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: **October 4, 2021**

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.** 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 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

September 10, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator
Sandy Simpson, EBO/JSEB 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

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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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.

Leslie-Burney, Annette

From: Verdejo Magras, Wanda on behalf of RiskReview
Sent: Wednesday, September 29, 2021 2:32 PM
To: Leslie-Burney, Annette
Subject: RM CONCLUDED REDLINE ON Permanent Supportive Housing
Attachments: RM REDLINED PERMANENT SUPPORTIVE HOUSING RFP.doc

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:

- Risk Management has been implementing slowly for all bids, contracts and agreements to have a uniform format for the Indemnification, Insurance Requirements and Provisions; therefore, please note some wording changes to the indemnification and the new order on the provisions. The changes are subtle but necessary. Pg 49-53

- I do not know who implemented "Insurance Agent Acknowledgment **Form 3** " to be added in the bid, contracts, or agreements. My view on the matter is as follows...If you wish to omit the form, I am ok with it because it's the applicant's responsibility to ensure their insurance agent complies with all the contract's insurance requirements. Some insurance agents are refusing to sign the form and it's creating havoc with contract compliance. pg. 56

- Due to my understanding of the contract scope (pg25) and speaking to Ms. Annette, COJ grants a $4M grant to create and operate Permanent Supportive Housing for chronically homeless individuals. With that said, I removed the Professional Lia, Builders Risk and Pollution Lia, as per the scope on section 4 Description of Services its not required. I added the Umbrella policy of $2M to follow the General Lia $2M General Agg & $2M Products & Comp.ops. Agg.

If my understanding of the scope is wrong please advise.

Risk Management concludes the review.

Any further questions, please feel free to contact me.

please label all emails correspondence: Subject-

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: Wednesday, September 22, 2021 2:46 PM
To: RiskReview <RiskReview@coj.net>
Subject: Request for Proposal: Permanent Supportive Housing

Wanda, please find the attached RFP for review of the insurance requirements.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
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