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: **April 19, 2019**

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: 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 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
214 N. Hogan St. 7th FL
Jacksonville, FL 32202
(904) 255-8200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

February 28, 2019

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

THRU: Stephanie Burch, Esq.
Director, Neighborhoods Department S. Burch

FROM: Robert Ownby, Housing Property Administrator RO
Neighborhoods Department

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

The Neighborhoods Department is requesting permission to utilize the Competitive Sealed proposal Evaluation Committee (CSPEC) for the procurement of affordable housing developers for the use of Appraisal GAP Financing.

The purpose of the Appraisal GAP Financing is to support the development of affordable housing for ownership, and the City is providing up to $50,000 per project towards Appraisal GAP Financing. GAP Financing is utilized when the total real estate development cost exceeds the appraised value (sales price) of the home. This is common in many neighborhoods where the real estate market is not strong.

We feel that the CSPEC process is the most appropriate for this procurement of services because we intend to award multiple applicants through this RFP. Additionally, the scoring used for evaluation is not solely dependent upon lowest cost but overall 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. The proposals will be scored by myself, Shaun Rycroft, and Travis Jeffrey, with an alternate scorer being Michael Chao.

The funding for this award will be from Index Code ERCD1N1FR, Subobject 08301.

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

03/04/19 10:18:38
Procurement Division

Authority:
[2015-0340]
[2017-0764]
[2017-0861]
[2019-022]

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

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

April 3, 2019

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri
Jacksonville Small and Emerging Businesses (JSEB) Compliance Office

RE: **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) 255-8833.

cc: Annette-Leslie Burney

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Friday, April 19, 2019 1:42 PM
To: Leslie-Burney, Annette; RiskReview
Cc: Ownby, Robert; Freeman, Dustin; Burch, Stephanie
Subject: RE: ESC-0412-19 Appraisal GAP Financing - Round 2
Attachments: APPRAISAL GAP FINANCING RFP - REVISED RM APPROVED.doc; APPRAISAL GAP FINANCING RFP - REVISED RM APPROVED.pdf

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

Please accept my apologies, I was out of the office for 6 weeks and am still digging out!

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) 255-5314 (o)
(904)255-5347 (f)
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From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Monday, March 11, 2019 9:35 AM
To: RiskReview <RiskReview@coj.net>
Cc: Ownby, Robert <ROwnby@coj.net>; Freeman, Dustin <DustinF@coj.net>
Subject: ESC-0412-19 Appraisal GAP Financing - Round 2

Ann, please find the attached RFP for review. This one was originally reviewed and approved May 2018. Housing is bidding it a second time with some slight revisions.

Thank you,

Annette L. Burney

Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
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Ph.: 904-255-8810
Fax: 904-360-8527
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CITY OF JACKSONVILLE

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