SUBJECT: Special Needs Rental Development – Funding to $267,642.00

BID #: ESC-0441-17 **OPEN DATE: 03/29/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – May 1, 2017 through April 30, 2019

AGENCY: Housing and Community Development Division

BASIS OF AWARD: Highest Scoring Bidder Based On Evaluation Criteria

NUMBER OF BIDS INVITED: (18) NUMBER RECEIVED: (2) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Volunteers of America of Florida as the highest scoring vendor based on the evaluation criteria for Special Needs Rental Development for the Housing and Community Development Division. Period of service will be May 1, 2017 through April 30, 2019, in the not-to-exceed amount of $267,642.00.

Funding will be in the form of a zero percent non-amortizing deferred payment loan for the term of the agreement. To be executed by Formal Contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Scoring Sheet; Evaluation Matrix; Scope of Services

BUYER: _____ **RESPECTFULLY SUBMITTED** _____
CHELSEY RENFROE GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Diana Seydlorsky, Chief of Housing and 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 _____

NEIGHBORHOODS DEPARTMENT

HOUSING AND COMMUNITY DEVELOPMENT DIVISION

Jacksonville
Where Florida Begins.

DATE: **4/07/2017**

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

THRU: **Gregory Pease**
Chief of Procurement

FROM: **Diana M. Seydlorsky**
Chief, Housing & Community Development Division

SUBJECT: **Recommendation for ESC-0441-17 Special Needs Rental Development - $267,642**

In accordance with Section 126.204(a)(1) of the Municipal Code, the Housing and Community Development Division was approved to utilize the Competitive Sealed Proposal Process to formally solicit bids to provide Special Needs Rental Housing for the City of Jacksonville. In response to the solicitation for bids, the Procurement Division received two (2) proposals on March 29, 2017. These proposals were forwarded to the Housing and Community Development Division for evaluation.

The proposals were evaluated in accordance with the RFP as documented on the attached scoring sheets. Based on the average score, the results of the evaluation are as follows;

Developer	Average Score
Volunteers of America of Florida	96
Metro North Community Development Corporation	84.5

The Housing and Community Development Division recommends award to the highest ranked bidder, Volunteers of America of Florida, in the not to exceed amount of $267,642, for the initial two (2) year period of May 1, 2017 through April 30, 2019. A formal contract to be executed by the Office of General Counsel.

Please let me know if you require any additional information. Thank you for your assistance.

Attachments: Bid Evaluation Matrix Sheets

SCORE SHEET

			METRO NORTH COMMUNITY DEVELOPMENT CORPORATION	VOLUNTEERS OF AMERICA OF FLORIDA
TITLE:	SPECIAL NEEDS RENTAL DEVELOPMENT - FUNDING TO $267,642			
BID NO:	ESC-0441-17			
OPEN DATE:	MARCH 29, 2017 @ 2:00 PM			
ANALYST:	Chelsey Renfroe			
No. Invited: (18) No. Received: (2) No Bids: (0)				
Recorded By:	Gail Sampson			
NOTES	DESCRIPTION	POINTS		
	FINANCIAL RESPONSIBILITY	10	6.5	10
	COMPETENCE	25	23	25
	PROXIMITY TO PROJECT	5	5	4
	PAST & PRESENT COMMITMENT TO SMALL AND MINORITY BUSINESSES	10	7.5	9
	DESCRIPTION OF PROJECTED PROJECT	35	30	34.5
	QUOTATION OF RATES/FEES	15	12.5	13.5
	Total Points	100	84.5	96
	Minimum Requirements:		✓	✓
	Conflict of Interest:		✓	✓
	Addendums (1):		✓	✓

SECTION 4
DESCRIPTION OF SERVICES AND DELIVERABLES

A. Intent

This RFP for Affordable Rental Housing Projects to support Special-Needs population is targeted toward projects that provide supportive housing for those individuals and families that meet at least one of the below definitions of a person with special needs. The projects will have a maximum of 8 units of new construction or rehabilitation of existing units to support housing for a special needs population. Projects will be funded by the State Housing Initiative Partnership (SHIP) program in the amount of approximately $267,642.00. Construction and/or rehabilitation should start within fourty-five (45) days of executed agreement.

Proposed housing projects are encouraged to be ADA compliant.

B. Definitions

420.0004 (13)F.S.- "**Person with special needs**" means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451; a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits.

C. Income and Rental Limits

2016 Income Limits and Rent Limits
Florida Housing Finance Corporation
SHIP Program
FHFC Posted : 3/31/2016 as amended yearly

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household									
		1	2	3	4	5	6	7	8	9	10
Duval County (Jacksonville HMFA; Jacksonville MSA) Median: 64,900	30%	13,650	16,020	20,160	24,300	28,440	32,580	36,730	40,890	Refer to HUD	
	50%	22750	26000	29250	32450	35050	37650	40250	42850	45430	48026
	80%	36350	41550	46750	51900	56100	60250	64400	68550	72688	76842
	120%	54600	62400	70200	77880	84120	90360	96600	102840	109032	115262
	140%	63700	72800	81900	90860	98140	105420	112700	119980	127204	134473

Source: http://www.floridahousing.org/HousingPartners/LocalGovernments/

Rent Limit by Number of Bedrooms in Unit					
0	1	2	3	4	5
341	370	504	659	814	970
568	609	731	843	941	1038
908	973	1168	1350	1506	1661
1365	1462	1755	2025	2259	2493
1592	1706	2047	2362	2635	2908

ATTACHMENT B
EVALUATION CRITERIA

The evaluations will be based upon the following criteria, and Proposers 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 based on the criteria listed. Proposers are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

1. **FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Developer may wish to supply to demonstrate financial responsibility. Developer must provide one (1) copy of is most recent financial statement. Please see section 2.12, for information about Public Records. Each project must demonstrate a match and/or leverage amount. Projects with award letters from public or private resources will be scored higher than those without. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. **(10 points maximum score)**

2. **COMPETENCE (PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS).** Describe professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities, and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP that have been satisfactorily completed,: include physical address and certificate of completion or occupancy for completed rehab or construction. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project.

   Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that the Developer include statements of its past and present record of professional accomplishments or performance with the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Department"; and with any of Buyer's "Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. **(25 points maximum score)**

3. **PROXIMITY TO THE PROJECT.** Document the location of Developer's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Developer's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Developer's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employee assigned thereto and the period of continuous existence thereof. **(5 points maximum score)**

4. **PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND MINORITY BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE.** Responding to this evaluation criterion necessitates that Developer indicate their past and present commitment to minority, women-owned, small and emerging businesses. More specifically, responses to this evaluation criterion should include, without limitation, statements that document the Developer's: (i) commitment to diversity among the directors, officers, members and/or employees that make up its firm; (ii) commitment to diversity within its community and beyond; (iii) commitment to and/or utilization of minority, women-owned, small and emerging businesses on past projects; and (iv) commitment to and/or utilization of minority, women-owned, small and emerging businesses, certified JSEBs in particular, for the project solicitation in question. **(10 points maximum score)**

5. **DESCRIPTION OF PROJECTED PROJECT AND ABILITY TO DESIGN A WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Describe the project to include the number of units, populations that will be served, address (provide real estate number, census tract, council district and zoning), architectural designs/renderings for new construction projects and scope of work needed for rehabilitation projects, timeline from start to completion inclusive of projected lease up of units, and five-year operating budget. Projects creating a higher number of new or rehabilitated units and a tighter timeline for completion will be scored higher to the maximum score than those with lower units created and longer timelines. **(35 points maximum score)**

6. **QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.** Describe the Total Development Cost for the proposed project. All projects should include a development and a five-year operating budget. Projects will be scored higher based on the amount of leverage and the ratio of the requested amount (City funding) compared to the total development cost. Projects with a lower the Developer Fee will be scored higher than projects with higher development fees. **(15 points maximum score)**