JACKSONVILLE FIRE AND RESCUE DEPARTMENT

MEMORANDUM

Jacksonville
Where Florida Begins.

DATE: November 1, 2016

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: April Mitchell, Title
JFRD/Emergency Management

RE: **P-05-17** Certification Letter **Consultant Services for Disaster Consulting Services for FEMA Public Assistance Program**

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:
   Provide a dedicated team of multi-disciplined professionals to manage and oversee all aspects of the federal disaster recovery process

3. The estimated period of time needed for the service or study:
   1 year

4. The estimated cost of the service or study:
   $900,000

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:
   This is not a duplication of any previous studies or services provided the City of Jacksonville.

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

   BID: AD-0301-17, Contract 10144-01

1. A statement as to why the service/study cannot be done by department or agency staff:
   The expertise required to navigate this process is not found internally.

2. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members
April Mitchell – 630-0209
John Shaw – 255-3114

3. A project funding account number:
FREP165-AFA017-01

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

   Ernst & Young LLP, Allen Melton - allen.melton@ey.com
   Witt Group Holdings, LLC Barry W. Scanlan – bscanlon@wittassociates.com
   Hagerty Consulting, Katie Freeman – Katie.freeman@hagertyconsulting.com
   Arcadis, Frank C. McColm – Frank.McColm@arcadis.com

5. 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 August, 2013

   (See: http://inside.coj.net/op/pr/default.aspx)

_____	**JFRD Finance Chief**_____
Signature	TITLE
_____	**Emergency Preparedness Supervisor**_
Signature	TITLE

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