City of Jacksonville, Florida
Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **May 29, 2018**

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 contractor to provide services for **Appraisal GAP Financing.** 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: Participation Percentage 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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Neighborhood Property Administration
2020 Forest Street
Jacksonville, FL 32204
(904) 255-7033

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

April 3, 2018

TO: Greg Pease, Chief of Procurement
Finance and Administration Department

04/03/18 15:09:35
Procurement Division

THRU: Julie Adamson, CPA
Operations Director, Neighborhoods Department

04/03/18 15:09:50
Procurement Division

FROM: Robert Ownby, Housing Property Administrator
Neighborhoods Department

SUBJECT: **CSPEC - Appraisal GAP Financing RFP**

The Neighborhoods Department is requesting permission to utilizing the completive sealed proposal evolution (CSPEC) for the procurement of affordable housing developers for the use of Appraisal GAP Financing. To support the development of affordable housing for ownership, we are providing up to $50,000 per project towards Appraisal GAP Financing. This is when the total real estate development cost exceeds the appraised value (sales price) of the home. This is common in many underserved neighborhoods where the real estate market is not strong.

We feel that the CSPEC process is the most appropriate for this procurement of service for a couple of reasons. The first is that we will be awarding multiple applicants through this RFP. We have a total $800,000 appropriated for this project and hope to award many non-profit groups who are seeking to revitalize their communities through real estate development. The second is that the scoring used for evaluation is not solely dependent upon lowest cost but quality of the proposal. Within the scoring matrix attached in the RFP we will be scoring each applicant based upon 6 categories. One of those six categories is the requested GAP amount of the project.

Please do not hesitate to contact me at 255-8283 or rownby@coj.net if you have any questions.

Authority:
[2015-0340]
[2017-0764]
[2017-0861]

CC: Annette L. Burney, Purchase Analyst – Procurement Division

April 3, 2018

Certification Letter for CSPEC Approval:

The Neighborhoods Department is requesting permission to utilizing the completive sealed proposal evolution (CSPEC) for the procurement of affordable housing developers for the use of Appraisal GAP Financing. Appraisal GAP is a real estate development term meaning the difference between the total real estate development cost and the appraised value (sales price) of the home. This is common in many underserved neighborhoods where the real estate market is not strong.

The goals and objectives of this program are to Increase affordable housing development opportunities in areas of the city where significant need and impact can be identified and documented; reduce blight, promote the development, stabilization and preservation of neighborhoods; maximize the leveraging of resources to the greatest extent possible; strategically promote homeownership opportunities for low and moderate income individuals; 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. The program is not directly duplicating services although historically there have been development GAP programs promoting affordable housing that were funded utilizing state and federal funding. This program would only serve to compliment those other programs and help leverage funding make greater impact on affordable housing.

To support the development of affordable housing for ownership, we are providing up to $50,000 per project towards Appraisal GAP financing with a total $800,000 appropriated. Projects shall commence within three (3) months of award and achieve project completion, evidenced by the finalizing of all open permits, within twelve (12) months of the award. We feel that the CSPEC process is the most appropriate for this procurement of service for a couple of reasons. The first is that we will be awarding multiple applicants through this RFP and the second is that the scoring used for evaluation is not solely dependent upon lowest cost but quality of the proposal. Within the scoring matrix attached in the RFP we will be scoring each applicant based upon 6 categories. One of those six categories is the proposed GAP requested.

We feel that by employing the CSPEC process, we can utilize the funding to the highest extent and meet the objectives of the program.

Sincerely,
Robert Ownby

Housing Property Administrator
Neighborhoods Department
City of Jacksonville

Leslie-Burney, Annette

From: Cruz, Aileen
Sent: Thursday, April 05, 2018 10:30 AM
To: Leslie-Burney, Annette
Subject: Appraisal GAP Financing

To: Greg Pease, Division Chief
Procurement Division

From: Aileen Cruz, Business Analyst
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: Julie **Appraisal GAP Financing**

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-Aside %

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

If you need additional information I may be reached at (904) 255-8840.

Aileen Cruz
Business Analyst
City of Jacksonville
Small & Emerging Business Office
214 N Hogan St. Suite 800
Jacksonville, Fl. 32202
904-255-8828 office
904-255-8842 fax

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Friday, May 25, 2018 2:53 PM
To: Adamson, Julie; RiskReview
Cc: Duckworth, Twane; Burch, Stephanie; Ownby, Robert; Leslie-Burney, Annette
Subject: RE: Appraisal GAP Financing RFP
Attachments: APPRAISAL GAP FINANCING SPECS RM Redline 5.25.18.doc; APPRAISAL GAP FINANCING SPECS RM Redline 5.25.18.pdf

Please find attached Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management approved pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Adamson, Julie
Sent: Thursday, May 24, 2018 7:37 PM
To: RiskReview; Willis, Ann
Cc: Duckworth, Twane; Burch, Stephanie; Ownby, Robert
Subject: RE: Appraisal GAP Financing RFP
Importance: High

Hi Risk –

I just wanted to follow-up regarding the status of the review of the GAP Financing RFP. Is there any way you can provide an estimate timeline regarding your review? We are having council members ask the status of this program.

Thanks -

Julie Adamson, CPA
Operations Director
City of Jacksonville | Neighborhoods Department

214 N. Hogan Street, 7th floor
Jacksonville, FL 32202
Direct (904) 255-7099
Mobile (904) 580-1293
www.coj.net

From: Ownby, Robert
Sent: Friday, May 18, 2018 10:29 AM
To: RiskReview; Willis, Ann
Cc: Adamson, Julie
Subject: FW: Appraisal GAP Financing RFP

Hi Ann,
I just want to follow up on the attached GAP Financing RFP that was forwarded to Risk by Procurement last Thursday. Are you the point person on this that I should be speaking to? I have to report out the status of the GAP RFP on a weekly basis to my director. I was wondering if there is a projected delivery date on your end that I can report?

Thanks for your help!

Robert Ownby
Housing Property Administrator
City of Jacksonville | Neighborhoods Department
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
Direct (904) 255-8283
www.coj.net

From: Leslie-Burney, Annette
Sent: Thursday, May 10, 2018 11:47 AM
To: RiskReview
Cc: Nunziato, Christine; Ownby, Robert
Subject: Appraisal GAP Financing RFP

Please find the attached RFP for your review and approval of the insurance requirements.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

CITY OF JACKSONVILLE

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