ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

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

FROM: **Paul Crawford, Deputy Director, Office of Economic Development** PRC
Daphne Colbert, Project Manager, Office of Economic Development DC

SUBJECT: **Certification Letter for RFP P-27-18 Food Desert and Grocery Store Study**

DATE: **June 15, 2018**

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:

   The purpose of the RFP is to meet the requirements outlined in Ordinance 2018-195-E and "Alleviate the food desert areas within the Northwest Area".

2. The Objective of the study or services:

   Specifically outlined in Ordinance 2018-195-E to engage a consultant to help develop "Incentives for Supermarkets and Healthy Food Programs in the Northwest Area".

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

   Ordinance 2018-195-E states a period of "270 days from the effective date of this ordinance, OED shall develop the Program in consultation with the engaged

consultant and submit the Program to City Council for approval." OED staff intends to meet this timeline. However, should there be a need to extend the time in order to ensure a more complete and thorough product, OED may seek an extension. This would not be our preference, but a reality considering the desired objective.

4. The estimated cost of the service or study:

   Not to exceed $150,000 per Ordinance 2018-195-E.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

   The proposed study or service would not duplicate a prior or existing study or service.

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

   None.

7. A statement as to why the service/study cannot be done by department or agency staff:

   This service/study was dictated to be done by a consultant per Ordinance 2018-195-E.

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 – 630-7063
   Daphne Colbert, Project Manager – 630-7117

9. A project funding account number:

   Subfund 75C – Index Code JEJE75CSMIP – Subobject 03109

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

    1. Mari Gallagher
       Research & Consulting Group
       mari@marigallagher.com
       www.marigallagher.com
       (312) 229-0640

    2. Frederic E. Washington, Managing Partner
       Mount Tabor Consulting, LLC
       (352) 266-0157
       mounttaborconsulting@gmail.com

    3. Ron Berman
       Uplift Solutions
       700 Delsea Drive
       Westville, NJ 08093
       Ron.Berman@upliftsolutions.org

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 May, 2017.

Paul R. Crawford — Deputy Director
TITLE

Daphne Colbert — Project Manager
TITLE