City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St., Suite 400
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

TO: Gregory Pease, Chief, Procurement

FROM: Marlene Russell, Director Organizational Effectiveness

DATE: July 29, 2019

SUBJECT: Single Source Request P-18-1933#1

The Mayor's Office is requesting Procurement grant a single source award to Mousa Consulting, Inc. for consulting services to the Mayor and the City of Jacksonville.

Services will be effective September 1, 2019 through September 30, 2020. The scope of work will include, but not limited to consulting on development of policy and necessary legislation, executive overview of special projects or initiatives as may be directed by the Mayor.

The consultant is uniquely qualified to efficiently and effectively conduct general consulting services for the City of Jacksonville. Consultant has unique qualifications that stem from experience in serving under (5) mayoral administrations and his former roles during the twenty-one-year career as City Engineer, Public Works Director, Deputy Chief Administrative Officer, and previous 4-year tenure as Chief Administrative Officer.

Expenditures are not expected to exceed $120,000.00 and payment will be processed by contract payment request.

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Mayor's Office

FUNDING SOURCE: AFOD011AD-03109

BRIEF DESCRIPTION OF GOODS/SERVICES:

Consultant will provide consulting services to the Mayor and the City of Jacksonville

Services to be provided from September 1, 2019 through September 30, 2020.

AMOUNT OF PROJECT (attach quote): $120,000.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Services to include but not limited to: Consulting on development of policy and necessary legislation; Executive overview of special projects or initiatives as may be directed by the Mayor; review and advise on existing policies, procedures, specifications, general and special contractual conditions and other terms and conditions to maximize efficiency and effectiveness, while seeking to minimize costs; provide support to departmental directors and others on programs or policy implementation. See attached scope.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Consultant is uniquely qualified to efficiently and effectively conduct general consulting services for the City of Jacksonville. Consultant has unique qualifications that stem from his experience in serving under (5) mayoral administrations, his former roles during his twenty-one year city career as the City Engineer, Public Works Director, Deputy Chief Administrative Officer and a previous 4-year tenure as Chief Administrative Officer. See attached document for more qualifications.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The Mayor's Office has researched the availability of requested services and has discussed the same with the Procurement Office

Submitted by: Marlene Russell — Director Organizational Effectiveness

(Name) **(Title)**

Date: 7/29/19

Requesting Agency's Director's Signature: Marlene Russell

MOUSA
CONSULTING GROUP INC

Sam E. Mousa, P.E.
President

July 26, 2019

City of Jacksonville
117 W. Duval Street
Suite 400
Jacksonville, Florida 32202

Attn: Marlene Russell
Director of Organizational Effectiveness

Dear Ms. Russell:

Mousa Consulting Group, Inc. hereby proposes the following scope of work for General Consulting Services to the City of Jacksonville:

Provide General Consulting Services to the Mayor of the City of Jacksonville as may be requested from time-to-time; said services to include, but not necessarily limited to:

- Consulting on development of policy and necessary legislation;
- Executive over-view of special projects or initiatives as may be directed by the Mayor;
- Review and advise on existing policies, procedures, specifications, general and special contractual conditions and other terms and conditions to maximize efficiency and effectiveness, while seeking to minimize costs;
- Providing support to departmental directors and others on program or policy implementation;
- Creating and implementing special programs relative to improving general service availabilities; and
- Other directives as may be issued by the Mayor requiring assistance or consultation.

These services will be provided for a monthly fee of $10,000 per month and are anticipated to commence September 1, 2019. The initial period of service will be one-year from the contract effective date of September 1, 2019, with three one (1) year renewal options mutually agreed upon by both parties.

Thank you for the opportunity to submit this proposal. Please let me know if you have any questions or need any additional information.

Sincerely,

Sam E. Mousa
President

8620 Hunters Creek Drive South • Jacksonville, Florida 32256 • 904.813.0243 • semousa@comcast.net

Sam E. Mousa d/b/a Mousa Consulting Group, Inc.

Mr. Mousa is uniquely qualified to efficiently and effectively conduct general consulting services for the City of Jacksonville. Mr. Mousa's unique qualifications stem from: (1) his experience in serving under five (5) mayoral administrations which culminated in his most current tenure as the former Chief Administrative Officer of the City of Jacksonville for Mayor Lenny Curry; (2) his former roles during his twenty-year city career as the City Engineer, Director of Public Works, Interim Director of the city's former Public Utilities Department, Interim Director of the Jacksonville Housing Authority, Director of Intergovernmental Affairs, Deputy Chief Administrative Officer and a previous 4-year tenure of Chief Administrator Officer; (3) his knowledge and experience in assisting with setting city policy and developing legislation implementing said policy; (4) his experience in overseeing design and construction projects in his former roles as City Engineer and Public Works Director, and: (5) his vast knowledge of the City of Jacksonville's Consolidated Government and Independent Agencies resulting in a complete and comprehensive understanding of the City's personnel, organization and governmental structure.

Proposed Scope of Services between the City of Jacksonville and Mousa Consulting Group, Inc.

Provide General Consulting Services to the Mayor of the City of Jacksonville as may be requested from time-to-time; said services to include, but not necessarily limited to:

- Consulting on development of policy and necessary legislation;
- Executive over-view of special projects or initiatives as may be directed by the Mayor;
- Review and advise on existing policies, procedures, specifications, general and special contractual conditions and other terms and conditions to maximize efficiency and effectiveness, while seeking to minimize costs;
- Providing support to departmental directors and others on program or policy implementation;
- Creating and implementing special programs relative to improving general service availabilities; and
- Other directives as may be issued by the Mayor requiring assistance or consultation.

Exhibit 'A'

P-48-19-SS#4 – General Consulting Services

Exhibit B

Fee Schedule

Contract Amount – September 1, 2019 – August 31, 2020	$120,000.00
Contract – Not to Exceed	$120,000.00

Authorized Tasks

September 1, 2019 – August 31, 2020: Consultant is authorized a total of $120,000.00, consisting of $10,000.00 per month for Consultant to provide General Consulting Services to the Mayor of the City of Jacksonville as may be requested from time-to-time; said services to include, but not necessarily limited to:

- Consulting on development of policy and necessary legislation;
- Executive over-view of special projects or initiatives as may be directed by the Mayor;
- Review and advise on existing policies, procedures, specifications, general and special contractual conditions and other terms and conditions to maximize efficiency and effectiveness, while seeking to minimize costs;
- Providing support to departmental directors and others on program or policy implementation;
- Creating and implementing special programs relative to improving general service availabilities; and
- Other directives as may be issued by the Mayor requiring assistance or consultation.