



City of Jacksonville 2021 Housing Tax Credit Program Selection

General Requirements and Selection Process
for Developer/Owner

RFP # 2020-2021-02

Release for Bid: December 10, 2020 at 10:00 AM

RFP Deadline: January 4, 2021 at 10:00 AM

Submit RFPs to:
City of Jacksonville
City Manager
RFP# 2020-2021-02
315 S. Ragsdale
Jacksonville, TX 75766

NO ELECTRONIC COPIES WILL BE ACCEPTED.

CITY OF JACKSONVILLE RFP 2020-2021-02

Purpose and Background

Purpose

The City of Jacksonville is considering a Housing Tax Credit (HTC) Program for seniors in 2021 process under the Texas Department of Housing and Community Affairs (TDHCA). This RFP will outline the process for possible selection for municipal support.

Background

The City of Jacksonville has had requests for support for the senior HTC program in the past. The City has not had a formal process of selection for this program.

Instructions for Preparing and Submitting Proposals

Proposals shall be submitted to the City of Jacksonville, no later than January 4, 2021 at 10:00 AM. Proposals must be submitted using the following methods:

Mail to or drop off at: City of Jacksonville
RFP# 2020-2021-02
315 S. Ragsdale
Jacksonville, TX 75766

Each submittal will need to include one original, three copies, and a thumb drive. **NO ELECTRONIC COPIES WILL BE ACCEPTED.**

Items that MUST be included in the Proposal

- Brief statement which demonstrates the submitters' understanding of the project.
- Complete timeline, including state application and construction.
- List of any relevant projects and a minimum of three references of similar projects.
- Acknowledgement of the PILOT terms and conditions*.
- Acknowledgement of Building Requirements*.
- Acknowledgement of owner/operator*.
- Site plan, including full renderings.
- Sales contract for the property, or site location identified. IF
- Audited financial statement for each of the past three years.

Proposals not containing the above items or lacking signatures will be considered incomplete and rejected for selection.

***Final agreement will be required for support from the City of Jacksonville. The developer must be the owner/operator of the complex after construction. The construction company of the complex is not part of this RFP.**

Questions

Questions regarding this RFP must be submitted in writing to greg.smith@jacksonvilletx.org. Please include the RFP # in the subject line of any email regarding this RFP.

CITY OF JACKSONVILLE RFP 2020-2021-02

- 1. PROPOSAL EVALUATION CRITERIA:** This solicitation has been developed in the “Request for Proposals” (RFP) format. Accordingly, firms should take note that the City will consider multiple criteria in selecting the most qualified firm consistent with federal, state, and local laws to obtain the best value for the City. Upon selection of the most qualified firm, a contract shall be negotiated based on the submitted RFP. Should successful negotiations not occur with the highest ranked firm, the City may, at its sole discretion, choose to enter negotiations with the second highest ranked firm, and so on.

Firms are requested to submit their proposals as to correspond and identify with the following specific evaluation criteria:

- a. Project Understanding (20 POINTS):**
The proposal adequately demonstrates an understanding of the project and familiarity with the City of Jacksonville and location of the project within the City.
- b. Scope of Work (20 POINTS):**
The proposal demonstrates the ability of the firm to complete the project and all requirements set forth by the City of Jacksonville, including a PILOT agreement and building requirements.
- c. Firm Qualifications (40 POINTS):**
The proposal demonstrates the qualifications of the firm and successful completion of similar related projects in the east Texas area, and other areas within the state of Texas. This will include management of projects and length of projects in operation. Site visits may be required prior to support if the project is formally approved.
- d. Project Acknowledgement (20 POINTS):**
The firm acknowledges and agrees with the requirements for support of the project. Final agreement must be executed prior to support being provided.

Due Date

Proposals will be accepted no later than 10:00 AM. on January 4, 2021. Proposals received after this time will not be opened or considered for selection. The City of Jacksonville is not responsible for proposals delayed due to mail or courier service. All proposals received will be time and date stamped upon receipt. **Proposals received after this time will not be accepted.**

The City of Jacksonville reserves the right to reject any and all bids, and my elected not to proceed forward with the selection of an owner/operator/developer.

PILOT Agreement

The City will enter into an agreement for Payment in Lieu of Taxes (PILOT) which establishes payment of taxes to the City of Jacksonville for the life of the project.

Term Guidelines:

Each residential unit will be assessed a minimum value of approximately \$51,000.00. This value will be applicable regardless if the unit is occupied. The unit cost will also include all ancillary structures that support the occupants in the complex.

The number of units will be multiplied by the dollar value of each unit to determine the “total assessed value” of the project. This is not the taxable value set by the Cherokee County Appraisal District

The owner/operator of the complex will pay to the City, in full, by January 1st of each year the “total assessed value” multiplied by the City of Jacksonville’s current tax rate adopted for that fiscal year.

The owner/operator will pay an annual increase in PILOT agreement “total assessed value” equal to the average increase in assessed commercial property value set by Cherokee County Appraisal District (CCAD).

Within 15 days of proof of payment the City will rebate City of Jacksonville property tax paid by the owner/operator for each year of the project.

Building Requirements

The City will enter into an agreement for Building Requirements to set forth the manner of construction and finishes.

Building requirements:

- Must be 50% brick or stone.
- Other 50% to be approved by the City; cannot be vinyl or wood siding.
- Decorative fence with brick columns around entire project.
- Controlled access.
- Fire Suppression for all buildings.
- Concrete for parking structures.
- All utility extensions are the responsibility of the developer.