



MEMORANDUM

Date: February 7, 2022
To: Dwayne Alexander, President & CEO
Thru: Dennis Lohr, Chief Financial Officer *DL*
NC Nella Castiov, Deputy Chief Financial Officer
From: Colene S. Orsini, Procurement Supervisor *CO*
Re: Recommended Award of RFP# PS-005-22 – Physical Needs Assessment

BACKGROUND: The Jacksonville Housing Authority (JHA) is seeking the services of a professional firm to provide an evaluation of the physical needs of several properties owned by our Agency.

DISCUSSION: The JHA solicited following the JHA’s Procurement Policy by utilizing the Housing Agency Marketplace, where the solicitation was initially entered on November 19, 2021, with bids due January 3, 2022. Four (4) responses to the bid solicitation were received, one of which was considered non-responsible/non-responsive and was therefore rejected. All remaining submissions were deemed responsible/responsive and forwarded to an evaluation team for review. The evaluation team was comprised of Daniel Mitchell, Director of Maintenance, Gary Taylor, Project Manager, and Kevin Godwin, Project Manager. They reviewed all submissions and rated each submission according to the established evaluation criteria. The screenshot below shows the final result per participant:

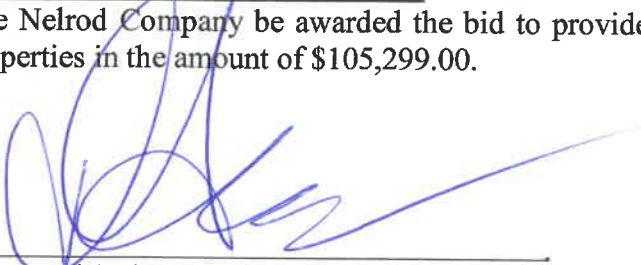


Official Proposal Evaluation Scoring Tabulation for PS-005-22 Physical Needs Assessment

Evaluation Criteria	Possible Points	Atlas			The Nelrod Company			Dominion Due Diligence		
		DM	GT	KG	DM	GT	KG	DM	GT	KG
DATE AND TIME PROPOSALS RCVD		12/30/21 10:42a			12/20/21 3:42pm			1/3/22 9:53am		
Percentage		28			30			29		
Evaluators		DM	GT	KG	DM	GT	KG	DM	GT	KG
The PROPOSED COSTS submitted by the proposer.	5	2	2	2	4	4	4	1	1	1
The proposer's DEMONSTRATED UNDERSTANDING of the AGENCY'S REQUIREMENT .	20	20	18	15	20	18	17	20	18	19
The QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED .	20	20	16	17	20	19	19	20	18	17
The proposer's TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).	20	20	17	17	20	16	17	20	16	19
The proposer's DEMONSTRATED RELEVANT EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means. (NOTE: The Agency will place particular emphasis on the proposer's above described EXPERIENCE and PAST PERFORMANCE with Public Housing- and HUD-related work).	30	28	25	18	28	27	18	30	28	19
The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED , based upon the opinion of the evaluators.	5	5	3	5	5	5	5	5	3	4
Sub-total	100	95	81	74	97	89	80	96	84	79
Total		83			89			86		
Ranking		3			1			2		

JUSTIFICATION: Our properties require a physical needs assessment to determine the status of our assets. Based on the rating criteria, The Nelrod Company has been verified as the best choice for our agency. They have been considered responsive and responsible bidders and are not on the federal Excluded Bidders list.

AWARD RECOMMENDATION: It is recommended that, in the best interest of the Agency, The Nelrod Company be awarded the bid to provide a Physical Needs Assessment of multiple properties in the amount of \$105,299.00.



Approved / Disapproved
cc: file



Date



**Official Proposal Evaluation Scoring Tabulation for
PS-005-22 Physical Needs Assessment**

Evaluation Criteria	Possible Points		Atlas			The Nelrod Company			Dominion Due Diligence		
	DATE AND TIME PROPOSALS RCVD	Percentage	DM	GT	KG	DM	GT	KG	DM	GT	KG
The PROPOSED COSTS submitted by the proposer.	5	5	2	2	2	4	4	4	1	1	1
The proposer's DEMONSTRATED UNDERSTANDING of the AGENCY'S REQUIREMENT.	20	20	20	18	15	20	18	17	20	18	19
The QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED.	20	20	20	16	17	20	19	19	20	18	17
The proposer's TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).	20	20	20	17	17	20	16	17	20	16	19
The proposer's DEMONSTRATED RELEVANT EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means. (NOTE: The Agency will place particular emphasis on the proposer's above described EXPERIENCE and PAST PERFORMANCE with Public Housing- and HUD-related work).	30	30	28	25	18	28	27	18	30	28	19
The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED, based upon the opinion of the evaluators.	5	5	5	3	5	5	5	5	5	3	4
Sub-total	100	100	95	81	74	97	89	80	96	84	79
Total Ranking			83	83	74	89	89	80	96	84	79
			3	3	3	1	1	1	2	2	2

DocuSigned by:
Colene Sue Orsini
13C3AAEFF3B43A...
2/1/2022
Colene S. Orsini - Procurement Supervisor

DocuSigned by:
Daniel Mitchell
82B8C454083E62A...
2/2/2022
Daniel Mitchell, Director of Maintenance

DocuSigned by:
Gary Taylor
804AB4EEB8A1E7...
2/1/2022
Gary Taylor, Project Manager

DocuSigned by:
Kevin Godwin
186C250048C7442...
2/1/2022
Kevin Godwin, Project Manager

Public Housing	Office Address	# of Units	Atlas	The Nelrod Company	Bureau Veritas	Dominion Due Diligence
Anders	10770 Anders Blvd. Jacksonville, FL 32246	84	\$ 7,476.00	\$ 5,258.00	\$ 5,438.04	\$ 11,600.00
Anders Scattered Sites	10770 Anders Blvd. Jacksonville, FL 32246	19	\$ 1,691.00	\$ 1,189.00	\$ 4,758.29	\$ 11,200.00
Baldwin	9500 103rd St. Jacksonville, FL 32210	18	\$ 1,602.00	\$ 1,126.00	\$ 4,759.29	\$ 10,500.00
Blodgett Villas	1301 Davis St. Jacksonville, FL 32209	158	\$ 14,062.00	\$ 9,891.00	\$ 6,117.80	\$ 14,600.00
Centennial Townhouses East	900-1000 Liberty St. Jacksonville, FL 32206	40	\$ 3,560.00	\$ 2,504.00	\$ 5,438.04	\$ 10,900.00
Centennial Townhouses West	1261-1 Broad St. N. Jacksonville, FL 32203	50	\$ 4,450.00	\$ 3,130.00	\$ 5,438.04	\$ 11,100.00
Colonial Village	9500 103rd St. Jacksonville, FL 32210	101	\$ 8,989.00	\$ 6,322.00	\$ 4,758.29	\$ 11,700.00
Fairway Oaks	5570 Golfbrook Dr. Jacksonville, FL 32208	69	\$ 6,141.00	\$ 4,319.00	\$ 5,438.04	\$ 11,600.00
Fairway Oaks Scattered Sites	5570 Golfbrook Dr. Jacksonville, FL 32208	4	\$ 356.00	\$ 250.00	\$ 4,758.29	\$ 10,100.00
Forest Meadows East	1935 Forest Blvd. Jacksonville, FL 32246	63	\$ 5,607.00	\$ 3,944.00	\$ 5,438.04	\$ 11,700.00
Forest Meadows West	4890 Richard St. Jacksonville, FL 32207	30	\$ 2,670.00	\$ 1,878.00	\$ 4,758.29	\$ 10,800.00
Riviera Apartments North	1700 Blanding Blvd. Jacksonville, FL 32205	77	\$ 6,853.00	\$ 4,820.00	\$ 5,438.04	\$ 11,200.00
Riviera Apartments South	1700 Blanding Blvd. Jacksonville, FL 32205	62	\$ 5,518.00	\$ 3,881.00	\$ 5,438.04	\$ 11,000.00
Scattered Sites	1085 Golfair Blvd. Jacksonville, FL 32206	248	\$ 22,072.00	\$ 15,525.00	\$ 6,797.55	\$ 24,200.00
Southwind Villas	8711 Newton Rd. Jacksonville, FL 32216	250	\$ 22,250.00	\$ 15,650.00	\$ 7,477.31	\$ 15,400.00
Twin Towers	617-621 W. 44th St. Jacksonville, FL 32208	201	\$ 17,889.00	\$ 12,587.00	\$ 7,477.31	\$ 13,200.00
Victory Pointe	6750 Ramona Blvd. Jacksonville, FL 32205	208	\$ 18,512.00	\$ 13,025.00	\$ 6,797.55	\$ 14,200.00
Total			\$ 149,698.00	\$ 105,299.00	\$ 96,526.25	\$ 215,000.00