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-40-18 Financial Advisor**

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 administrative and Financial Advisor services for the Jacksonville Housing Finance Authority.

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: Cost is estimated at $125,000 per year.

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. The Hendrickson Company and Community Concepts Group, Inc.

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: HFAD721RP / 03109.

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

    a. Mark Hendrickson Company – 1404 Alban Avenue, Tallahassee, FL 32301
    b. The Community Concepts Group – PO Box 16129, Tallahassee, FL 32317
    c. Public Resources Advisory Group – 150 Second Avenue North, Suite 400, 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