CITY OF JACKSONVILLE
NEIGHBORHOODS

HOUSING & COMMUNITY DEVELOPMENT DIVISION

MEMORANDUM

DATE: **September 21, 2016**

TO: **Gregory Pease, Chairman**
Professional Services Evaluation Committee

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

SUBJECT: **Certification Letter for P-64-16 Rental Development**

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 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*$ 1,407,642.00*

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.*

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 as subcommittee members:
   Diana M. Seydlorsky, Chief ***904-255-8204***
   Dayatra M. Coles, Affordable Housing Coordinator ***904-255-8216***

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

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

Property Owner - Ms. Asa Fletcher:	asafletcher@comcast.net
Property Owner - Mr. Thomas:	jdthomas10@yahoo.com
Volunteers of America - Mr. Travis Brown:	tbrown@voa-fla.org
The ARC of Jacksonville - Mrs. Bernadette Moran:	b.moran46@gmail.com
Metro North CDC - Mr. Jerome Crawford:	jcrawford@metronorthcdc.com; jcrawfrd@bellsouth.net
Property Owner - Ms. Omega Allen:	goodlygroup@comcast.net
Property Owner - Mr. & Mrs. Owen:	Lowensllvj1@bellsouth.net
Grace & Truth CDC - Mr. Johnson:	emjohnson@graceandtruthcdc.org
Mr. Shawn Ashley:	shawn@eshawnashley.com

11. A signed statement to the effect 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 August, 2013.

(See: http://inside.coj.net/op/pr/default.aspx)

Subcommittee Member Signature — TITLE: Chief of Housing

Subcommittee Member Signature — TITLE: Affordable Housing Coordinator