ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

March 9, 2018

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Paul Crawford, Deputy Director
Office of Economic Development

Karen Nasrallah, Manager
Office of Economic Development

Subject: **Certification Letter for RFP for P-10-18 Façade Design Review Guidelines**

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: **See attached RFP**

3. The estimated period of time needed for the service or study: **Approximately three years.**

4. The estimated cost of the service or study: **Not to exceed $25,000 for the first year and hourly for years two and three**

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: **The service will not duplicate any other effort.**

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

- **The Renew Arlington Community Redevelopment Plan**
- **The Old Arlington Neighborhood Action Plan**
- **Town Center Vision Plan University (April 2005)**
- **The Renew Arlington CRA Zoning Overlay**

7. A statement as to why the service/study cannot be done by department or agency staff: **The scope of work is too complex to be performed by staff.**

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, OED – 630-7063**
   - **Karen Nasrallah, Redevelopment Manager, OED – 630-2272**

9. A project funding account number: **JEJE187FGP**

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

    - **AIA National (American Institute of Architects)**
      Shaunda Hemming (Jacksonville Chapter)
      Admin@AIAJacksonville.org
      904.210.3851

    - **Micamy Design Studio**
      Mike/MichelleBrown
      info@micamydesign.com
      904.683.6625

    - **Yves Rathle**
      studioYVESinc+concepts+architure
      yves@studioyves.com
      415.310.7001

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 March, 2017

DEPUTY DIRECTOR
TITLE

Redevelopment Manager
TITLE