SUBJECT: PERMANENT SUPPORTIVE HOUSING FOR SPECIAL NEEDS POPULATION

BID #: ESC-0004-23

OPEN DATE: 11/30/2022

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Fifteen (15) years for all rehabilitation projects or Twenty (20) years for all new construction projects.

AGENCY: Neighborhoods Department

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 41 **NUMBER RECEIVED: 1** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommended approval to award to the only firm, The Arc Jacksonville in the amount $500,000.00. The period of service will be Fifteen (15) years for all rehabilitation projects or Twenty (20) years for all new construction projects from date of contract. The total amount is $500,000.00.

Funding Source: 11701.174106.583040.010542.000000.00000000.00000.0000000– To be executed by formal contract through Office of General Counsel and processed via Purchase Order.

Attachments: Recommendation Memo, Tabulation and Scores and Evaluation Criteria

ANALYST: _____ JACLYN STAMOS

RESPECTFULLY SUBMITTED _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Will Williams, Operations Director, Department of Public Works

(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

Lenny Curry, Mayor

ONE CITY. ONE JACKSONVILLE.

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

MEMORANDUM

DATE: **January 10, 2023**

TO: **Yolanda Tillman, Chair**
Competitive Sealed Proposal Evaluation Committee

THRU: **Chiquita Moore, Director**
Neighborhoods Department Chiquita D. Moore

FROM: **Tom Daly, Chief of Housing and Community Development**
Neighborhoods Department

SUBJECT: **ESC-0004-23 Permanent Supportive Housing for Special Needs Population**

The Neighborhoods Department received one (1) proposal for Permanent Supportive Housing and found it to be responsive, interested, qualified, and available to provide the services required by the Request for Proposals ("RFP") ESC-0004-23. The proposal was evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following agency was determined to be qualified and available to perform the required services:

1. The Arc Jacksonville, Inc

The Arc Jacksonville will be awarded $500,000.00. The funding for this award will be from the State Housing Initiative Partnership Program ("SHIP") Forgivable Loans, account string 11701.174106.583040.010542.00000000.00000.0000000 of BT 22-075.

Please advise when this item is placed on the CSPEC agenda so we may be present. After a full committee review, we request this item is sent to the Mayor for final decision.

Please do not hesitate to contact me at 255-8204 or tdaly@coj.net if you have any questions or need additional information.

Authority:
2022-363-E
Florida Statutes 420.907

Cc: Jaclyn Stamos, Purchasing Analyst – Procurement Division

TITLE:PERMANENT SUPPORTIVE HOUSING-SPECIAL NEEDS BID NO.: ESC-0004-23 OPEN DATE: 30 NOVEMBER 2022 @ 2 P.M. ANALYST: JACLYN STAMOS No. Invited: (41) No. Received (1) No Bids: ( ) Recorded By: MELISSA PEIRCE Announcer: Renatta Barnett			The Arc
ITEM	DESCRIPTION	EST. QTY	UNIT PRICE
		CONFLICT OF INTEREST:	Y
		INSURANCE:	Y
		BUSINESS REFERENCES:	Y
		Bank References:	Y
		TAX FORMS:	Y
		FLORIDA BUSINESS INFORMATION:	Y
		PROJECT INFORMATION	REQUESTS $500,000.00
		SITE/LEASE INFORMATION:	Y
		APPRAISAL REPORT:	Y
		PLANS:	Y
		PROJECTED ANNUAL BUDGETS	Y
		COMPANY FINANCIAL REPORTS:	Y
		JSEB PARTICIAPATION 10%:	TBD, PQH is a JSEB company but could not find any record of Holman, Inc or Harrell Construction Company, Inc as a JSEB
		CURRENT PROJECTS	Y
		PAST EXPERIENCE:	Y
		THUMB DRIVE:	N
		CONFEDENTIAL PAPERWORK	N

EVALUATION CRITERIA	MAX POINTS	JEFFREY TRAVIS	THOMAS DALY
FINANCIAL RESPOSIBILITY	15	12	11
COMPETENCE (PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS).	25	25	24
PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND MINORITY BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE	10	8	7
DESCRIPTION OF PROJECTED PROJECT AND ABILITY TO DESIGN A WORK PLAN TO MEET THE PROJECT REQUIREMENTS	35	35	35
QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION	15	15	15
TOTAL	100	95	92

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 Persons with special needs intended to reside in the proposed development, persons 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)**