

RESOLUTION 2024-10-09

A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) APPROVING A SPECIFICATION AND SCOPE (I.E. SCOPE OF SERVICES), MINIMUM REQUIREMENTS (I.E. MINIMUM QUALIFICATIONS) AND EVALUATION CRITERIA FOR INCLUSION IN A REQUEST FOR PROPOSAL (“RFP”) FOR THE PROCUREMENT OF AN EXECUTIVE SEARCH FIRM; AUTHORIZING THE ISSUANCE OF AN RFP THROUGH THE CITY’S PROCUREMENT DIVISION FOR AN EXECUTIVE SEARCH FIRM; AUTHORIZING THE USE OF FISCAL YEAR 24-25 PROFESSIONAL SERVICE FUNDS FROM THE DIA’S ADMINISTRATIVE BUDGET FOR PROCUREMENT OF SERVICES; AUTHORIZING THE DIA’S CHIEF EXECUTIVE OFFICER TO IDENTIFY THREE (3) RESPONSE EVALUATORS; AUTHORIZING THE CEO TO NEGOTIATE CONTRACT TERMS AND CONDITIONS WITH THE HIGHEST RANKED FIRM; AUTHORIZING THE CEO OF THE DIA TO EXECUTE CONTRACT / AGREEMENT FOR THE SERVICES SOUGHT HEREIN; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the DIA’s Chief Executive Officer (“CEO”) has informed the DIA Board of Directors of her intent not to seek a contract renewal beyond the current contract term; and

WHEREAS, the DIA CEO position is an executive leadership position requiring particular experience and expertise in community redevelopment; and

WHEREAS, the DIA CEO position requires experience in community redevelopment of an urban center similar to the size and scale of Downtown Jacksonville; and

WHEREAS, the DIA recognizes that in order to identify and attract caliber of professional necessary for the successful transition of leadership, procurement of an executive search firm is necessary; and

WHEREAS, in order to procure the services of an executive search firm, the DIA approves the issuance of an RFP or functional equivalent, incorporating the following:

- Specification and Scope (I.e., Scope of Services), Exhibit 1
- Minimum Requirements (I.e., Minimum Qualifications), Exhibit 2
- Evaluation Criteria, Exhibit 3

WHEREAS, given the multiple roles the DIA has, including the Community Redevelopment Agency for Downtown’s Community Redevelopment Areas and the Economic Development Agency for Downtown, the DIA desires to utilize Fiscal Year 2024-2025 Professional Services funds within the DIA’s Administrative Budget for procurement of the services sought herein,

NOW THEREFORE BE IT RESOLVED, by the Downtown Investment Authority:

Section 1. The recitals set forth above are true and correct and are hereby incorporated herein by this reference.

Section 2. The DIA authorizes the issuance of an RFP or functional equivalent for the procurement of an executive search firm, incorporating the following:

- Specification and Scope (I.e., Scope of Services), Exhibit 1
- Minimum Requirements (I.e., Minimum Qualifications), Exhibit 2
- Evaluation Criteria, Exhibit 3

Section 3. The DIA authorizes the use of Fiscal Year 2024-2025 Professional Services funds within the DIA's Administrative Budget for procurement of these services.

Section 4. Authorizing the CEO to identify three (3) RFP evaluators, the cumulative rankings of which will be provided to the *Jacksonville Procurement Award Committee (JPAC)*.

Section 5. Authorizing the CEO to negotiate contract terms and conditions with the highest ranked firm.

Section 6. Upon successful negotiations with the highest ranked firm, authorizing the CEO to execute a contract / agreement for these services.

Section 7. This Resolution, 2024-10-09, shall become effective on the date it is signed by the Chair of the DIA Board.

WITNESS:

DOWNTOWN INVESTMENT AUTHORITY



Patrick Krechowski, Chair

Date

VOTE: In Favor: 8 Opposed: 0 Abstained: 0

SPECIFICATION AND SCOPE
SECTION II

The Downtown Investment Authority (“DIA”) is a quasi-independent agency created by the City Council of Jacksonville and governed by a nine-member board of directors, five of whom are mayoral appointees and four of whom are appointed by City Council. As a quasi-independent agency of government, the DIA operates within and under the obligations of Florida’s Public Records Law and Florida’s Sunshine Law found in Chapters 119 and 287, Florida Statutes, respectively.

The DIA’s Mission is to “To drive growth in business and investment, create a vibrant urban living environment and enhance quality of life in Downtown Jacksonville through the transparent and responsible leveraging of public investments, assets, infrastructure, and policy.” In furtherance of this mission, DIA’s guiding documents are the Business Investment and Improvement Strategy and the Community Redevelopment Agency Plans, collectively known as the Business Improvement Plan or “BID Plan.” The BID Plan as well as the summary Downtown Master Plan are included in this solicitation as Exhibits “X” and “X”, respectively.

The DIA functions as two agencies: the Community Redevelopment Agency and the Economic Development Agency for Downtown Jacksonville. The overarching responsibilities of the DIA include:

1. Acting as the Community Redevelopment Agency for management of the Community Redevelopment Area Plan’s goals and core values, and implementing the near-, mid- and long-term projects, programs, incentives and initiatives of the plan. Community Redevelopment Agencies, in addition to local laws, are governed by Florida Statutes Chapter 163, Part 3 (“Community Redevelopment Act of 1969”).
2. Managing and allocating funds from the Tax Increment Finance (TIF) Trust Fund in correlation with projects, programs and initiatives in its Community Redevelopment Area Plans.
3. Acting as the Economic Development Agency of the City of Jacksonville within the boundaries of Downtown, leveraging City allocated funds to attract investment, create jobs and restore vibrancy to Downtown Jacksonville.
4. Overseeing the Office of Public Parking, which manages City-owned parking lots and garages.

The DIA works closely with Jacksonville’s elected Mayor and City Council. The 19-member Council is the governing body for the City of Jacksonville, a consolidated City-County government and the Mayor is the head of the Executive Branch with substantial authority. DIA also works closely with City Departments (e.g. Public Works, Planning & Development), independent agencies (e.g. Jacksonville Transportation Authority “JTA”) and other local, regional and state agencies (e.g. Florida Department of Transportation).

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EXHIBIT 1

The DIA is seeking an executive search firm with particular experience and expertise in placement of downtown development/redevelopment, community redevelopment, economic development, finance, real estate development and economic policy professionals. Specific services sought include:

- (i) based on the required skills and expertise included as Exhibit "X" [Ordinance Code required qualifications] to this solicitation, assist in the refinement of the job description for the Downtown Investment Authority CEO position;
- (ii) identify and establish candidate qualifications and character standards;
- (iii) perform a market compensation study to include a recommended compensation package;
- (iv) for the purposes of understanding necessary and desired CEO traits, skills, experience and education from various perspectives, interview DIA staff, DIA Board Members, City Council members, the Mayor /members of her Administration, stakeholders, and others as to be identified in consultation with the DIA Board Chair;
- (v) conduct a national search for highly qualified candidates for the position of Downtown Investment Authority Chief Executive Officer, including outreach to encourage qualified applicants to apply;
- (vi) assist the DIA in preparing and placing advertisements for the position in appropriate publications;
- (vii) send out and receive all application materials and documents;
- (viii) review resumes for education, experience and qualifications;
- (ix) conduct educational and criminal background checks on the most qualified candidates;
- (x) conduct background checks regarding whether any civil judgments, claims, litigation, or contract disputes are pending or have been instituted against the most qualified candidates in the past 5 years or whether the most qualified candidates have been the subject of any regulatory or license agencies sanctions in the past 5 years;
- (xi) conduct a search of news articles, social media and reports of the most qualified candidates;
- (xii) evaluate candidates for serious consideration by conducting in-depth reference checks with individuals who are or have been in a position to evaluate the candidate's performance on the job. Through these reference checks, ascertain the candidate's strength in relation to the job description prepared by the Organization;
- (xiii) finalize a process for interviews and coordinate candidates' participation in interviews;
- (xiv) assist the Organization in developing a set of interview questions that reflect identified criteria and characteristics;
- (xv) notify rejected applicants; and
- (xvi) assist the DIA with contract negotiations with the top candidate(s).

The selected consultant will report to the Board of Directors of the DIA, providing the necessary financial and administrative reporting information and support to enable the Board to make responsible and prudent policy decisions.

DOWNTOWN INVESTMENT AUTHORITY CEO POSITION

The CEO is responsible for the day-to-day management of the staff and budget of the DIA. The CEO will execute the strategic direction of the DIA and develop and maintain excellent relationships with all downtown and community stakeholders, including elected officials, property owners and developers, business operators, residents, government agencies, and community leaders.

SKILLS AND EXPERTISE

The DIA seeks a CEO with a minimum of ten (10) years' experience in the identified fields , with a minimum of five (5) years at the management level. Experience in Community Redevelopment or Downtown redevelopment is preferred. For clarity, community redevelopment or downtown development experience should be in an urban area of similar size and focus to that of Downtown Jacksonville. The successful candidate will possess a strong combination of skills, expertise, professional and visionary attributes. A goal-driven approach is important, along with the ability to maintain a positive, can-do attitude marked by innovative, out-of-the-box thinking. While specific necessary skills and expertise are identified within Exhibit "X", it is expected that refinement of these will be a work product of the consultant.

MINIMUM REQUIREMENTS

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

Proposer must:

- a. Provide evidence demonstrating they have experience in placing qualified candidates in executive level leadership positions in the fields of community redevelopment, downtown development/redevelopment, economic development, real estate development, finance, economic policy and other similar disciplines in other large and medium sized Cities throughout the United States.
- b. The Consultant shall provide current proof of all business licenses required by local, state, and federal law as applicable.

EVALUATION CRITERIA

The Evaluation Committee shall determine qualifications, interest and availability by reviewing the written responses received, and, when deemed necessary, by conducting formal interviews of selected proposers that are determined to be best qualified based upon the evaluation of written responses. It is the sole responsibility of each proposer to address in its proposal each of the selection criteria described herein. Provide with your proposal any other information which would be relevant to the application of the selection criteria to your proposal.

The proposal evaluation criteria, and applicable scoring maximums, are set forth below. In the event interviews are conducted, up to 10 additional points may be added to the overall averaged score.

a. **Qualification/Experience related to this proposal (30 Maximum Points):**

To include technical education, training, and experience in similar assignments, of both the firm responding to the solicitation, and of the specific individual(s) assigned to this project, particularly with respect to experience recruiting and placing top executives in community redevelopment and downtown development/redevelopment industries, city planning, finance, real estate development and economic policy fields. Specific experience, if any, in recruiting in community redevelopment professionals for agencies of similar size and scope will be particularly relevant. Responses must include the resumes and role of those individuals performing the scope of work sought herein.

b. **Statement Defining Understanding of Need; (15 Maximum Points):**

Set forth a clear statement of the Consultant's understanding of the needs of the Authority for the services sought. This criteria will be scored on the demonstration that the Consultant has a clear understanding of the scope of work sought.

c. **Search Methodology, Approach and Schedule for Completion (25 Maximum Points):**

Qualities and indicators that should receive consideration, should generally include the Consultant's performance in converting the Scope of Services into a work plan and schedule for completion, the detail and clarity as to the respondent's approach to undertaking the project and how that approach will best achieve the desired outcome, company's ability to identify any special problems or concerns associated with the project and ideas how these obstacles should be addressed, including any approach which are designed to save time and money. The State of Florida has broad and encompassing public records and transparency in government laws (Florida's Public Records Law, found in Chapter 119, Florida Statutes and Florida Sunshine Law found in Chapter 286, Florida Statutes). Consultants must demonstrate that their methodology and approach conform to these laws.

d. **Fees and Expenses (10 Maximum Points):**

Provide a flat fee on Price Sheet Form 1. State with particularity the basis of fees, any caps or floors, and any additional costs or expenses (including out-of-pocket expenses) for which reimbursement will be expected.

e. References **(20 Maximum Points)**

(10 points) The Consultant shall provide 3-5 references from agencies or firms who successfully hired candidates proposed by the search firm within the last five (5) years together with contact information for the agency, the date of the search, and the number of years the executive hired has served in their new role.

(10 points) The Consultant shall provide a list of the ten (10) most recent executive search engagements for which the agency was hired, identifying the organization, organization contact and contact information, the general professional field of the search and the outcome of the search.