ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

11/26/18 09:53:46
Procurement Division

November 15, 2018

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

THRU: John Pappas, Director
Public Works Department

FROM: Dave McDaniel, Chief
Mowing and Landscape Maintenance Division

Subject: **Certification Letter for RFP: P-08-19 Comprehensive Cemetery Assessment Services**

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:

   Too find a qualified professional consultant to conduct a comprehensive assessment of the gravesites and mausoleums in Hillside Cemetery, Memorial Cemetery, Old City Cemetery, Sunset Memorial Cemetery and Mount Olive Cemetery.

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

4. The estimated cost of the service or study:

   $1,200,000 dollars

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

   This would not be a duplication of study or services prior or existing.

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

   RFP: P-20-16

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

   The project involves evaluation of over 12,000 individual grave sites. Departmental staffing and the expertise required for evaluation does not allow for this large project to be handled in house.

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

   Dave McDaniel 255-4301
   Fred Pope 255-4305

9. A project funding account number:

   PWCP32EVP519 - 069505
   Project numbers: PW0872-01 Memorial Cemetery Assessment, PW0873-01 Sunset Cemetery Assessment, PW0874-01 Old City Cemetery Assessment, PW0875-01 Hillside Cemetery Assessment, PW0876-01 Mount Olive Cemetery Assessment

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

    Environmental Services Incorporated
    7220 Financial Way, Suite 100
    Jacksonville Fl. 32256

    Paleo West
    916 East Park Avenue
    Tallahassee, FL 32301

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 March, 2017

Dave McDaniel — Chief
TITLE

Dave McDaniel for Fred Pope — Landscape Architect
TITLE