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: **June 28, 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 for **Permanent Supportive Housing Development – Re-Bid.** 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 Program

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

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Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
(904) 255-8200
Jacksonville, FL 32202
www.coj.net

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MEMORANDUM

06/28/18 14:21:25
Procurement Division

Date: June 28, 2018

TO: Gregory Pease, Chairman
Chief of Procurement

THRU: Stephanie Burch, Esq., Director
Neighborhoods Department

FROM: Diana Seydlorsky, Chief
Housing and Community Development Division

Please take appropriate action to re-issue a Request for Proposal (RFP) for the referenced Competitive Sealed Proposal. There were no responses to the original RFP.

The following information is furnished in accordance with Section 126.204 of the City Ordinance Code.

1. The general purpose of the service or study and why evaluated process is more effective for this service: *The evaluated bid process is required due to the complexity of multilayered projects in the creation of affordable housing. Projects of this caliber cannot use the annual Universal Application, at this time; therefore, the evaluated process is the most effective way to select the development contractor.*

2. The Objective of the study or services: *To procure services multiple Consultant/Agent for the creation of permanent supportive housing.*

3. The estimated period of time needed for the service or study: *18 months*

4. The estimated cost of the service or study: Funds available approximately *$1.5 Million*

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: *Would not duplicate.*

6. List of current contracts or prior services or studies which are related to the proposed study or service. *NSP 1 & NSP 3*

7. A statement as to why the service/study cannot be done by department or agency staff: *Public State funding is partially a pass through grant for the creation of affordable housing units in partnership with various agencies. Funding will be in the form of a 0% non-amortizing deferred payment loan for a fifteen (15) year affordability period for rehabilitation projects or twenty (20) year affordability period for new construction projects.*

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8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee:

   Diana M. Seydlorsky, Chief ***904-255-8204***
   Stephanie Burch, Director of Neighborhoods ***904-255-8902***

9. A project funding account number: *Index: ERCD1N7; Sub-object: 08304; Grant: HCS001; Grant Detail: 1804*

Fleming, Chelsey

From: Nunziato, Christine
Sent: Friday, December 01, 2017 10:44 AM
To: Fleming, Chelsey
Cc: Pease, Gregory; Pearson, Daniel
Subject: FW: Permanent Supportive Housing RFP
Attachments: GC-#1167356-v1-Permanent_Supportive_Housing_Proposed_RFP.11.15.17 (2)RM Redline 11.30.17.doc; GC-#1167356-v1-Permanent_Supportive_Housing_Proposed_RFP.11.15.17 (2)RM Redline 11.30.17.pdf

Hi Chelsey. Would you please prepare RFP? Greg would like to get this on next week's agenda so please get it to me in time to review. Thank you.

From: Pease, Gregory
Sent: Friday, December 01, 2017 10:17 AM
To: Nunziato, Christine
Cc: Pearson, Daniel
Subject: FW: Permanent Supportive Housing RFP

Please assign to one of the Analysts for completion. We'd like to get it on for next week. Thanks.

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202
Ph. 904.255.8801
Fax 904.255.8838

CITY OF JACKSONVILLE

****** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ******

From: Willis, Ann **On Behalf Of** RiskReview
Sent: Thursday, November 30, 2017 8:40 AM
To: Pease, Gregory; RiskReview
Cc: Teal, Jason; Adamson, Julie; Seydlorsky, Diana; Burch, Stephanie; Duckworth, Twane
Subject: RE: Permanent Supportive Housing RFP

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)
This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Pease, Gregory
Sent: Wednesday, November 29, 2017 5:40 PM
To: RiskReview
Cc: Teal, Jason; Adamson, Julie; Seydlorsky, Diana; Burch, Stephanie; Duckworth, Twane
Subject: RE: Permanent Supportive Housing RFP

Twane,

Please review the attached RFP as quickly as possible. This one has a sense of urgency attached to it from the 4th floor. Let me know if you have any questions.

Thanks,
Greg

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202
Ph. 904.255.8801
Fax 904.255.8838

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APPROVED
By Ann Willis at 8:39 am, Nov 30, 2017

BID# ESC-0XXX-17

Competitive Sealed Proposal Evaluation Committee

PROVIDE ONE (1) ORIGINAL, SIX (6) COPIES AND ONE (1) USB FLASH DRIVE

Jacksonville
Where Florida Begins.

PERMANENT SUPPORTIVE HOUSING ~~FOR~~ DEVELOPMENT

FOR

NEIGHBORHOODS DEPARTMENT
HOUSING & COMMUNITY DEVELOPMENT DIVISION

BID NO: ESC-0XXX-17

OPEN DATE: WEDNESDAY, DECEMBER XX, 2017

TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, SUITE #110
JACKSONVILLE, FL

PRE-BID CONFERENCE
DATE: N/A TIME: N/A PLACE: N/A

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Lenny Curry
Mayor

Gregory Pease, Chief
Procurement Division

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

December 4, 2017

To: Greg Pease, Division Chief
Procurement Division

From: Kevin Conway, JSEB Business Compliance Officer KC
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Permanent Supportive Housing Development**

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.

cc: Chelsey Fleming

MR/kc