SUBJECT: PERMANENT SUPPORTIVE HOUSING DEVELOPMENT - RE-BID

BID #: ESC-0516-18 **OPEN DATE: 2018-11-28**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWENTY (20) YEARS FROM CONTRACT EXECUTION

AGENCY: NEIGHNBORHOODS DEPARTMENT

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 29 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
On November 28, 2018, the City of Jacksonville, Procurement Division received two (2) bid responses for subject bid. The evaluation of the responses has been completed and scored as follows:

Vendor	RFP Evaluation Score
ABILITY HOUSING, INC.	94
NORTHWEST JACKSONVILLE COMMUNITY DEVELOPMENT CORP	89.5

Recommend approval of award to the highest scoring respondent, Ability Housing, Inc., acknowledging the minor deviation to the eighth minimum requirement as outlined in the attached recommendation memo. The period of service will be twenty years from contract execution. The total contract expenditure not-to-exceed $1,500,000.00.

Funding to be encumbered by account ERCD1N7-08304-HCS001-1804, to be executed by formal contract through the Office of General Counsel.

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

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____ for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Stephanie Burch, Director of Neighborhoods Department

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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 _____

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-7200

MEMORANDUM

DATE: **January 17, 2019**

TO: **Greg Pease, Chief, Procurement Division**
Finance and Administration Department

FROM: **Stephanie Burch, Director**
Neighborhoods Department S. Burch

RE: **Permanent Supportive Housing Bid No: ESC-0516-18**

Two proposals for the above referenced RFP were received by the City on November 28, 2018. Neither of those proposals met the minimum requirements of the RFP. However, despite those deviations the Neighborhoods Department is recommending that your office award the RFP to Ability Housing, Inc. because the minimum requirement not met by this respondent is considered a minor deviation, and the Ability Housing submission significantly outscored the other proposal. The other proposal did not meet the minimum requirements because it owns one property where a previous year's property taxes are outstanding. The unmet requirement in the Ability Housing proposal is that the lease included does not meet the 50 year minimum lease term condition; however, the Department considers the 31 year lease term included in the proposal a sufficient long-term commitment of site control, which was the purpose and intent of this requirement in the RFP.

The Housing and Community Development Division will utilize $1,500,000 in funding from Index Code ERCD1N7, Grant HCS001, Grant Detail 1804, Sub-object 08304 to fund this award.

I appreciate your time and consideration in your review of this request. Please let me know if you have any questions or need further documentation. I may be reached at 255-8902 or stephanieb@coj.net.

cc: Kelly Mierkowski
Jason Teal

SCORE SHEET

TITLE: PERMANENT SUPPORTIVE HOUSING DEVELOPMENT - RE-BID BID NO: ESC-0516-18 OPEN DATE: NOVEMBER 28, 2018 @ 2:00 PM ANALYST: Chelsey Fleming No. Invited: (29) No. Received: (2) No Bids: (0) Recorded By: Renata Barnett		NORTHWEST JACKSONVILLE COMMUNITY DEVELOPMENT CORP	ABILITY HOUSING, INC.
DESCRIPTION	POINTS		
FINANCIAL RESPONSIBILITY	15	9.5	15
COMPETENCE	25	22.5	25
PAST & PRESENT COMMITMENT TO SMALL & MINORITY BUSINESSES	10	10	6.5
DESCRIPTION OF PROJECT & WORK PLAN	35	32.5	35
QUOTATION OF RATES, FEES OR CHARGES	15	15	12.5
Total Points	100	89.5	94
	NOTES		Contractor did not fully meet Minimum Requirement #8 for the full 50 year term Land Lease Agreement - Agreement submitted is for 31-32 years.

MINIMUM REQUIREMENTS

			NORTHWEST JACKSONVILLE COMMUNITY DEVELOPMENT CORP	ABILITY HOUSING, INC.
TITLE:	PERMANENT SUPPORTIVE HOUSING DEVELOPMENT - RE-BID			
BID NO.:	ESC-0516-18			
OPEN DATE:	NOVEMBER 28, 2018 @ 2:00 P.M.			
BUYER:	CHELSEY FLEMING, ANALYST			
No. Invited: (29)	No. Received (2)	No Bids: (0)		
Recorded By:	RENATA BARNETT			

Developer must be registered with the State of Florida and provide a current Good Standing Certificate issued from the Florida Division of Corporations as a Florida not-for-profit entity:	YES	YES
The Developer is not in breach of any property donation agreement or City Code provision by which the City donated property to the Developer for development:	YES	YES
The Developer is not on the Council Auditor's noncompliance list pursuant to Chapter 118, or the Vendor Debarment List pursuant to Chapter 126, Ordinance Code:	YES	YES
The Developer is not in breach of any of the conditions or requirements of a City grant award or program:	YES	YES
The Developer is not delinquent on taxes or payment of liens, including code enforcement, nuisance liens, demolition liens, or other municipal liens or fines, on real property owned by the Developer and incurred after the Developer took ownership of the real property:	YES	YES
The Developer is not in litigation against the City other than as an agent, attorney, guardian, or personal representative of an estate or in a lawsuit alleging a violation of Developer's civil rights:	YES	YES
The Developer (inclusive of Principals and Affiliates) has not within the preceding three years been convicted of or had a civil judgment rendered against it, or is presently indicted for or otherwise criminally or civilly charged, in connection with (i) obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; (ii) violation of federal or state antitrust statutes; or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property:	YES	YES
Developer must include a copy of current site control for the subject property. Site control may be in the form of a Deed, fully executed and current Purchase Agreement or a long-term Land Lease Agreement of not less than 50 year term:	YES	NO, 31-32 YEAR LAND LEASE AGREEMENT SUBMITTED
FORM 1 - CONFLICT OF INTEREST:	YES	YES
FORM 2 - INSURANCE AGENT ACKNOWLEDGEMENT:	YES	YES
FORM 3 - BUSINESS CORPORATE REFERENCES:	YES	YES
ADDENDUMS (1-4):	YES	YES

4 SECTION 4 - DESCRIPTION OF SERVICES AND DELIVERABLES

A. Intent

The City of Jacksonville, Neighborhoods Department, Housing and Community Development Division has an appropriation of $1.5 million in non-recurring grant funds and is requesting proposals to create and operate Permanent Supportive Housing for chronically homeless individuals, as defined herein. Projects will be funded by the State Housing Initiative Partnership (SHIP) program (Florida Statutes 420.907) in an amount up to $1,500,000.00.

Eligible Uses of Funding:

- Acquisition of existing units not currently serving previously chronically homeless persons
- Acquisition and rehabilitation of existing housing units not currently serving previously chronically homeless persons
- Rehabilitation of existing units not currently serving previously chronically homeless persons
- New Construction

Eligible Applicants:
This RFP is open to non-profit applicants that are proposing the creation of Permanent Supportive Housing. It is the intent to fund housing that is in conformance with the priorities of the Jacksonville Continuum of Care Homeless Assistance Plans.

See **Attachment A** for a detailed list of all required application documents and format requirements.

B. Definitions

"Affordable"	Monthly rents and utilities do not exceed 30 percent of adjusted gross monthly income for the household.
"Affordability period"	The period of time during which a property must comply with the SHIP statutes and rules, including income and rent restrictions.
"Calendar Days"	The seven (7) days of the week. For computing any period of time allowed by the RFP, the day of the event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or City of Jacksonville holiday, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday.
"Chronically Homeless"	An individual who is homeless and has: (a) a diagnosable substance abuse disorder, or (b) a serious mental illness, or (c) a developmental disability, or (d) a chronic physical illness or disability, or (e) veterans, frail elders, survivors of domestic violence, including the co-occurrence of two or more of these conditions, (identified with a through e); and (f) has been continuously homeless for one (1) year, or (g) has had four (4) or more periods of homelessness in the last three (3) years.
"Developer"	Any individual, association, corporation, joint venture, partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the RFP.
"Development"	Project, consisting of any work or improvement located or to be located in City of Jacksonville, Florida, including development and operation of real property, buildings,

and any other real and personal property, designed and intended for the primary purpose of providing decent, safe, and sanitary residential housing for chronically homeless persons or families, whether new construction, the acquisition of existing residential housing with rehabilitation, or the remodeling, improvement, rehabilitation, or reconstruction of existing housing, together with such related nonhousing facilities as the City of Jacksonville determines to be necessary, convenient, or desirable , as defined in Section 420.503 (33), F.S.

"Development Budget" The total costs incurred in the development of a project that are considered customary, reasonable and necessary.

"Entity" Any individual, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, CHDO, public or governmental agency or consortium of any of the aforementioned entities.

"Homeless" Pursuant to Section 420.621(5), F.S., (5) "homeless," applied to an individual, or "individual experiencing homelessness" means an individual who lacks a fixed, regular, and adequate nighttime residence and includes an individual who:

(a) Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

(b) Is living in a motel, hotel, travel trailer park, or camping ground due to a lack of alternative adequate accommodations;

(c) Is living in an emergency or transitional shelter;

(d) Has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

(e) Is living in a car, park, public space, abandoned building, bus or train station, or similar setting; or

(f) Is a migratory individual who qualifies as homeless because he or she is living in circumstances described in paragraphs (a)-(e).

The terms do not refer to an individual imprisoned pursuant to state or federal law or to individuals or families who are sharing housing due to cultural preferences, voluntary arrangements, or traditional networks of support. The terms include an individual who has been released from jail, prison, the juvenile justice system, the child welfare system, a mental health and developmental disability facility, a residential addiction treatment program, or a hospital, for whom no subsequent residence has been identified, and who lacks the resources and support network to obtain housing.

"Operating Pro forma" A detailed projection of all estimated income, expenses, reserves, debt service, and cash flow based on forecasted rental revenue during a given period.

"Permanent Supportive Housing"

Long-term housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. The supportive services may be provided by the organization managing the housing for the Developer or coordinated by the Developer and provided by other public or private service agencies. Permanent housing can be provided in one structure or several structures at one site or in multiple structures at scattered sites. There is no definite length of stay.

"Project"	Development as defined above.
"Rehabilitation"	The alteration, improvement or modification of an existing structure where less than 50 percent of the proposed construction work consists of new construction.
"Supportive Services"	As defined in section 656.1601, Jacksonville Ordinance Code.
"Unit"	A single family home or one set of living quarters in a duplex, triplex, quadraplex, or apartment property. Units are those in which the occupants live separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a family, one person living alone, or any other group of related or unrelated persons who share living arrangements. For this RFP, Units may contain one or more separate bedrooms rented separately as shared housing by non-related persons.
"Website"	The City of Jacksonville website is www.coj.net.

C. Income and Rental Limits

Current income and rent limits are available on Florida Housing Finance Corporation's website:
http://www.floridahousing.org/owners-and-managers/compliance/income-limits

ATTACHMENT B

EVALUATION CRITERIA

The evaluations will be based upon the following criteria, and Developers 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. Developers 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. 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. **(15 points maximum score)**

2. COMPETENCE (PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS). Describe professional and 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 rehabilitation or construction. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this Project. Describe Developer's experience in operating and managing Permanent Supportive Housing projects, including performing operations, on-site supervision, and management functions specific to the needs of the intended residents.

   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 Grantor and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Department"; and with any of Grantor'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. 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 its 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 utilization of minority, women-owned, or small and emerging businesses on past projects; and (iv) commitment to and utilization of minority, women-owned, small and emerging businesses, certified JSEBs in particular, for the Project solicitation in question. **(10 points maximum score)**

4. **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, subpopulation(s) of the Chronically Homeless persons intended to reside in the proposed development, such as persons with mental illness, veterans, frail elders, survivors of domestic violence, and the general Homeless population (inclusive of any community-based services) 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, accessibility, adaptability, Universal Design, Visitability, and Green Building features; as well as, a timeline from start to completion inclusive of projected lease up of units, and five-year operating budget. **(35 points maximum score)**

5. **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 (as defined in Section 4(B)). 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 developer fee will be scored higher than projects with higher developer fees. **(15 points maximum score)**