a. Acknowledge				
Comments		Sarah Jared, Chief Operating Officer, sarah@beacheshabitat.org				
2. Type name of company in the comments box.		a. Acknowledge				
Comments		Beaches Habitat for Humanity, Inc.				
3. No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in rejection of the bid.		a. Acknowledge				
4. Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. Acknowledge				
5. Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. Acknowledge				
6. Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.				
7. Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of		a. Acknowledge				
8. Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge				
2. Submittal Statement						
1. Submittal Statement Bidder certifies that this proposal is made in good faith, without collusion or connection withany other entity bidding on this work. Bidder has examined and read all Drawings, Specifications, General and Special Conditions,and other Contract Documents, and all Addenda thereto; and is acquainted with and fullyunderstands the extent and character of the work covered by this Proposal and the specifiedrequirements, for the proposed work. Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.Bidder states that this Proposal is made in conformity with the Contract Documents and agreesthat in case of any discrepancy or differences between its Proposal and the Contract Documents,the provisions of the latter shall prevail. Bidder certifies that it has carefully examined the foregoing Proposal after the same wascompleted and has verified every item placed thereon; and agrees to indemnify, defend and saveharmless the CITY against any cost, damage or expense which may be incurred or caused by anyerror in the Bidder's preparation of same. Bidder states that all applicable taxes are included in the unit prices or Lump Sum Bid andacknowledges this project is not exempt from the State or Local Sales or Use taxes, and paymentof such taxes is the responsibility of the Bidder. The undersigned Bidder agrees to keep its bid in effect for 120 calendar days after theBid Opening date to allow the CITY time to award the bid, should it be awarded, and timeto prepare and execute the contract (or issue the purchase order). This time period begins atthe time bids are opened and ends upon the issuance of Notice to Proceed (NTP) by the CITY.The bid prices shall remain in effect throughout the life of the Contract. Failure of the CITY toissue NTP within the specified time period shall allow Bidder to withdraw its Bid andterminate its contract without penalty or forfeiture of Bid Bond. Failure of the CITY to issueNTP within the specified time period shall not entitle Bidder to an adjustment of its Bid prices,unless mutually agreeable by the CITY. Bidder certifies, under penalty of perjury and contract rescission, that it has all required licenses toperform the work required to fulfill the terms of the contract resulting from a successful bid.Furthermore, the Bidder affirms that all subcontractors requiring to be licensed are listed in itsresponse and are properly licensed to perform work on their respective portions of this project.		a. Acknowledge				
3. General Requirements						
1. Scope of Services: The Procurement of the City of Jacksonville, and The Jacksonville's Neighborhoods Department Housing and Community Development Division is currently accepting bids. Funding will be made available for community partners, Community Development Corporations (CDCs), and non-profit organizations focused on building attainable housing inventory and/or rehabbing 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 20 (twenty) years. The Contractor must meet the minimum specifications identified in Section 1.4 of this RFP. Please see Section 4 for a full description of the services and deliverables required under this RFP.		a. Acknowledge				
2. The United States of America, specifically the City of Jacksonville and Duval County, is grappling with a housing affordability crisis that has evolved over several decades. The local housing ecosystem has faced several challenges, including those caused by COVID-19, such as supply chain disruptions and increased material costs. Wage growth has not kept pace with rising rents and home prices. Hurricane destruction throughout the state, as well as significant housing investor activity, has further complicated the situation. Furthermore, there has been a persistent lack of public will to prioritize, coordinate, and fund low- and moderate-income housing development. As a result, a significant portion of the city's residents, including low- and moderate-income families and individuals, are struggling to find housing that is affordable, attainable, and adequate. • The Appraisal Gap Financing Program (GAP) creates a financial incentive for affordable housing developers to construct new single family residential homes in economically challenged real estate markets. The Contractor is able to fill the "gap" between what it costs to build a single-family home and the appraised value. • Qualified Contractors can receive up to $125,000 per single family home (as justified by a certified property appraisal and an accepted development proforma), for up to eight (8) projects within eighteen (18) months. • Qualified Contractor would submit one proposal packet per single family home development. Each proposal packet will be ranked independently from one another. The maximum amount eligible per single family home development project is $125,000. • Qualified developer may submit up to three (3) proposal packets in which the total subsidy does not exceed $900,000. • In order to be a qualified developer, the Contractor must meet the minimum Requirements for Affordable Housing Developers. Eligible homebuyers must be income qualified individuals, having household incomes as provided within the Program Income Limits Program Goals • Increase affordable housing development opportunities in areas of the City of Jacksonville where significant need and impact can be identified and documented; • Maximize the leveraging of resources to the greatest extent possible; • Strategically promote homeownership opportunities for low and moderate income individuals and families who are buying their first homes; • Reduce blight, promote the development, stabilization and preservation of neighborhoods; and • Spur residential development across the City by assisting families with incomes up to 140% of the Area Median Income (AMI) to purchase single-family homes. Project Grading and Deliverables: • Proposals will be graded based upon criteria outlined in the evaluation section • Points will be awarded for each category based upon the response of the contractor. The contractor will be expected to give detailed information on the project as it pertains to competence and experience, Financial Responsibility, The plans and specifications, Project Timeline, project marketing plan and the overall GAP financing amount requested. • All projects must undergo an environmental review. Sites with the below mentioned negative characteristics may be ineligible if sufficient mitigation and/or abatement efforts are not included in the project design or such efforts are deemed not feasible. The distances are to be measured from all parcel boundaries of the development site. • within 300 feet of junk or scrap metal yards • within 3,000 feet of active railroad tracks • within 1,000 feet of an interstate highway including frontage and service roads • within 300 feet of heavy industrial uses • within 300 feet of a solid waste or sanitary landfill • within 100 feet of high voltage transmission power lines • within 5,000 feet of any civilian or military airport 60 dB noise contour • Site must not be within an Airport Accident Potential Zone https://library.municode.com/fl/jacksonville/codes/code_of_ordinances?nodeId=ZOSE_CH656ZOCO_PT10REREAILAADTH • Site must not be within a flood zone as determined by FEMA Flood Map Service Center. https://msc.fema.gov/portal/search • Applicants with sites adjacent to one or more negative features are strongly encouraged not to submit projects with these potential environmental impacts without the sufficient mitigation and/or abatement efforts needed within your development plan. • The contractor is expected to deliver based upon information provided within the Response a completed single family new construction home or the rehabilitation of an existing single-family home that meets the minimum		a. Acknowledge				
3. Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements at the time of bid opening will result in the Response not being evaluated and being rejected as non-responsive: 1. Contractor must be a registered Florida corporation (For-Profit or Non-Profit) and must have been in existence for two (2) years. The corporation must be in good standing with the State of Florida as evidenced by a current Good Standing Certificate issued from the Florida Division of Corporations. 2. Contractor must be properly licensed in the State of Florida to perform the scope of services prescribed in this RFP and obtain a Business Tax Receipt for Duval County, if applicable. 3. Contractor must have completed at least two (2) affordable housing (for residents at 80% or below their median income) or other real estate development construction and/or rehabilitation projects within the past five (5) years. The Contractor must provide copies of a certificate of occupancy or certificate of completion issued by the appropriate jurisdiction within the State of Florida for each project. If projects were completed outside of the state of Florida please provide certificate of completion documentation along with an explanation as to the project's significance. 4. The Contractor's proposed development site must not be located within a flood zone as determined by FEMA Flood Map Service Center. **https://msc.fema.gov/portal/search** 5. Contractor must execute the GAP Financing Affidavit.		a. Acknowledge				
4. **Response Format** To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the sections would be helpful. The formal response to the RFP. Each proposer will clearly indicate within the Cover Letter that your response is for the RFP. The RFP shall contain no more than thirty (30) single-sided, 1.5-spaced, 8½" by 11" pages, excluding appendices. The font style shall be Arial with a minimum font size of 11 points. The title page and a single- page cover letter will not be counted as part of the 30-page limit. A cover letter in excess of one page and any other information submitted beyond that noted in the requirements will be counted as part of the 30- page limit. Any RFP exceeding these format guidelines will be rejected without being considered by the City. Provide proof of insurance, bonding capacity, and licensing. Copies of these documents may be included as appendices and will not be counted against the 30-page limit. **1) Title Page:** Include only RFP Title, RFP Number, Contractor's full name, address, phone number. **2) Cover Letter:** Include only the following: RFP Title and Number Contractor's full name, address and phone number. Names of the person(s) who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers. Contractor's Federal Employer ID Number. Written acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments. Signature of Authorized Representative. **3) Required Forms.** (Not included as part of Thirty page limitation) Attach all forms identified in RFP, each signed by an authorized representative. **4) Proof of Minimum Requirements.** (Not included as part of Thirty page limitation) Responses will ONLY be accepted from companies meeting the minimum requirements in Section 2.3.2 of this solicitation. Contractor must address and provide clear documentation that they meet all minimum requirements. **5) Statement of Qualifications.** (**Maximum of 30** written pages for this section) This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in Section 2.3 – Evaluation Criteria. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as nonresponsive. Please divide this portion of the Response into ten subsections (one subsection for each of the listed criteria).		a. Acknowledge				
5. Federal Funding does not apply to this bid		a. Acknowledge				
4. RFP Requirements						
1. **1. Introduction** The City of Jacksonville ("Buyer") intends to hire an individual or firm ("Contractor") to provide the services described in this Request for Proposal ("RFP"). Persons interested in submitting a response to this RFP (a "Response") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. **2. Questions and Requests for Amendment to RFP.** If a Contractor (i) has questions about the RFP, (ii) finds discrepancies, omissions or ambiguities in the RFP, or (iii) believes any term or condition of the RFP is unreasonable, Contractor should request an amendment to the RFP. The request should reference the RFP section at issue and include any specific language that Contractor recommends using. All requests for amendment must be submitted in writing (via the 1Cloud Procurement System) and, unless otherwise specified in the RFP, be received by the Purchasing Analyst (Analyst) at least ten (10) calendar days before the Response Due Date. Questions and requests for amendments directed to the Analyst or to any other Buyer personnel shall not constitute a formal protest of the RFP. Failure to request an interpretation or change will be considered evidence that Contractor understands and agrees to the provisions of the RFP. The posting of a written amendment is the only official method by which interpretations, clarifications, changes or additional information will be given by Buyer prior to the opening of Responses. Any other interpretation, clarification, change or information will have no legal effect. Buyer reserves the right to amend, cancel or reissue the RFP at its discretion. Buyer reserves the right to request or obtain additional information about any and all Statement of Qualifications submitted in response to RFP. They may also issue addenda to this RFP which will be sent to each Supplier who received this RFP. This includes the right to change the Response Due Date and the Contract award date. Notice of all amendments and cancellations will be posted on Buyer's website (please contact the Analyst if you		a. Acknowledge				

5.	**Insurance Requirements**							
1.	RFP Indemnification and Insurance Requirements.		a. Acknowledge					
6.	**Price Sheet**							
1.	Price Sheet: Please download the attached spreadsheet to enter prices and upload back. Please do not make any changes to the item descriptions or quantities indicated. See the attachment(s).		a. Acknowledge					
7.	**Sample Services Contrct**							
1.	Please review and acknowledge the attached sample Professional Services Contract.		a. Acknowledge					
8.	**Evaluation Criteria**							
	Score		103.75					
1.	**EVALUATION COMMITTEE:** The evaluation committee will consist of three-five (3-5) City employees. Through the Procurement Division, the evaluation committee will have the counsel and advice of Subject Matter Experts (SMEs) for this RFP. These SMEs will consist of internal city representatives from the City. In coordination with the Procurement Division, the evaluation committee reserves the right to include additional, non-voting technical advisors during its review of the responses. In assessing the strengths and weaknesses of each submission, the SMEs may, at their own discretion, request clarification, through the Procurement Division, from the committee.		a. Acknowledge					
2.	The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and will be awarded a score of 1 through maximum points. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.		a. Acknowledge					
3.	Provide information pertaining to technical education, licensure and training, and experience in the type of project to be undertaken. II. Workload: a. Provide information on past, current, and projected workload. b. Provide information on availability of adequate personnel and contractors used to undertake the project. III. Partnership: Evidence of meaningful involvement between the local community and the entity serving as applicant. IV. Previous Experience: A description of previous development experience with specific details regarding any affordable housing experience within or outside of the proposed community.		a. Acknowledge					
	Score			20.00	20.00	20.00	20.00	20.00
4.	I. Provide a detailed financial plan including all of the following: a. A list of sources of matching and/or leveraging funds including percentage of funding support from all other sources.b. The status of the funding availability (requested/committed)including a timeline for access to matching or leveraging funds.c. Letters from financial institutions or investors evidencing commitment of financing from relevant funding sources documenting financial capacity to complete the project.d. If applying for the City of Jacksonville's 2018 HOME Revolving Loan Fund provide a statement certifying this on company letterhead outlining the details of your HOME Loan application. II. Provide the Subject-To Appraisal of the proposed project by a licensed appraisal company no more than 6 months old. The proposed sales price of home as declared by the Subject-To Appraisal shall be listed with the submitted Development Proforma and justify the Development GAP. III. Provide copies of contracts related to any funding source setting forth funding conditions. IV. Provide copies of construction contracts as it relates to the physical development or rehabilitation of the site per the provided architectural plans and specifications. If construction contracts are not available provide a formal quote from a third-party licensed contractor for the development of the site per the submitted architectural plans and specifications. If self-performing construction activities provide all associated costs per the provided architectural plans and specifications broken out by a Schedule of Values using the Divisions of Construction as defined by the Construction Specification Institute's Master Format. Construction costs either contracted out or self-performed must be accurately reflected in single family home development budget pro-forma. V. If the Contractor is planning on using its own funds to finance the project, the Contractor shall provide at least two (2) years of audited financial statements. If audited financial statements are unavailable then the Contractor shall provide unaudited financial statements and state within the response that audited financial statements are unavailable. Unaudited financial statements shall be certified as true and correct by the CFO or CEO of the Contractor. The Contractor shall also provide relevant bank statements to verify adequate liquidity. VI. Provide statements of revolving lines of credit supportingAll funding sources identified in the Price Sheet/Certification of Funding Sources . Statements of revolving lines of credit must state the maximum amount and availability of the credit line. VII. Provide a complete single family home development budget (pro-forma) including sources and uses . All sources of funds must equal the total cost of the project.CONTRACTOR'S DEVELOPER FEE IS CAPPED AT 10 %		a. Acknowledge					
	Score			19.25	18.00	20.00	19.00	20.00
5.	Provide a short summary of the proposal that includes project scope and the expected need for the funding. Include a description of the existing real estate market and how the proposal will address the present needs while providing stability for community residents in the future. Contractors are encouraged to supply sufficient market information regarding need for the program/project and appraisal GAP funding. The proposal should target those areas within the City of Jacksonville that have experienced significant depopulation, disinvestment, or foreclosures and affirmatively further fair housing by placing affordable housing stock in areas without affordable housing. II. Site Control: Provide evidence of site control or, in the alternative, evidence of the ability to acquire the proposed site (option to purchase) in a timely manner (i.e., within three months of a funding award). III. Zoning and Utility Availability: Provide evidence that the proposed single family home project complies with zoning ordinances and local land development plans. Provide evidence that the proposed site has proper water/sewer/electrical availability by the way of a JEA Service Availability Letter for the proposed site. IV. Identification of Property and Location Map: a. Provide a map of the site and neighborhood identifying location and address of proposed renovation and the surrounding area of impact. b. Provide the legal description of the project property V. Existing Condition Photos: Provide photographs of the proposed site, contiguous sites, surrounding area, and neighborhood, as well as photographs of the interior of the property.		a. Acknowledge					
	Score			24.75	25.00	24.00	25.00	25.00
6.	I. Provide details of the proposed renovation/new construction start and completion dates. The timeline should also include key milestones to timely move the project to closing. II. Project shall commence within three (3) months of the Effective Date of this Contract and construction completed within twelve (12) months from the Effective Date of this Contract and the completed project will be sold within eighteen (18) months from the Effective Date of this Contract. The Neighborhoods Department Director at his or her discretion may approve a time extension upon receipt of a written request outlining need for extension.		a. Acknowledge					
	Score			9.00	10.00	8.00	10.00	8.00
7.	I. Describe how the project will be marketed to potential homebuyers and identify any of Contractor's pre-qualified		a. Acknowledge					
	Score			5.00	5.00	5.00	5.00	5.00
8.	AA As indicated in the Price Sheet, Proposals requesting the lowest amount of GAP Financing per $10,000 increment, shall receive the maximum number of points. Contractor's developer fee is capped at 10% of total development cost. The table below will be used to determine the score for price Based on the total GAP Subsidy . Requested GAP Amount Points Awarded 0-$9,999 20 $10k-$19,999 16 $20k-$29,999 12 $30k-$39,999 8 $40k-$49,999		a. Acknowledge					
	Score			13.25	14.00	12.00	15.00	12.00
9.	The Oral Interviews will have an additional value of fifty (50) points which will be added to the Preliminary Response Score. The three (3) top ranked proposers from the Preliminary Response Scoring Process will be invited to give presentations with Oral Interviews. Final ranking of the top three (3) firms will be based upon the combination of scores combined from the Preliminary Response Scoring and the Evaluation of the Oral Interviews. **(50 Points Maximum Score)**		a. Acknowledge					
	Score			12.50	0.00	0.00	50.00	0.00
9.	**Response Attachments**							
1.	**Attach Overall Proposal Document Here, Use the following naming convention: Supplier_Name Overall Proposal Document. Include all response pages in a single ".PDF" format file.** If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf".		a. Acknowledge					
	Attachments		Yes					

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Award Solicitation: Local Stack Funding for Attainable Housing for Community Partners

Solicitation **RFP - Non-Construction 1788**	Responses Received **1**	Invited Suppliers **234**
Procurement BU **COJ BU**	Active Responses **1**	Will Participate **4**
Close Date **7/13/2026 16:00**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**

Total Award Amount

1 Please insert 1.00

Line Type **Dollars**
Category Name **909.30 Building Construction (Not Otherwis**

Start Price
Current Price
Estimated Total Amount

Award Amount
Savings
Savings

	Target Value	Beaches Habitat For Humanity, Inc. Response: 465343
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		1.00
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		No
Award Amount		
Note to Buyer		
Attachments		No

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Award Solicitation: Local Stack Funding for Attainable Housing for Community Partners

Solicitation **RFP - Non-Construction 1788** Procurement BU **COJ BU** Close Date **7/13/2026 16:00** Solicitation Currency **USD**	Responses Received **1** Active Responses **1** Shortlisted Responses **1**	Invited Suppliers **234** Will Participate **4** Responded **1**

Requirements Scoring

Requirements

Requirement	Evaluation Criteria	Acceptable Values	Score	Maximum Score
8.	**Evaluation Criteria**			**150**
3.	Provide information pertaining to technical education, licensure and training, and experience in the type of project to be undertaken. II. Workload: a. Provide information on past, current, and projected workload. b. Provide information on availability of adequate personnel and contractors used to undertake the project. III. Partnership: Evidence of meaningful involvement between the local community and the entity serving as applicant. IV. Previous Experience: A description of previous development experience with specific details regarding any affordable housing experience within or outside of the proposed community.	a. Acknowledge		20
4.	I. Provide a detailed financial plan including all of the following: a. A list of sources of matching and/or leveraging funds including percentage of funding support from all other sources.b. The status of the funding availability (requested/committed)including a timeline for access to matching or leveraging funds.c. Letters from financial institutions or investors evidencing commitment of financing from relevant funding sources documenting financial capacity to complete the project.d. If applying for the City of Jacksonville's 2018 HOME Revolving Loan Fund provide a statement certifying this on company lettethead outlining the details of your HOME Loan application. II. Provide the Subject-To Appraisal of the proposed project by a licensed appraisal company no more than 6 months old. The proposed sales price of home as declared by the Subject-To Appraisal shall be listed with the submitted Development Proforma and justify the Development GAP. III. Provide copies of contracts related to any funding source setting forth funding conditions. IV. Provide copies of construction contracts as it relates to the physical development or rehabilitation of the site per the provided architectural plans and specifications. If construction contracts are not available provide a formal quote from a third-party licensed contractor for the development of the site per the submitted architectural plans and specifications. If self-performing construction activities provide all associated costs per the provided architectural plans and specifications broken out by a Schedule of Values using the Divisions of Construction as defined by the Construction Specification Institute's Master Format. Construction costs either contracted out or self-performed must be accurately reflected in single family home development budget pro-forma. V. If the Contractor is planning on using its own funds to finance the project, the Contractor shall provide at least two (2) years of audited financial statements. If audited financial statements are unavailable then the Contractor shall provide unaudited financial statements and state within the response that audited financial statements are unavailable. Unaudited financial statements shall be certified as true and correct by the CFO or CEO of the Contractor. The Contractor shall also provide relevant bank statements to verify adequate liquidity. VI. Provide statements of revolving lines of credit supportingAll funding sources identified in the Price Sheet/Certification of Funding Sources . Statements of revolving lines of credit must state the maximum amount and availability of the credit line. VII. Provide a complete single family home development budget (pro-forma) including sources and uses . All sources of funds must equal the total cost of the project.CONTRACTOR'S DEVELOPER FEE IS CAPPED AT 10 %	a. Acknowledge		20
5.	Provide a short summary of the proposal that includes project scope and the expected need for the funding. Include a description of the existing real estate market and how the proposal will address the present needs while providing stability for community residents in the future. Contractors are encouraged to supply sufficient market information regarding need for the program/project and appraisal GAP funding. The proposal should target those areas within the City of Jacksonville that have experienced significant depopulation, disinvestment, or foreclosures and affirmatively further fair housing by placing affordable housing stock in areas without affordable housing. II. Site Control: Provide evidence of site control or, in the alternative, evidence of the ability to acquire the proposed site (option to purchase) in a timely manner (i.e., within three months of a funding award). III. Zoning and Utility Availability: Provide evidence that the proposed single family home project complies with zoning ordinances and local land development plans. Provide evidence that the proposed site has proper water/sewer/electrical availability by the way of a JEA Service Availability Letter for the proposed site. IV. Identification of Property and Location Map: a. Provide a map of the site and neighborhood identifying location and address of proposed renovation and the surrounding area of impact. b. Provide the legal description of the project property V. Existing Condition Photos: Provide photographs of the proposed site, contiguous sites, surrounding area, and neighborhood, as well as photographs of the interior of the property. VI. Architectural Drawings/Development Plan: Provide architectural plans and specifications of the proposed project or development plans. Rehabilitation/New construction projects shall include a listing of detailed project specifications which meet the City's New Home Construction/ Housing Rehabilitation Specifications	a. Acknowledge		25
6.	I. Provide details of the proposed renovation/new construction start and completion dates. The timeline should also include key milestones to timely move the project to closing. II. Project shall commence within three (3) months of the Effective Date of this Contract and construction completed within twelve (12) months from the Effective Date of this Contract and the completed project will be sold within eighteen (18) months from the Effective Date of this Contract. The Neighborhoods Department Director at his or her discretion may approve a time extension upon receipt of a written request outlining need for extension.	a. Acknowledge		10
7.	I. Describe how the project will be marketed to potential homebuyers and identify any of Contractor's pre-qualified home buyers.	a. Acknowledge		5
8.	AA As indicated in the Price Sheet, Proposals requesting the lowest amount of GAP Financing per $10,000 increment, shall receive the maximum number of points. Contractor's developer fee is capped at 10% of total development cost. The table below will be used to determine the score for price Based on the total GAP Subsidy . Requested GAP Amount Points Awarded 0-$9,999 20 $10k-$19,999 16 $20k-$29,999 12 $30k-$39,999 8 $40k-$49,999 4 $50k 0	a. Acknowledge		20
9.	The Oral Interviews will have an additional value of fifty (50) points which will be added to the Preliminary Response Score. The three (3) top ranked proposes from the Preliminary Response Scoring Process will be invited to give presentations with Oral Interviews. Final ranking of the top three (3) firms will be based upon the combination of scores combined from the Preliminary Response Scoring and the Evaluation of the Oral Interviews. **(50 Points Maximum Score)**	a. Acknowledge		50

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A NEW DAY.

City of Jacksonville, Florida
Donna Deegan, Mayor

Neighborhoods Department
Housing and Community Development Division
214 N. Hogan Street, 7th Floor
Jacksonville, Florida 32202
(904) 255-8200
www.coj.net

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement Division
FROM: Travis Jeffrey, Chief of Housing and Community Development Division
DATE: September 9, 2026
SUBJECT: Determination Regarding Re-solicitation of Professional Services

The Housing and Community Development Division is providing this memorandum in response to the Procurement Services request regarding the solicitation for professional services and the requirement for a minimum of three (3) supplier responses.

The solicitation received fewer than three supplier responses. Pursuant to the Procurement Manual, when fewer than three suppliers respond to a solicitation for professional services or professional design services, the Chief of Procurement shall resolicit proposals unless the Chief determines, in consultation with the using agency, that no advantage would be obtained by resoliciting.

After reviewing the solicitation and the responses received, Housing and Community Development concurs that **no advantage would be obtained by resoliciting the solicitation at this time**. The solicitation was made available to qualified suppliers, and the responses received provide a sufficient basis to evaluate the available services and determine whether the procurement can proceed in the best interest of the City. In addition, as highlighted in the JPAC justification request form submittal, the appropriation of $900,000.00 to Beaches Habitat for Humanity serves a valid public purpose by allowing Beaches Habitat for Humanity to manage funding to oversee the construction of a minimum of eight (8) affordable townhomes. The project will increase the availability of safe, decent, and attainable housing, and meet the City Council's purpose with these funds of building attainable homeownership opportunities.

Accordingly, Housing and Community Development supports proceeding without re-solicitation and respectfully requests that Procurement Services continue processing the solicitation consistent with applicable City procurement requirements.

Please let me know if any additional information or documentation is needed.

Sincerely,

Travis Jeffrey
Chief, Housing & Community Development Division
tjeffrey@coj.net | 904.255.8227

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