

**PUBLIC NOTICE**  
**AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
 Thursday, September 27, 2018, 10:00 a.m.  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202

**Committee Members:** Gregory Pease, Chairman  
 Patrick Greive, Treasury  
 Jeff Close, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Laura Stagner-Crites	P-19-14	<b>Contract Amendment No 5 Bond Underwriter</b> Jacksonville Housing Finance Authority	That Contract No. 9907-04 between the Jacksonville Housing Finance Authority(JHFA) and RBC Capital Markets as Bond Underwriter be amended to extend the period of services from October 1, 2018 through December 31, 2018. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	09/30/18	
Laura Stagner-Crites	P-20-14	<b>Contract Amendment No 5 Bond Trustee</b> Jacksonville Housing Finance Authority	That Contract No. 9907-03 between the Jacksonville Housing Finance Authority(JHFA) and BNY Mellon Trust Company, N.A. as Bond Trustee be amended to extend the period of services from October 1, 2018 through December 31, 2018. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	09/30/18	
Laura Stagner-Crites	P-22-14	<b>Contract Amendment No 5 Financial Advisor</b> Jacksonville Housing Finance Authority	That Contract No. 10029 between the Jacksonville Housing Finance Authority(JHFA) and Hendrickson Company and Community Concepts Group as Financial Advisor be amended to (i) extend the period of service from October 1, 2018 through December 31, 2018; and (ii) increase the maximum indebtedness by \$30,000.00 to a new total maximum amount of \$540,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	09/30/18	

**MEETING ADJOURNED:**

cc: Council Auditor  
 Subcommittee Members

JACKSONVILLE HOUSING FINANCE AUTHORITY



**MEMORANDUM**

DATE: September 20, 2018

TO: Gregory Pease, Chairman  
Professional Services Evaluation Committee

09/20/18 14:48:57  
Procurement Division

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

SUBJECT: P-19-14 (Bond Underwriter)  
Request for Amendment #5 (Extension Request)

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The Jacksonville Housing Finance Authority respectfully requests that the above referenced award, currently scheduled to expire on September 30, 2018, be extended for 90 days to December 31, 2018 in order to allow sufficient time finalization and issuance of the new RFP. All other terms of the award will remain the same.

Please do not hesitate to contact me if you need additional information or if you have any questions or concerns. Thank you.

g:\jacksonville housing finance authority\jhfa procurement\2014 procurement\p-19-14 jhfa underwriter\p-19-14 bond underwriter amendment 5.docx

## Baker, Alex

---

**From:** Feinberg, Helen <helen.feinberg@rbccm.com>  
**Sent:** Thursday, August 30, 2018 3:31 PM  
**To:** Stagner-Crites, Laura; 'tricia.heintz@bnymellon.com'; Rhonda Bond-Collins (rcollins@bmolaw.com); Susan Leigh, FA; Mark A. Hendrickson; Rodriguez, Denise  
**Cc:** Lotzia, Emerson  
**Subject:** RE: Professional Team RFPs

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**EXTERNAL EMAIL:** This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Yes – RBC is willing to extend for an additional 90 Days. Thank you Laura

Helen Hough Feinberg  
Managing Director  
RBC Capital Markets  
100 2<sup>nd</sup> Avenue South, Suite 800  
St. Petersburg, FL 33701  
(727) 895-8892 Office  
(727) 452-4554 Cell

---

**From:** Stagner-Crites, Laura [<mailto:LStagner@coj.net>]  
**Sent:** Thursday, August 30, 2018 12:16 PM  
**To:** 'tricia.heintz@bnymellon.com' <[tricia.heintz@bnymellon.com](mailto:tricia.heintz@bnymellon.com)>; Feinberg, Helen <[helen.feinberg@rbccm.com](mailto:helen.feinberg@rbccm.com)>; Rhonda Bond-Collins ([rcollins@bmolaw.com](mailto:rcollins@bmolaw.com)) <[rcollins@bmolaw.com](mailto:rcollins@bmolaw.com)>; Susan Leigh, FA <[sleighfa@cconceptsgroup.com](mailto:sleighfa@cconceptsgroup.com)>; Mark A. Hendrickson <[mark@thehendricksoncompany.com](mailto:mark@thehendricksoncompany.com)>  
**Cc:** Lotzia, Emerson <[ELotzia@coj.net](mailto:ELotzia@coj.net)>  
**Subject:** Professional Team RFPs

All,

The City's Professional Services Evaluation Committee (PSEC) inserted a monkey wrench into the RFP schedule and would like to have further discussions with staff and legal. In the meantime, they have asked me to seek an additional 90 day extension on the existing professional team contracts (to December 31, 2018).

I need each of you to respond to me if your company is willing to extend the contracts for an additional 90 days, all other contract terms remaining the same.

Thanks!

**Laura Stagner**  
*Director - Finance*  
City of Jacksonville | Housing & Community Development  
214 N. Hogan Street, 7<sup>th</sup> floor  
Jacksonville, FL 32202



# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY. ONE JACKSONVILLE.

June 07, 2018

William I. Gulliford, III, Chairman  
Jacksonville Housing Finance Authority Board  
214 N. Hogan Street, Suite 800  
8<sup>th</sup> Floor, Ed Ball Building  
Jacksonville, FL 32202

Dear Mr. Gulliford:

**Ref: P-19-14 Contract Amendment No.4 Bond Underwriter**

Jacksonville Housing Finance Authority (JHFA)

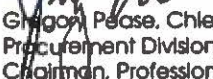
The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract.

The following motion/recommendation was **adopted**:

That the agreement between the Jacksonville Housing Finance Authority (JHFA) and RBC Capital Markets as Bond Underwriter is amended to extend the period of services from July 1, 2018 through September 30, 2018 to align with JHFA fiscal year. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the city's ordinances, Procurement policies and procedures and applicable federal and state laws.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

  
Gregory Pease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

  
William Gulliford, III, Chairman  
JHFA Board

This 19<sup>th</sup> day of June, 2018

GP:UN

cc: Council Auditor  
Jeff Close, OGC  
Melba Gray, GAD  
Subcommittee Members

JACKSONVILLE HOUSING FINANCE AUTHORITY



**MEMORANDUM**

DATE: May 30, 2018

TO: Gregory Pease, Chairman  
Professional Services Evaluation Committee

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

SUBJECT: P-19-14 (Bond Underwriter)  
Request for Amendment #4 (Extension Request)

05/31/18 14:58:36  
Procurement Division

A handwritten signature in blue ink, appearing to read "Laura Stagner-Crites", is positioned to the right of the "FROM:" field.

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The Jacksonville Housing Finance Authority respectfully requests that the above referenced award, currently scheduled to expire on June 30, 2018, be extended for 90 days to September 30, 2018 in order to align with the Jacksonville Housing Finance Authority's fiscal year. All other terms of the award will remain the same.

Please do not hesitate to contact me if you need additional information or if you have any questions or concerns. Thank you.

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JACKSONVILLE HOUSING FINANCE AUTHORITY



**MEMORANDUM**

DATE: September 20, 2018

09/20/18 14:48:50  
Procurement Division

TO: Gregory Pease, Chairman  
Professional Services Evaluation Committee

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

SUBJECT: P-20-14 (Bond Trustee)  
Request for Amendment #5 (Extension Request)

---

The Jacksonville Housing Finance Authority respectfully requests that the above referenced award, currently scheduled to expire on September 30, 2018, be extended for 90 days to December 31, 2018 in order to allow sufficient time finalization and issuance of the new RFP. All other terms of the award will remain the same.

Please do not hesitate to contact me if you need additional information or if you have any questions or concerns. Thank you.

g:\jacksonville housing finance authority\jhfa procurement\2014 procurement\p-20-14 jhfa trustee\p-20-14 bond trustee amendment 4.docx

**Baker, Alex**

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**From:** Heintz, Tricia <tricia.heintz@bnymellon.com>  
**Sent:** Thursday, August 30, 2018 12:38 PM  
**To:** Stagner-Crites, Laura  
**Subject:** RE: Professional Team RFPs

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**EXTERNAL EMAIL:** This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

BNY Mellon is fine with extending the Trustee contract an additional 90 days to expire on 12/31/2018, all other contract terms remaining the same.

Thank you, Laura!

Tricia

Tricia Heintz, Vice President  
BNY Mellon Trust Company, N.A.  
Corporate Trust  
10161 Centurion Parkway North  
Jacksonville, Florida 32256  
T 904-645-1915 F 904-645-1998  
[tricia.heintz@bnymellon.com](mailto:tricia.heintz@bnymellon.com) [www.bnymellon.com](http://www.bnymellon.com)



*Your feedback is important to us. If you'd like to provide your feedback, please click on the client feedback link below.*

**Your Feedback  
is Important**

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**From:** Stagner-Crites, Laura <LStagner@coj.net>  
**Sent:** Thursday, August 30, 2018 12:16 PM  
**To:** Heintz, Tricia <tricia.heintz@bnymellon.com>; Feinberg, Helen <helen.feinberg@rbccm.com>; Rhonda Bond-Collins <rcollins@bmolaw.com> <rcollins@bmolaw.com>; Susan Leigh, FA <sleighfa@cconceptsgroup.com>; Mark A. Hendrickson <mark@thehendricksoncompany.com>  
**Cc:** Lotzia, Emerson <ELotzia@coj.net>  
**Subject:** Professional Team RFPs

All,



ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

June 07, 2018

William I. Gulliford, III, Chairman  
Jacksonville Housing Finance Authority Board  
214 N. Hogan Street, Suite 800  
8<sup>th</sup> Floor, Ed Ball Building  
Jacksonville, FL 32202

Dear Mr. Gulliford:

**Ref: P-20-14 Contract Amendment No.4 Bond Underwriter**

Jacksonville Housing Finance Authority (JHFA)

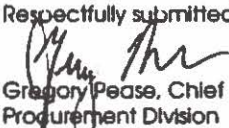
The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract.

The following motion/recommendation was adopted:

That the agreement between the Jacksonville Housing Finance Authority (JHFA) and BNY Melton Trust Company, N.A., to provide Bond Team Trustee Services be amended to extend the period of services from July 1, 2018 through September 30, 2018 to align with JHFA fiscal year. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the city's ordinances, Procurement policies and procedures and applicable federal and state laws.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

  
Gregory Pease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

  
William Gulliford, III, Chairman  
JHFA Board

This 15<sup>th</sup> day of June, 2018

GP:CN

cc: Council Auditor  
Jeff Close, OGC  
Melba Gray, GAD  
Subcommittee Members

ENTERED



JACKSONVILLE HOUSING FINANCE AUTHORITY



**MEMORANDUM**

DATE: May 30, 2018

05/31/18 14:58:32  
Procurement Division

TO: Gregory Pease, Chairman  
Professional Services Evaluation Committee

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

A handwritten signature in blue ink, appearing to be "L. Stagner-Crites", is written over the "FROM:" line.

SUBJECT: P-20-14 (Bond Trustee)  
Request for Amendment #4 (Extension Request)

---

The Jacksonville Housing Finance Authority respectfully requests that the above referenced award, currently scheduled to expire on June 30, 2018, be extended for 90 days to September 30, 2018 in order to align with the Jacksonville Housing Finance Authority's fiscal year. All other terms of the award will remain the same.

Please do not hesitate to contact me if you need additional information or if you have any questions or concerns. Thank you.

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P-20-14

9907-03  
Amd 4

**FOURTH AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT BETWEEN  
JACKSONVILLE HOUSING FINANCE AUTHORITY  
AND BNY MELLON TRUST COMPANY, N.A.  
FOR BOND TRUSTEE**

Sept.

**THIS FOURTH AMENDMENT TO PROFESSIONAL SERVICES CONTRACT** (the "Fourth Amendment"), is made effective as of July 19, 2018, by and between the **JACKSONVILLE HOUSING FINANCE AUTHORITY**, a body politic ("JHFA"), and **BNY MELLON TRUST COMPANY, N.A.**, a national banking association (the "Consultant").

**RECITALS**

**WHEREAS**, the parties made and entered into a Professional Services Contract, City Contract No. 9907-03, dated June 1, 2014, ("Original Contract") as amended by that certain First Amendment thereto dated May 31, 2015 ("First Amendment") to exercise the first one year term extension (First Amendment) (the Original Contract and the First Amendment are collectively, the "Contract") for services as described in Request for Proposal No. P-20-14 ("RFP") on file with the City of Jacksonville's Procurement Division; and

**WHEREAS**, the Original Contract provided for three (3) one year term extensions and the First Amendment exercised the first one year term extension and the second and third one year term extensions were exercised but no signed amendments to the Contract can be found and the parties wish to ratify the exercise the second and third year term extensions just as if a Second Amendment and Third Amendment to the Contract had been signed by the parties; and

**WHEREAS**, the JHFA Board of Directors at its Regular Meeting on March 21<sup>st</sup>, 2018, authorized a three-month term extension of the Contract through September 30<sup>th</sup>, 2018, to synchronize with the City's fiscal year; and

**WHEREAS**, pursuant to letter dated June 7, 2018 from the City of Jacksonville Procurement Division, Professional Services Evaluation Committee, to JHFA, approval was granted to extend the period of Contract services from July 1, 2018 through September 30, 2018; and

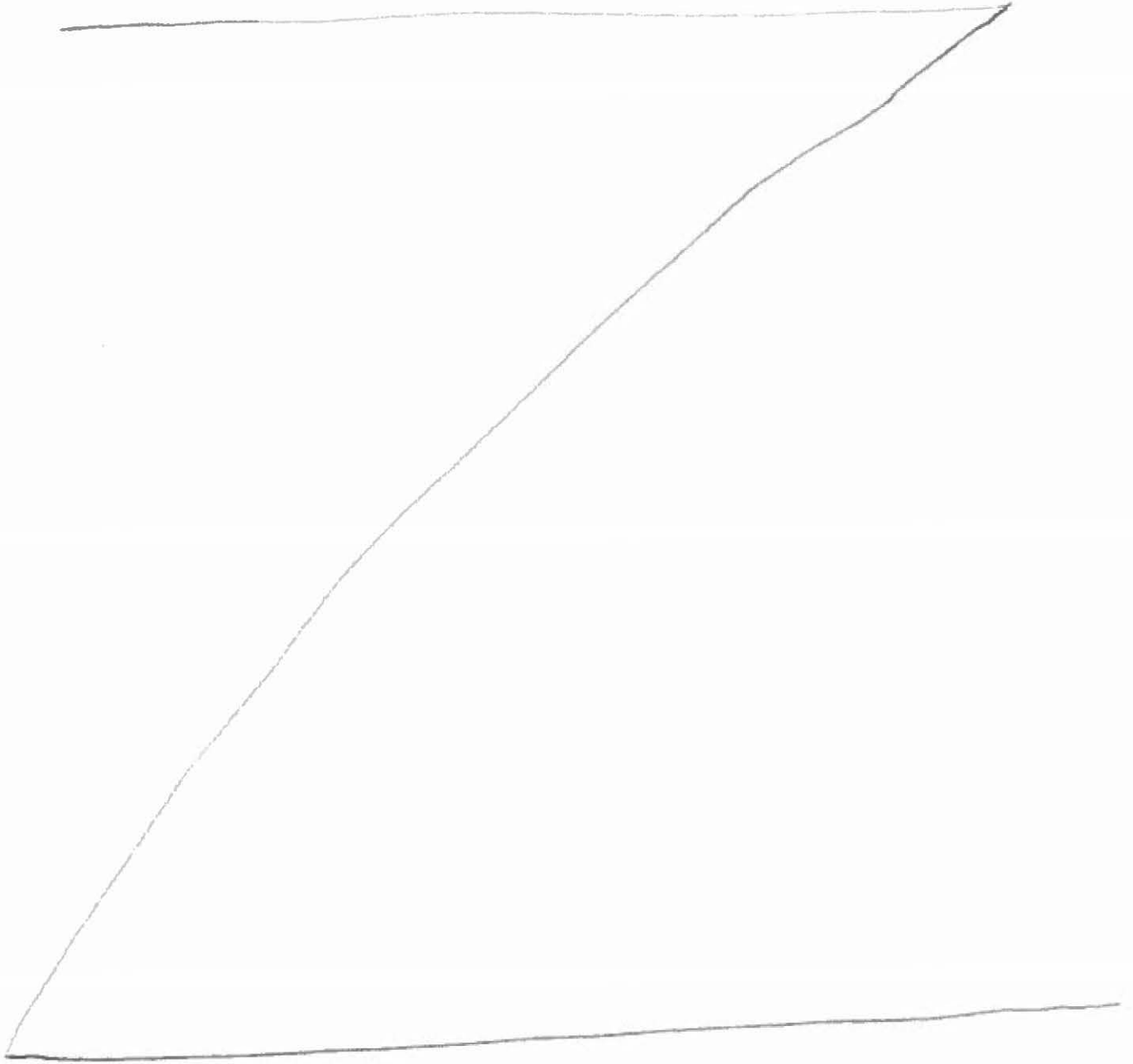
**WHEREAS**, the parties hereto desire to enter into this Fourth Amendment to extend the term of services of the Contract accordingly.

**NOW, THEREFORE**, for and in consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The above stated recitals are accurate, true and correct and, by this reference are incorporated herein and are made a part hereof.
2. For the purpose of this Fourth Amendment, the parties hereby mutually agree to effectuate and ratify the two (2) consecutive one-year term extensions, as previously authorized ("Renewed Term"), in accordance with Paragraph 4 of the Contract, as follows:

- Second Amendment extending the term from July 1, 2016 to June 30, 2017.
- Third Amendment extending the term from July 1, 2017 to June 30, 2018.

3. The parties hereto agree that the Renewed Term of the Contract shall be further extended for an additional three (3) months from July 1, 2018 to September 30, 2018, and thereby modify the first sentence of Paragraph 4 of the Contract as follows:



"The initial term of this Contract shall commence on the Effective Date and shall expire on September 30<sup>th</sup>, 2018, unless sooner terminated by either party in accordance with the terms of the RFP."

4. Except as expressly amended in this Fourth Amendment, the provisions, terms and conditions of the Contract shall remain unchanged and shall continue to be in full force and effect.
5. This Fourth Amendment may be executed in counterpart and electronic (.pdf format) signature, the counterpart and .pdf copies of which when taken together, shall be deemed to constitute an entire and original document.

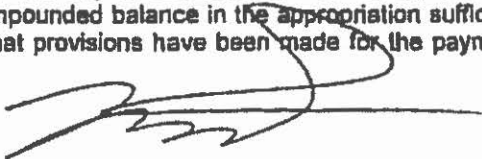
**(Remainder of page left blank intentionally. Signature page immediately follows)**

IN WITNESS WHEREOF, the parties hereto have executed this Fourth Amendment on the day and year first above written.

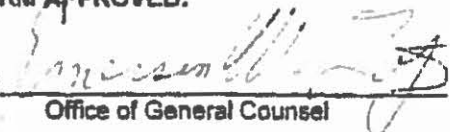
JACKSONVILLE HOUSING FINANCE  
AUTHORITY


By:   
William I. "Tripp" Gilliford, III  
As Chairman

In accordance with the Ordinance Code of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing contract, as amended, and that provisions have been made for the payment of monies provided therein to be paid.

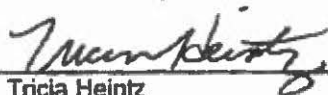
  
Director of Finance  
Contract Number 9907-03

FORM APPROVED:

By:   
Office of General Counsel

Amd #4 

BNY MELLON TRUST COMPANY, N.A.  
THE BANK OF NEW YORK MELLON, N.A.

By:   
Tricia Heintz  
Vice President





## City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY. ONE JACKSONVILLE.

June 07, 2018

William I. Gullford, III, Chairman  
Jacksonville Housing Finance Authority Board  
214 N. Hogan Street, Suite 800  
8<sup>th</sup> Floor, Ed Ball Building  
Jacksonville, FL 32202

Dear Mr. Gullford:

Re: P-20-14 Contract Amendment No.4 Bond Underwriter

Jacksonville Housing Finance Authority (JHFA)

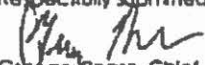
The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract.

The following motion/recommendation was adopted:


That the agreement between the Jacksonville Housing Finance Authority (JHFA) and BNY Mellon Trust Company, N.A., to provide Bond Team Trustee Services be amended to extend the period of services from July 1, 2018 through September 30, 2018 to align with JHFA fiscal year. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the city's ordinances, Procurement policies and procedures and applicable federal and state laws.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

  
Gregory Pease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

  
William I. Gullford, III, Chairman  
JHFA Board

This 19<sup>th</sup> day of June 2018

CP/CN

cc: Council Audit to  
Jeff Case, OFC  
Melba Gray, GAD  
Subcommittee Members

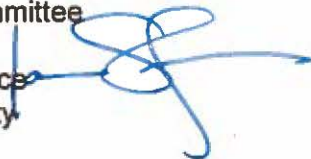
JACKSONVILLE HOUSING FINANCE AUTHORITY



**MEMORANDUM**

DATE: September 20, 2018 09/20/18 14:48:42  
Procurement Division

TO: Gregory Pease, Chairman  
Professional Services Evaluation Committee

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

SUBJECT: P-22-14 (Financial Advisor)  
Request for Amendment #5 (Extension Request)

---

The Jacksonville Housing Finance Authority respectfully requests that the above referenced award, currently scheduled to expire on September 30, 2018, be extended for 90 days to December 31, 2018, in order to align with the Jacksonville Housing Finance Authority's fiscal year. This extension would involve an additional amount not to exceed \$30,000, bringing the new maximum total indebtedness to \$540,000. All other terms of the award will remain the same.

Please do not hesitate to contact me if you need additional information or if you have any questions or concerns. Thank you.

g:\jacksonville housing finance authority\jhfa procurement\2014 procurement\p-22-14 jhfa financial advisor\p-22-14 financial advisor amendment 5.docx

## Baker, Alex

---

**From:** Mark Hendrickson <mark@thehendricksoncompany.com>  
**Sent:** Thursday, August 30, 2018 12:50 PM  
**To:** Stagner-Crites, Laura; 'tricia.heintz@bnymellon.com'; Feinberg, Helen; Rhonda Bond-Collins (rcollins@bmolaw.com); Susan Leigh, FA  
**Cc:** Lotzia, Emerson  
**Subject:** RE: Professional Team RFPs

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**EXTERNAL EMAIL:** This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Yes, we are willing to extend the FA contract for an additional three months.

Mark Hendrickson  
1404 Alban Avenue  
Tallahassee, FL 32301  
850.671.5601  
[mark@thehendricksoncompany.com](mailto:mark@thehendricksoncompany.com)

---

**From:** Stagner-Crites, Laura <LStagner@coj.net>  
**Sent:** Thursday, August 30, 2018 12:16 PM  
**To:** 'tricia.heintz@bnymellon.com' <tricia.heintz@bnymellon.com>; Feinberg, Helen <helen.feinberg@rbccm.com>; Rhonda Bond-Collins (rcollins@bmolaw.com) <rcollins@bmolaw.com>; Susan Leigh, FA <sleighfa@cconceptsgroup.com>; Mark Hendrickson <mark@thehendricksoncompany.com>  
**Cc:** Lotzia, Emerson <ELotzia@coj.net>  
**Subject:** Professional Team RFPs

All,

The City's Professional Services Evaluation Committee (PSEC) inserted a monkey wrench into the RFP schedule and would like to have further discussions with staff and legal. In the meantime, they have asked me to seek an additional 90 day extension on the existing professional team contracts (to December 31, 2018).

I need each of you to respond to me if your company is willing to extend the contracts for an additional 90 days, all other contract terms remaining the same.

Thanks!

**Laura Stagner**  
*Director - Finance*  
City of Jacksonville | Housing & Community Development  
214 N. Hogan Street, 7<sup>th</sup> floor  
Jacksonville, FL 32202  
Direct (904) 255-8279



ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

June 07, 2018

William I. Gullford, III, Chairman  
Jacksonville Housing Finance Authority Board  
214 N. Hogan Street, Suite 800  
8<sup>th</sup> Floor, Ed Ball Building  
Jacksonville, FL 32202

Dear Mr. Gullford:

**Ref: P-22-14 Contract Amendment No.4 Financial Advisor**

Jacksonville Housing Finance Authority (JHFA)


The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract.

The following motion/recommendation was adopted:

That the agreement between the Jacksonville Housing Finance Authority (JHFA) and the Hendrickson Company and Community Concepts Group as Financial Advisor be amended to: (I) extend the period of services from July 1, 2018 through September 30, 2018 to align with JHFA fiscal year and (II) increase the maximum indebtedness by \$30,000 to a new not-to-exceed total maximum of \$510,000. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the city's ordinances, Procurement policies and procedures and applicable federal and state laws.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

  
Gregory Peace, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

  
William I. Gullford, III, Chairman  
JHFA Board

This 19<sup>th</sup> day of June, 2018

GP CK

cc: Council Auditor  
Jeff Close, OGC  
Melba Gray, GAD  
Subcommittee Members

ENTERED

JACKSONVILLE HOUSING FINANCE AUTHORITY




05/31/18 14:58:26  
Procurement Division

**MEMORANDUM**

DATE: May 30, 2018

TO: Gregory Pease, Chairman  
Professional Services Evaluation Committee

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

SUBJECT: P-22-14 (Financial Advisor)  
Request for Amendment # (Extension Request)

---

The Jacksonville Housing Finance Authority respectfully requests that the above referenced award, currently scheduled to expire on June 30, 2018, be extended for 90 days to September 30, 2018, in order to align with the Jacksonville Housing Finance Authority's fiscal year. This extension would involve an additional amount not to exceed \$30,000, bringing the new maximum total indebtedness to \$510,000. All other terms of the award will remain the same.

Please do not hesitate to contact me if you need additional information or if you have any questions or concerns. Thank you.

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10029  
Amd 4

**FOURTH AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT BETWEEN  
JACKSONVILLE HOUSING FINANCE AUTHORITY AND  
THE HENDRICKSON COMPANY AND THE COMMUNITY CONCEPTS GROUP, INC.  
FOR FINANCIAL ADVISOR**

**THIS FOURTH AMENDMENT TO PROFESSIONAL SERVICES CONTRACT** (the "Fourth Amendment"), is made effective as of July 1, 2018, by and between the **JACKSONVILLE HOUSING FINANCE AUTHORITY**, a body politic ("JHFA"), and **MARK A. HENDRICKSON d/b/a THE HENDRICKSON COMPANY** and **THE COMMUNITY CONCEPTS GROUP, INC.**, a Florida business corporation (collectively, the "Consultant").

**RECITALS**

**WHEREAS**, the parties made and entered into a Professional Services Contract, City Contract No. 10029, dated June 1, 2014 (the "Contract") for services as described in Request for Proposal No. P-22-14 ("RFP") on file with the City of Jacksonville's Procurement Division; and

**WHEREAS**, the Contract provided for three (3) one year extensions at the sole discretion of JHFA and all three extensions were exercised but no signed amendments to the Contract can be found and the parties wish to ratify the exercise of the three extension options just as if a First, Second and Third Amendment to the Contract had been signed by the parties; and

**WHEREAS**, the JHFA Board of Directors at its Regular Meeting on March 21<sup>st</sup>, 2018, authorized a three-month term extension of the Contract through September 30<sup>th</sup>, 2018, to synchronize with the City's fiscal year; and

**WHEREAS**, pursuant to letter dated June 7, 2018 from the City of Jacksonville Procurement Division, Professional Services Evaluation Committee, to JHFA, approval was granted to extend the period of Contract services from July 1, 2018 through September 30, 2018 and increase the maximum indebtedness under the Contract by \$30,000 to a new not-to-exceed total maximum of \$510,000; and

**WHEREAS**, the parties hereto desire to enter into this Fourth Amendment to extend the term of Services of the Contract, and increase the maximum indebtedness, accordingly.

**NOW, THEREFORE**, for and in consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The above stated recitals are accurate, true and correct and, by this reference are incorporated herein and are made a part hereof.
2. For the purpose of this Fourth Amendment, the parties hereby mutually agree to

effectuate and ratify the three (3) consecutive one-year term extensions, as previously authorized ("Renewed Term"), in accordance with Paragraph 4 of the Contract, as follows:

- First Amendment extending the term from July 1, 2015 to June 30, 2016.
  - Second Amendment extending the term from July 1, 2016 to June 30, 2017.
  - Third Amendment extending the term from July 1, 2017 to June 30, 2018.
3. The parties hereto agree that the Renewed Term of the Contract shall be further extended for an additional three (3) months from July 1, 2018 to September 30, 2018 and Consultant shall receive a total of Thirty Thousand Dollars (\$30,000.00) for compensation for this three month period payable Ten Thousand Dollars (\$10,000.00) per month on an invoice basis similar to the first 4 years of the Renewed Term.
4. Concurrently, the parties hereby mutually agree to effectuate and ratify the three (3) consecutive increases of maximum indebtedness under the Contract, as previously authorized ("Increased Maximum Indebtedness"), in accordance with Paragraph 3 of the Contract, as follows:
- First Amendment increasing the not-to-exceed maximum indebtedness by \$120,000.00 for Services, to a new not-to-exceed total maximum indebtedness of \$240,000.00.
  - Second Amendment increasing the not-to-exceed maximum indebtedness by \$120,000.00 for Services, to a new not-to-exceed total maximum indebtedness of \$360,000.00.
  - Third Amendment increasing the not-to-exceed maximum indebtedness by \$120,000.00 for Services, to a new not-to-exceed total maximum indebtedness of \$480,000.00.
5. The parties further agree that the current Increased Maximum Indebtedness under the terms of Paragraph 3 of the Contract shall be increased by an additional \$30,000.00, as authorized, from \$480,000.00 to a new not-to-exceed total maximum indebtedness of \$510,000.00.
6. Except as expressly amended in this Fourth Amendment, the provisions, terms and conditions of the Contract shall remain unchanged and shall continue to be in full force and effect.
7. This Fourth Amendment may be executed in counterpart and electronic (.pdf format) signature, the counterpart and .pdf copies of which when taken together, shall be deemed to constitute an entire and original document.


**(Remainder of page left blank intentionally. Signature page immediately follows)**

IN WITNESS WHEREOF, the parties hereto have executed this Fourth Amendment on the day and year first above written.

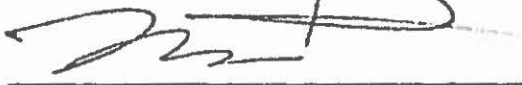
ATTEST:

By: N/A.  
Print Name \_\_\_\_\_  
Title: \_\_\_\_\_

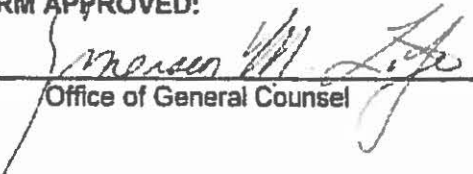
JACKSONVILLE HOUSING FINANCE  
AUTHORITY

By:   
William I. "Tripp" Gulliford, III  
As Chairman

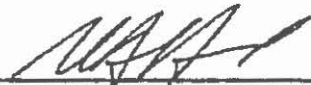
In accordance with the Ordinance Code of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing contract, as amended, and that provisions have been made for the payment of monies provided therein to be paid.

  
Director of Finance  
Contract Number 10029

FORM APPROVED:

By:   
Office of General Counsel

THE HENDRICKSON COMPANY

By:   
Mark Hendrickson d/b/a The Hendrickson  
Company

THE COMMUNITY CONCEPTS GROUP, INC.

By:   
Susan J. Leigh  
President



ONE CITY ONE JACKSONVILLE

# City of Jacksonville, Florida

Lenny Curry, Mayor

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

June 07, 2018

William I. Gullford, III, Chairman  
Jacksonville Housing Finance Authority Board  
214 N. Hogan Street, Suite 800  
8<sup>th</sup> Floor, Ed Ball Building  
Jacksonville, FL 32202

Dear Mr. Gullford:

Re: P-22-14 Contract Amendment No.4 Financial Advisor

Jacksonville Housing Finance Authority (JHFA)


The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract.

The following motion/recommendation was adopted:

That the agreement between the Jacksonville Housing Finance Authority (JHFA) and the Hendrickson Company and Community Concepts Group as Financial Advisor be amended to (i) extend the period of services from July 1, 2018 through September 30, 2018 to align with JHFA fiscal year and (ii) increase the maximum indebtedness by \$30,000 to a new not-to-exceed total maximum of \$610,000. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the city's ordinances, Procurement policies and procedures and applicable federal and state laws.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

  
Gregor Pease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:  


JHFA Board

This 19<sup>th</sup> day of June 2018

cc: CK

cc: Council Auditor  
Jeff Ose, OGC  
Melba Gray, GAD  
Subcommittee Member

PSEC APPROVED 3-mo Term  
EXTENSION +  
INCREASED TOTAL MAX  
INDEBTEDNESS UNDER CONTRACT  
TO \$510K