City of Jacksonville, Florida

Lenny Curry, Mayor

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

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MEMORANDUM

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

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

DATE: **May 5, 2022**

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 supplier for **PERMANENT SUPPORTIVE HOUSING DEVELOPMENT - REBID**. 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 the 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 Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

March 29, 2022

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Mason, EBO/JSEB Administrator
Sandy Simpson, EBO/JSEB Business Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Permanent Supportive Housing**

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-A-Side

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

I can be reached at (904) 255-8167.

Cc: Annette Burney
Dinah Mason

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Lenny Curry, Mayor

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

Date: August 30, 2021

To: Gregory W. Pease, Division Chief, Procurement Division

Thru: Adebisi Okewusi-Finance Director, Housing & Community Development

From: Thomas Daly, Chief of Housing & Community Development

Subject: Request for Proposal (RFP) for CDBG-CV Relief Funding

Please take appropriate action to re-issue a Request for Proposal (RFP) for the referenced CDBG-COVID relief funding. 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 the 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 create and operate Permanent Supportive Housing for chronically homeless individuals.*

3. The estimated period of time needed for the service or study: 36 *months*

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

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

6. 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.*

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

Thomas Daly, Chief	*904-255-8204*
Adebisi Okewusi, Finance Director	*904-255-8279*

8. A project funding account number: *Fund-11101; Center-174103; Account-583010; Project-010227*

Thank you for your assistance and consideration in this matter.

Matus, Bryan

From: Leslie-Burney, Annette
Sent: Monday, April 4, 2022 9:23 AM
To: Matus, Bryan
Subject: FW: Risk concluded review on Permanent Supportive Housing - Rebid RFP
Attachments: RISK REDLINED PERMANENT SUPPORTIVE HOUSING RFP .doc

Bryan, please see attached.

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

CITY OF JACKSONVILLE

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From: Verdejo Magras, Wanda <WVerdejo@coj.net> **On Behalf Of** RiskReview
Sent: Monday, April 4, 2022 8:08 AM
To: Leslie-Burney, Annette <ABurney@coj.net>
Cc: Hofseth, David <DHofseth@coj.net>
Subject: Risk concluded review on Permanent Supportive Housing - Rebid RFP

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for Permanent Supportive Housing

Summary: the changes needed are on pages 50 to 53

Unless there is any further question, Risk Management concludes the review.

NOTE: Please label all emails correspondence: Subject: Permanent Supportive Housing (Neighborhoods)

Any further questions, please feel free to contact me.

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495

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From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Friday, March 25, 2022 11:42 AM
To: RiskReview <RiskReview@coj.net>
Cc: Hofseth, David <DHofseth@coj.net>
Subject: Permanent Supportive Housing - Rebid RFP

Wanda, please find the attached RFP for your review and approval of the indemnification and insurance requirements.

Thank you,

Annette L. Burney

Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite
800

Jacksonville, FL 32202
Ph.: 904-255-8810

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