PROCUREMENT DIVISION

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **December 19, 2016**

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 services for **Special Needs Rental Development ($267,642.00)**. 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

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 Director or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

CITY OF JACKSONVILLE
NEIGHBORHOODS

HOUSING & COMMUNITY DEVELOPMENT DIVISION

MEMORANDUM

DATE: December 16, 2016

TO: Gregory Pease, Chairman
Chief of Procurement

FROM: Diana M. Seydlorsky, Chief – Housing & Community
Department of Finance

SUBJECT: Special Needs Housing Development - RFP

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

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 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 procure services multiple Consultant/Agent for the creation of affordable rental housing and housing for the special needs population.*

3. The estimated period of time needed for the service or study: *18 months*

4. The estimated cost of the service or study: Funds available approximately$ *267,642.00*

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: *Would not duplicate.*

6. List of current contracts or prior services or studies which are related to the proposed study or service. *NSP 1 & NSP 3*

7. A 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.*

8. The <u>names</u> and <u>telephone numbers</u> of <u>two</u> representatives from the using agency designated to serve on the evaluation committee:
   Diana M. Seydlorsky, Chief *904-255-8204*
   Dayatra M. Coles, Affordable Housing Administrator *904-255-8216*

9. A project funding account number: *Index: ERCD1N7; Sub-object: 08304; Grant: HCS001*

Renfroe, Chelsey

From: Willis, Ann on behalf of RiskReview
Sent: Wednesday, November 23, 2016 9:06 AM
To: Renfroe, Chelsey; RiskReview
Cc: Coles, Dayatra; Pearson, Daniel; Pease, Gregory
Subject: RE: Risk Review - Special Needs Housing Development RFP
Attachments: Rental for Special Needs RFP RM Redline 11.23.16.doc

Attached please find Risk Management's redline of the Rental for Special Needs RFP.

Risk Management has concluded our review unless further assistance is required.

Thanks!

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Renfroe, Chelsey
Sent: Tuesday, November 22, 2016 8:57 AM
To: RiskReview
Cc: Willis, Ann; Coles, Dayatra; Pearson, Daniel; Pease, Gregory
Subject: Risk Review - Special Needs Housing Development RFP
Importance: High

Please see the attached Risk Review request along with the RFP document for Special Needs Housing Development. If you could please expedite the review, we are trying to get this advertised as soon as possible. If you have any questions, please let me know.

Thank you,
Chelsey Renfroe
Purchasing Analyst
Procurement Division
City of Jacksonville
crenfroe@coj.net
Direct 904.255.8826

Renfroe, Chelsey

From: Thomas, Ezra
Sent: Monday, November 28, 2016 2:27 PM
To: Renfroe, Chelsey
Subject: Special Needs Housing Development

November 28, 2016

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JSEB Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Special Needs Housing Development**

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

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8840.

cc: C. Renfroe

MR/et

Ezra G. Thomas
Construction Regulation Compliance Officer
Jacksonville Small and Emerging Business
Office: 904-255-8833
EzraT@coj.net

PROCUREMENT DIVISION

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **December 19, 2016**

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 services for **Special Needs Rental Development ($350,000.00)**. 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

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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

CITY OF JACKSONVILLE
NEIGHBORHOODS

HOUSING & COMMUNITY DEVELOPMENT DIVISION

MEMORANDUM

DATE: December 16, 2016

TO: Gregory Pease, Chairman
Chief of Procurement

FROM: Diana M. Seydlorsky, Chief – Housing & Community
Department of Finance

SUBJECT: Special Needs Housing Development - RFP

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

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 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 procure services multiple Consultant/Agent for the creation of affordable rental housing and housing for the special needs population.*

3. The estimated period of time needed for the service or study: *18 months*

4. The estimated cost of the service or study: Funds available approximately*$ 350,000.00*

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: *Would not duplicate.*

6. List of current contracts or prior services or studies which are related to the proposed study or service. *NSP 1 & NSP 3*

7. A 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.*

214 Hogan Street, N., 7th Floor | Jacksonville, FL 32202 | Phone: 904-255-8200 | Fax: 904-255-8280

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee:
   Diana M. Seydlorsky, Chief *904-255-8204*
   Dayatra M. Coles, Affordable Housing Administrator *904-255-8216*

9. A project funding account number: *Index: ERCD1N7; Sub-object: 08304; Grant: HCS001*

Renfroe, Chelsey

From: Thomas, Ezra
Sent: Monday, November 28, 2016 2:27 PM
To: Renfroe, Chelsey
Subject: Special Needs Housing Development

November 28, 2016

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JSEB Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Special Needs Housing Development**

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

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8840.

cc: C. Renfroe

MR/et

Ezra G. Thomas
Construction Regulation Compliance Officer
Jacksonville Small and Emerging Business
Office: 904-255-8833
EzraT@coj.net

Renfroe, Chelsey

From: Willis, Ann on behalf of RiskReview
Sent: Wednesday, November 23, 2016 9:06 AM
To: Renfroe, Chelsey; RiskReview
Cc: Coles, Dayatra; Pearson, Daniel; Pease, Gregory
Subject: RE: Risk Review - Special Needs Housing Development RFP
Attachments: Rental for Special Needs RFP RM Redline 11.23.16.doc

Attached please find Risk Management's redline of the Rental for Special Needs RFP.

Risk Management has concluded our review unless further assistance is required.

Thanks!

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Renfroe, Chelsey
Sent: Tuesday, November 22, 2016 8:57 AM
To: RiskReview
Cc: Willis, Ann; Coles, Dayatra; Pearson, Daniel; Pease, Gregory
Subject: Risk Review - Special Needs Housing Development RFP
Importance: High

Please see the attached Risk Review request along with the RFP document for Special Needs Housing Development. If you could please expedite the review, we are trying to get this advertised as soon as possible. If you have any questions, please let me know.

Thank you,
Chelsey Renfroe
Purchasing Analyst
Procurement Division
City of Jacksonville
crenfroe@coj.net
Direct 904.255.8826