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**SUBJECT: Permanent Supportive Housing**

**BID #:** ESC-0377-22 **OPEN DATE:** 6/08/2022

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** Construction Contract – Thirty Six (36) months from Award to Completion

**AGENCY:** Neighborhoods Department

**BASIS OF AWARD:** Highest Scoring Bidder Based on Evaluation Criteria

**NUMBER OF BIDS INVITED: 19** **NUMBER RECEIVED: 1** **OTHER: 0**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Subject RFP closed 6/08/22. Approval was granted to enter into contract negotiations with the top-ranked firm, Ability Housing, Inc., on 7/20/22.

Recommended approval to award to the top-ranked firm, Ability Housing, Inc., for constructing long-term housing that has supportive services for homeless persons with disabilities, be completed within thirty-six (36) months from award. Total estimated expenditure amount is $4,000,000.00.

Funding Source: 11101.174103.583010.010227.00000000.00000.0000000 – 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:** _____ **RESPECTFULLY SUBMITTED** _____
JACLYN STAMOS
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** Thomas, Daly, Chief, Housing and Community Development

**(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*

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

**DATE:** **July 25, 2022**

**TO:** **Greg Pease, Chairman**
**Competitive Sealed Proposal Evaluation Committee**

**FROM:** **Chiquita Moore, Director of Operations**
**Neighborhoods Department**

**Thomas Daly, Chief**
**Housing and Community Development**

**RE:** **ESC-0377-22 Permanent Supportive Housing**

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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 Proposal ("RFP").

The proposal was evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

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

1) Ability Housing, Inc

Ability Housing, Inc will be awarded $4,000,000.00. The account string is provided below:

11101.174103.583010.010227.00000000.00000.0000000

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

Cc: Jaclyn Stamos, Purchasing Analyst

SCORING MATRIX ESC-0377-22

PERMANENT SUPPORTIVE HOUSING

| Total Points | 15 Points | 25 Points | 10 Points | 30 Points | 20 Points | OVERALL | Rank |
|---|---|---|---|---|---|---|---|
| Criteria | 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) | 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. (25 points max score) | 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) | 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 Chronically Homeless persons intended to reside in the proposed development, such as persons with mental illness, veterans, frail elders, survivors of domestic violence, and the general Homeless population (inclusive of any community-based services) 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. (30 points maximum score) | 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. Projects which leverage a variety of funding sources will be scored higher than projects which use a smaller number of funding sources. **(20 points maximum score)** | Total Points (100) | |
| **ABILITY HOUSING** | | | | | | | |
| Reviewer 1 | 12.00 | 23.00 | 9.00 | 27.00 | 19.00 | 90.00 | |
| Reviewer 2 | | | | | | | |
| Reviewer 3 | | | | | | | |
| Average | | | | | | | |
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# BID TABULATION SHEET

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|---|---|---|---|
| TITLE: Permandent Supportive Housing- Rebid<br>BID NO: ESC-0377-22<br>OPEN DATE: 06/08/2022<br>PURCHASING ANALYST: Jaclyn Stamos<br>NO. INVITED: ( 19 ) No. Received: ( 1 ) No Bids: ( 0 )<br>RECORDED BY: Melissa Pierce BID ANNOUNCER: Michelle Spitler | | | Ability Housing |
| TOTAL PRICE | | | $32,093,843.00 |
| ITEM NO. | DESCRIPTION | POINTS | |
| 1 | FINANCIAL RESPONSIBILITY. | 15 | |
| 2 | COMPETENCE (PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS). | 25 | |
| 3 | PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND MINORITY BUSINESSES | 10 | |
| 4 | AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE. | 30 | |
| 5 | QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION | 20 | |
| | Total Points | 100 | |
| | Minimum Requirements: | | Y |
| | Business/Corporate References: | | Y |
| | Insurance Agent Acknowledgement Form: | | Y |
| | Federal Forms (1 and 2) | | Y |
| | Conflict of Interest: | | Y |
| | Addendums ( 2 ): | | Y |
| | COMMENTS: | | JSEB SUB CONTRACT VENDORS USED |

**1.2 Scope of Services.**

The City of Jacksonville, Neighborhoods Department, Housing and Community Development Division has an appropriation of $4,000,000.00 in non-recurring grant funds and is requesting proposals to create and operate Permanent Supportive Housing for chronically homeless individuals, as defined herein. Projects will be funded via the Community Development Block Grant Coronavirus ("CDBG-CV") relief funding made available to the City from the US Department of Housing & Urban Development ("HUD").

"Please see Section 4 for a full description of the services and deliverables required under this RFP."

**1.3 Term of Agreement.**

The term of the Agreement will begin upon execution of the Agreement and will continue for a period of thirty-six (36) months for the completion of the construction project.

**Additional Terms**

Contractor must adhere to a period of twenty (20) years for all projects. Funding will be in the form of a deferred loan to the Developer for the term of the Agreement, as long as the units remain affordable (term defined in Section 4(B)) and occupied by income eligible tenants for the affordability period (defined in Section 4(B)) as set forth in the Land Use Restriction Agreement. The loan will accrue no interest and no payments will be due during the term of the Agreement. The amount of the loan will be reduced by 1/20th, for each year that the Agreement is in place. The Agreement is subject to early termination as set forth elsewhere in this RFP.

Projects must irrevocably commit to the income set-asides serving populations composed of ELI and no greater than MI as required for a minimum of 20 years for all projects.

The execution of the Mortgage and Note attached as Exhibits A and B, is required as part of the Agreement. The subject property shall be monitored on an annual basis for a review of the rent amounts, tenant incomes, and that the unit is being maintained to a minimum Housing Quality Standard as specified in Chapter 518, Jacksonville Ordinance Code and U.S. H.U.D. If no default occurs, then at the end of the required affordability period the terms of Agreement will be satisfied.

Developer(s) must commit to provide 20 percent (20%) with a minimum of 20 units total as Permanent Supportive Housing (defined in Section 4(B)) for chronically homeless.

**1.4 Minimum Requirements for Contractors.**

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Developer must be registered with the State of Florida and provide a current Good Standing Certificate issued from the Florida Division of Corporations as a Florida not-for-profit entity.

2. The Developer is not in breach of any property donation agreement or City Code provision by which the City donated property to the Developer for development;

3. The Developer is not on the Council Auditor's noncompliance list pursuant to Chapter 118, or the Vendor Debarment List pursuant to Chapter 126, Ordinance Code;

4. The Developer is not in breach of any of the conditions or requirements of a City grant award or program;

5. The Developer is not delinquent on taxes or payment of liens, including code enforcement, nuisance liens, demolition liens, or other municipal liens or fines, on real property owned by the Developer and incurred after the Developer took ownership of the real property;

6. The Developer is not in litigation against the City other than as an agent, attorney, guardian, or personal representative of an estate or in a lawsuit alleging a violation of Developer's civil rights.

7. The Developer (inclusive of Principals and Affiliates) has not within the preceding three years been convicted of or had a civil judgment rendered against it, or is presently indicted for or otherwise criminally or civilly charged, in connection with (i) obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; (ii) violation of federal or state antitrust statutes; or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

8. Developer must include a copy of current site control for the subject property. Site control may be in the form of a Deed, fully executed and current Purchase Agreement or a long-term Land Lease Agreement of not less than 50-year term.

**1.5 Equal Business Opportunity Program**

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Grantor projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

**This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.**

Contractors may contact Grantor's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Grantor's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Grantor's website address or if you experience problems accessing it.

**1.6 Documents Available for Inspection**

N/A

**1.7 Federal Funds.**

Federal funds will be used as part of this solicitation. Please see Attachment E for additional terms and conditions. Depending on the use of funds by the proposed project Section 3 and Davis-Bacon reporting requirements may be activated.

**1.8 Pre-Bid Meeting.**

N/A

**1.9 Response Due Date.**

The deadline for submitting responses to this RFP is June 8, 2022 at 2:00 p.m. ET. Please see Sections 2.3 and 2.4 for more details.

**1.10 Response Delivery Location.**

Responses must be delivered to the following location:

City of Jacksonville
Procurement Division
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

**1.11 Response Opening.**

Responses received shall be publicly announced and recorded at 2:00 PM on the Response Due Date in meeting room #110, 1st Floor, Ed Ball Bldg., 214 N. Hogan Street.

## Section 4
## Description of Services and Deliverables

### A. Intent

The City of Jacksonville, Neighborhoods Department, Housing and Community Development Division has an appropriation of $4,000,000.00 in non-recurring grant funds and is requesting proposals to create and operate Permanent Supportive Housing for chronically homeless individuals, as defined herein. Projects will be funded via the Community Development Block Grant Coronavirus ("CDBG-CV") relief funding made available to the City from the US Department of Housing & Urban Development ("HUD") in an amount up to $4,000,000.00.

Eligible Uses of Funding:

- Acquisition of existing units not currently serving previously chronically homeless persons.
- Acquisition and rehabilitation of existing housing units not currently serving previously chronically homeless persons.
- Acquisition (including demolition costs and site preparation work) of a site suitable for the development of creating housing units to serve the chronically homeless population,
- Rehabilitation of existing units not currently serving previously chronically homeless persons.

Eligible Applicants:

This RFP is open to non-profit applicants that are proposing the creation of Permanent Supportive Housing ("PSH"). It is the intent to fund housing that is in conformance with the priorities of the Jacksonville Continuum of Care ("CoC") Homeless Assistance Plans.

See **Attachment A** for a detailed list of all required application documents and format requirements.

### B. Definitions

| | |
|---|---|
| "Affordable" | Monthly rents and utilities do not exceed 30 percent of adjusted gross monthly income for the household. |
| "Affordability period" | The period of time during which a property must comply with the CDBG-CV statutes and rules, including income and rent restrictions. |
| "Calendar Days" | The seven (7) days of the week. For computing any period of time allowed by the RFP, the day of the event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or City of Jacksonville holiday, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. |
| "Chronically Homeless" | An individual who is homeless and has:<br>(a) a diagnosable substance abuse disorder, or<br>(b) a serious mental illness, or<br>(c) a developmental disability, or<br>(d) a chronic physical illness or disability, or<br>(e) veterans, frail elders, survivors of domestic violence, including the co-occurrence of two or more of these conditions, (identified with a through e); and<br>(f) has been continuously homeless for one (1) year, or<br>(g) has had four (4) or more periods of homelessness in the last three (3) years. |
| "Developer" | Any individual, association, corporation, joint venture, partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the RFP. |

| | |
|---|---|
| "Development" | Project, consisting of any work or improvement located or to be located in City of Jacksonville, Florida, including development and operation of real property, buildings and any other real and personal property, designed and intended for the primary purpose of providing decent, safe, and sanitary residential housing for chronically homeless persons or families, whether new construction, the acquisition of existing residential housing with rehabilitation, or the remodeling, improvement, rehabilitation, or reconstruction of existing housing, together with such related nonhousing facilities as the City of Jacksonville determines to be necessary, convenient, or desirable. |
| "Development Budget" | The total costs incurred in the development of a project that are considered customary, reasonable and necessary. |
| "Entity" | Any individual, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, CHDO, public or governmental agency or consortium of any of the aforementioned entities. |
| "Homeless" | Pursuant to 24 CFR 570.208(a)(2)(i)(A) "homeless," applied to an individual, or "individual experiencing homelessness" means an individual who lacks a fixed, regular, and adequate nighttime residence and includes an individual who:<br>(a) Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;<br>(b) Is living in a motel, hotel, travel trailer park, or camping ground due to a lack of alternative adequate accommodations;<br>(c) Is living in an emergency or transitional shelter;<br>(d) Has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;<br>(e) Is living in a car, park, public space, abandoned building, bus or train station, or similar setting; or<br>(f) Is a migratory individual who qualifies as homeless because he or she is living in circumstances described in paragraphs (a)-(e).<br><br>The terms do not refer to an individual imprisoned pursuant to state or federal law or to individuals or families who are sharing housing due to cultural preferences, voluntary arrangements, or traditional networks of support. The terms include an individual who has been released from jail, prison, the juvenile justice system, the child welfare system, a mental health and developmental disability facility, a residential addiction treatment program, or a hospital, for whom no subsequent residence has been identified, and who lacks the resources and support network to obtain housing. |

"Operating Pro forma" A detailed projection of all estimated income, expenses, reserves, debt service, and cash flow based on forecasted rental revenue during a given period.

"Permanent Supportive Housing"

Long-term housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. The supportive services may be provided by the organization managing the housing for the Developer or coordinated by the Developer and provided by other public or private service agencies. Permanent housing can be provided in one structure or several structures at one site or in multiple structures at scattered sites. There is no definite length of stay.

| | |
|---|---|
| "Project" | Development as defined above. |
| "Rehabilitation" | The alteration, improvement or modification of an existing structure where less than 50 percent of the proposed construction work consists of new construction. |
| "Supportive Services" | As defined in section 656.1601, Jacksonville Ordinance Code. |
| "Unit" | A single family home or one set of living quarters in a duplex, triplex, quadraplex, or apartment property. Units are those in which the occupants live separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a family, one person living alone, or any other group of related or unrelated persons who share living arrangements. For this RFP, Units may contain one or more separate bedrooms rented separately as shared housing by non-related persons. |
| "Website" | The City of Jacksonville website is www.coj.net. |

C. Income and Rental Limits

Current income and rent limits are available on the Department of Housing & Urban Development website:

https://www.hudexchange.info/resource/5334/cdbg-income-limits/

*(Remainder of page intentionally left blank)*

## ATTACHMENT B

## EVALUATION MATRIX

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 Chronically Homeless persons intended to reside in the proposed development, such as persons with mental illness, veterans, frail elders, survivors of domestic violence, and the general Homeless population (inclusive of any community-based services) 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. **(30 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. Projects which leverage a variety of funding sources will be scored higher than projects which use a smaller number of funding sources. **(20 points maximum score)**

*(Remainder of page intentionally left blank)*