PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

**MEMORANDUM**

**DATE:** **December 19, 2016**

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

**FROM:** **Michael Thomas, Real Estate Manager**
**Office of Economic Development**

**Subject:** **Certification Letter for P-16-17 Civil Engineering & Land Planning Services for Cecil Commerce Center/Alliance Florida**

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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 is stated in the attached RFP

2. The Objective of the study or services request is to make available professional services as stated in the RFP.

3. The estimated period of time needed for the service or study is two years, plus two, one-year options for extension, for a maximum possible of four years

4. The estimated cost of the service is approximately $225,000.

5. These services will not duplicate prior or existing work.

6. List of current contracts or prior services or studies which are related to the proposed study or service: P24-12 Civil Engineering and Land Planning Services for Cecil Commerce Center

7. Neither the Office of Economic Development nor the Department of Public Works have the in-house capabilities to provide these services.

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

Michael Thomas, Real Estate Manager
Office of Economic Development
(904) 630-3650

Mike Sands, Chief of Development Services
Department of Public Works
(904) 255-8575

9. Funding will be identified at the time purchase orders are issued for these services

10. All firms who have expressed an interest in furnishing Engineering and Land Planning services as detailed in the RFP should be mailed a notice of this RFP

11. A signed statement to the effect that the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee members, have read and understood the Procurement Manual and Procurement Committee Guidelines dated August, 2013

Signature Michael Thomas

Real Estate Mgr., OED
TITLE

Signature MIKE SANDS

Chief Dev. Services
TITLE

Cc: William Joyce, P.E. Chief, Engineering and Construction Management Division
Ed Randolph, Director of Business Development, Office of Economic Development



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