SUBJECT: APPRAISAL GAP FINANCING

BID #: ESC-0472-18 **OPEN DATE: 8/8/18**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Eighteen (18) months from contract execution

AGENCY: Neighborhoods

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from June 17, 2020 to date of award.
Recommend approval to extend the award with Northwest Jacksonville Community Development Corporation and Metro North Community Development Corporation for twelve (12) months to allow the contractors to complete the projects, and to amend the award for Metro North CDC to change the lot location from 3843 Perry Street to 4545 Lincrest Drive due to delays at the Perry Street location and no potential buyers for the property. Both projects are comparable in size and scope and will not change the contractor's expenditure amount. The extension period of service will be from date of award through June 17, 2021. Total not to exceed expenditure amount of $289,950.00 will remain unchanged.

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

Attachments: Recommendation Memo, Vendor Quote and Previous Awards

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Annette Burney
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Thomas J. Daly, II, Chief, Housing & Community Development Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-8200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **June 8, 2020**

TO: **Greg Pease, Chief, Procurement Division**
Finance and Administration Department

06/08/20 11:23:14
Procurement Division

THRU: **Thomas J. Daly, II, Esq.**
Chief, Housing & Community Development Division

FROM: **Robert Ownby, Property Administrator**
Housing & Community Development Division

RE: **Appraisal GAP Financing ESC-0472-18 – Contract Extension and Lot Transfer Request**

Northwest Jacksonville CDC and Metro North CDC entered into contracts for the above reference Procurement Approval # ESC-0472-18 on December 17, 2018. The contracts are for Appraisal Gap Financing to fund the development gap of an affordable single family home. The total sum amount of Northwest Jacksonville CDC and Metro North CDC contracts are $141,090.00 and $148,860.00, respectively.

At this time, we are requesting a 12 month contract extension in order for these organizations to complete their projects.

Along with the contract extensions Metro North CDC is requesting a contract amendment to Contract #8463-67 for the project located at 3843 Perry Street. They are requesting permission to move project funding from 3843 Perry Street to 4545 Lincrest Drive. The project at 3843 Perry Street has experienced delays and has no projected homebuyer at this time. The property at 4545 Lincrest Drive currently has a homebuyer under contract and is ready to start. Both projects are comparable in size and scope therefore no change to the funding amount is requested.

I appreciate your time and consideration in your review of this request. Please let me know if you have any questions or need further documentation. I may be reached at 255-8283 or ROwnby@coj.net.

CC: Annette L. Burney – Purchasing Analyst

Attachment: Procurement Approval # ESC-0472-18
Formal Requests made by Organizations

Northwest Jacksonville CDC
Housing | Social Services | Economic Development
Serving the residents of the Jacksonville
Urban Core communities

Robert Owenby
Housing Property Administrator
City of Jacksonville
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202

Re: City Contracts Numbers: 8321-92, 8321-93, 8321-94

Mr. Owenby,

Please accept this letter as Northwest Jacksonville Community Development Corporation's request for a 1-year extension for the above referenced contracts. This request is made for the purpose of project completion. Please contact me with any additional questions or concerns.

All the best.

Maurice J. Martinez

CC: Paul Tutwiler

3416 Moncrief Rd Ste 200, Jacksonville FL 32209
904-598-9196
info@nwjcdc.org
https://www.nwjaxcdc.com

METRO · NORTH
COMMUNITY DEVELOPMENT CORPORATION

January 28, 2020

Robert Ownby
Housing Property Administrator
City Of Jacksonville
Neighborhood Department
214 Hogan St., 7th Floor
Jacksonville Florida 32202

Dear Robert,

Per our discussion, Metro North has had a few challenges start construction on the properties with a GAP contract with the County of Jacksonville.

During our preparation for the start of the projects it was discovered that the previous administration at Metro North incurred an administrative fine for a project in 2010 that has place a fine and liens on all properties owned by Metro North CDC. We are currently working to resolve this issue.

We are requesting extensions on the contracts listed below:

GC-#1254493-v2- 8463-68 – 411 BIRCH STREET

GC-#1254494-v2-8463-67 – 3843 PERRY STREET

GC-#1254498-v2-8463-69 – 3845 NOTTER AVENUE

We are continuing our work to start construction as soon as the fine and liens have been resolved.

We anticipated start at 411 Birch in February/March timeframe and the start for 3845 Notter in March/April timeframe.

Please advise me of any additional information and/or documentation needed to extend the contracts.

Sincerely,

Jerome Crawford
Executive Director

3103 North Main Street • Jacksonville Florida 32206 • Tel. (904) 358-1224 • Fax. (904) 358-1225

Ownby, Robert

From: Jerome Crawford <jcrawford@metronorthcdc.com>
Sent: Thursday, February 13, 2020 3:38 PM
To: Ownby, Robert
Subject: GAP Funding - Property Change Request
Attachments: Lisa Story - PSA 4545 Lincrest Drive S.pdf; Survey - 45445 Lincrest Drive (C18024 11x17).pdf; BUILDING PLANS - 1492.pdf; Joseph Andrew Homes - Construction Agreement - 4545 Lincrest Dr S.pdf; Regions Bank - Approval Letters.pdf; 4545 Lincrest Drive Pro Forma - New Construction (2132020).pdf

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Robert,

Hope all is well. Metro North is requesting a change in location for one of the projects approved for gap funding. The current approval for 3843 Perry Street new home build project has been delayed with no projected home buyer. We are requesting the funding approved be moved to a new home build project located at 4545 Lincrest Drive (newly acquired lot from COJ surplus). We have an approved first time home buyer that want to build on the lot. We are well underway to starting the project if the gap funding can be redirected to this project. Attached are the sales agreement, construction Agreement, pro-forma, house plan, and survey for your review. Joseph Chambers the builder is financing the construction. This is the same builder that built the Independence House senior housing project last year.

Please let me know what additional information is needed for approval.

Sincerely.

Jerome Crawford
Executive Director

METRO · NORTH
3103 North Main Street
Jacksonville, FL 32206
(904) 358-1224 (Ofc)
(904) 537-2031 (Mobil)

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SUBJECT: APPRAISAL GAP FINANCING

BID #: ESC-0472-18 **OPEN DATE: 8/8/18**

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KIND AND BASIS OF CONTRACT: Service Contract – Eighteen (18) months from contract execution

AGENCY: Neighborhoods

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the two (2) highest scoring bidders, Metro North Community Development Corporation and Northwest Jacksonville Community Development Corporation as outlined below. Recommend approval to waive as a minor irregularity missing addendum #2 for Northwest Jacksonville CDC. The addendum has since been received. A third bidder, Revitalize Arlington, Inc., will not be funded due to low score. Period of service is for eighteen (18) months from date of contract execution. Total expenditure amount not to exceed $289,950.00.

Metro North CDC. – $148,860.00
Northwest Jacksonville CDC - $141,090.00

Funding Source: ERCD1N1FR-08301-HC9999-HCO999 – To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo. Tabulation and Scoring Sheets and Evaluation Criteria

ANALYST: _____ Annette Burney **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Julie Adamson, Operation Direction, Neighborhood Department

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 10/18/18

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 10/18/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: APPRAISAL GAP FINANCING

BID #: ESC-0472-18 **OPEN DATE: 8/8/18**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Eighteen (18) months from contract execution

AGENCY: Neighborhoods

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award with Northwest Jacksonville Community Development Corporation to change the lot location from 2023 Payne Avenue to 1062 W. 12th Street due to the proposed house plan not fitting on the lot without zoning deviation or plan modification. Total not to exceed expenditure amount of $289,950.00 will remain unchanged.

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

Attachments: Recommendation Memo, Site Plan and Previous Award

ANALYST: _____ Annette Burney **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Stephanie Burch, Director, Neighborhood Department

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 5/02/19

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/2/19

MR APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05