MEMORANDUM

May 31, 2019

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Laura Stagner-Crites – Director of Finance
Jacksonville Finance Housing Authority

William I. "Tripp" Gulliford, Chair
Jacksonville Housing Finance Authority

James P. "Jim" Citrano, Jr., Board Member
Jacksonville Housing Finance Authority

Subject: **Certification Letter for P-39-18 Bond Underwriter**

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.

1. The general purpose of the service or study: See attached RFP

2. The Objective of the study or services: To provide bond underwriting services for the Jacksonville Housing Finance Authority's bond and other funded projects.

3. The estimated period of time needed for the service or study: These services are to be provided on an ongoing basis.

4. The estimated cost of the service or study: The services provided are paid for only from the proceeds of bonds issued. There are no ongoing disbursements by the Authority.

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

6. List of current contracts or prior services or studies which are related to the proposed study or service. RBC Capital Markets

7. A statement as to why the service/study cannot be done by department or agency staff: These services require special certifications and or licenses. Additionally, these services are provided under contract to shield the City from liability.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members. William I. "Tripp" Gulliford, III (904) 955-0003 and James P. Citrano, Jr. (904) 704-7152.

9. A project funding account number: The costs associated with this service are paid directly by the proceeds of bonds issued.

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

    a. RBC Capital Markets Attn: Helen Feinberg – 100 Second Avenue South, Suite 800, St. Petersburg, FL 33701
    b. Bank of America Merrill Lynch – 100 North Tryon Street, Charlotte, NC 28255
    c. Raymond James – One Progress Plaza, Suite 165, St. Petersburg, FL 33701

11. 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 May, 2018

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Laura Stagner, Director - Finance

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William I. Gulliford, III, Chair

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James P. Citrano, Board Member