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Procurement Division

MEMORANDUM

August 13, 2018 and Revised October 26, 2018

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Laura Stagner-Crites, Director - Finance
Jacksonville Housing Finance Authority

Subject: **Certification Letter for RFP for P-40-18 JHFA Financial Advisor**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

- The general purpose of the service or study:

  See attached RFP

- The Objective of the study or services:

  Provide financial advisor services for the Authority's Mortgage Revenue Bonds and associated single- and multi-family programs.

- The estimated period of time needed for the service or study: Four (4) years initial term. Two (2) one-year extensions.

- The estimated cost of the service or study: $125,000 per year.

- Whether the proposed study or service would or would not duplicate a prior or existing study or service: This service would not be a duplication of service.

- List of current contracts or prior services or studies which are related to the proposed study or service. These services have most recently been procured under P-22-14 and P-24-10.

- A statement as to why the service/study cannot be done by department or agency staff: These services require specialized skills and licensing which are not available within the City's structure.

- The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members:

    - William I. Gulliford, III, Chair (904) 630-6344, and
    - James P. Citrano, Jr. (904) 704-7152.

- A project funding account number: HFAD721RP subobject 03901.

- The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.

    - The Hendrickson Company - Mark Hendrickson - 1404 Alban Avenue, Tallahassee, FL 32301

- The individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated March, 2017