

**PUBLIC NOTICE
AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, August 30, 2018, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202**

Committee Members: Gregory Pease, Chairman
Patrick Greive, Treasury
Jeff Close, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Paul Crawford Daphne Colbert	P-27-18	Fee & Contract Negotiations Food Desert & Grocery Store Study Office of Economic Development (OED)	That the City of Jacksonville enter into a contract with T-Brown Consultant Group for a Food Desert & Grocery Store Study by: (i) incorporating the attached Scope of Services and Contract Fee Schedule identified as Exhibit 'A & B' respectively; (ii) providing a period of service from execution of the contract to March 31, 2019 with one (1) 6-month renewal option available at terms mutually agreeable; and (iii) providing a total maximum indebtedness not-to-exceed \$105,000.00. All other terms and conditions are per the City's standard contract language and the RFP.		

MEETING ADJOURNED:

cc: Council Auditor
Subcommittee Members



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

08/27/18 09:21:59
Procurement Division

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee (PSEC)

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

SUBJECT: P-27-18 Food Desert & Grocery Store Study

DATE: August 24, 2018

The Office of Economic Development has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Food Desert and Grocery Store Study resulting in the attached Scope of Services and Fee Schedule, Exhibit A.


Accordingly, this is to recommend that the City of Jacksonville enter into a contract with T. Brown Consulting Group to provide the Food Desert and Grocery Store Study. The attached Scope and Fee Schedule specifies payable amounts under each "Component" of work along with approximate completion dates. Payments are due at the completion of all elements listed under each "Component" as identified in Exhibit A. The initial contract period will be until March 31, 2019, but may be extended with a six month renewal options per the RFP. The maximum indebtedness is a not-to-exceed amount of \$105,000.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibit A ⁴6

cc: Kirk Wendland, OED Executive Director
Alex Baker, PSEC Specialist



MEMORANDUM

TO: Office of Economic Development
FROM: Tony Brown 
SUBJECT: Food Desert and Grocery Store Study
DATE: August 22, 2018

Via Email

This memo is a follow up to our conversation and your request for additional information. Thank you for visiting with us last week. We look forward to working with the City of Jacksonville and completing the market study on food deserts in the Northwest Area of Jacksonville. We have examined our budget for this scope of services and given the clarity to use existing market data, we have reduced our budget proposal to \$105,000, payable as follows:

SCOPE & FEE SCHEDULE

Draw 1: \$23,700.00 (approximately 30 Days)

Research Component: Review of existing studies, initiatives and funding sources -- local, federal and state programs.

- a. Identify and review Healthy Food Accessibility & Affordability Studies (Florida and Nationwide)
- b. Review and document potential funding sources and their requirements
- c. Engage with government & community stakeholders for ideas and locations
- d. Review of alternate food retail models (aside from grocery stores)

Draw 2: \$25,000.00 (approximately 30 Days)

Analysis Component: Assess current access to Healthy Food Services in Northwest Jacksonville

- a. GIS analysis of food access for residents in the Northwest area by food deserts; identifying key areas and denote market eligibility for CRA Funding, New Markets Tax Credits and Opportunity Zones and other potential funding sources
- b. Denote the location of major grocers;
- c. Denote the availability of nutritional education opportunities/sources

Exhibits 'A & B'



Draw 3: \$28,150.00 (approximately 45 Days)

Program Component. Devise Program Strategy for Northwest Jacksonville (Draft 1)

- a. Present scope and intent of effort in a Community Outreach session, seeking community input.
- b. Identify target locations for new grocery stores or alternative delivery models for fresh foods, meats and vegetables.
- c. Propose funding initiatives; and identify funding partners
- d. Estimate budget for key types of grocery retail outlets: Example budgets

Draw 4: \$28,150.00 (approximately 30 – 45 Days)

Program Component. Devise Program Strategy for Northwest Jacksonville (Final)

- a. Present draft/preliminary effort at second community outreach meeting
- b. Deliver final report to Office of Economic Development
- c. Present Final Report – PowerPoint presentation to Jacksonville City Council/Committee

Billing and Invoice:

We will bill you as identified by each of the key components noted above. We have utilized the following hourly rates in determining the draw amounts outlined above.

Consultant	Hourly Rate
Tony Brown	\$ 250.00
Celeste Chavis	\$ 140.00
Cantrece Jones	\$ 140.00
Administrative Support	\$ 75.00

Please advise us of the next steps and follow up actions. We understand that due to the City's Procurement process we will likely not begin work immediately following Labor Day or September 4, 2018. However, we understand that time is of the essence and we await your contract terms and the eventual notice to proceed. Please call me at 513-276-8516 if there are any questions.

Cc: Dr. Celeste Chavis
Ms. Cantrece Jones