OFFICE OF ECONOMIC DEVELOPMENT
CITY OF JACKSONVILLE, FL

MEMORANDUM

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

FROM: **Paul Crawford, Deputy Director** PPC
Karen Nasrallah, Redevelopment Manager
Office of Economic Development

Subject: **Certification Letter for the KingSoutel Crossing Request for Proposals**

DATE: **January 25, 2017** P-37-17

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: See attached RFP

3. The estimated period of time needed for the service or study: One Year

4. The estimated cost of the service or study: Not to exceed $125,000

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: This work would not duplicate, but would enhance previous studies performed.

6. List of current contracts or prior services or studies which are related to the proposed study or service. N/A

7. A statement as to why the service/study cannot be done by department or agency staff: The work and area boundary is too large and complex to be performed by staff.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members:

   Paul Crawford, Deputy Director, OED – 630-7063
   Karen Nasrallah, Redevelopment Manager, OED – 630-2272

9. A project funding account number: JXSF186

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

    Lara Diettrich
    Diettrich Planning, LLC
    1332 Avondale Avenue
    Jacksonville, FL 32205

    Tony Robbins
    Prosser, Inc.
    13901 Sutton Park Drive S., Suite 200
    Jacksonville, Florida 32224

    HDR
    200 West Forsyth Street
    Jacksonville, FL 32202

    Bob Gray
    Strategic Planning Group, Inc.
    830-13 A1A, N., Suite 402
    Ponte Vedra Beach, FL 32080

    Brian Wheeler
    Genesis
    9822 Tapestry Park Circle, Suite 201
    Jacksonville, FL 32246

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.

DEPUTY DIRECTOR OF OED
TITLE

Redevelopment Manager
TITLE