ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

March 18, 2019

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Guy Parola, Operations Manager
Downtown Investment Authority (DIA)

Brian Hughes, Interim C.E.O, Mayor's Chief of Staff
Downtown Investment Authority (DIA)

Subject: Certification Letter for P-23-19 Consultant Services for Consolidated Downtown Development of Regional Impact

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:

   The purpose of the service is to abandon the Downtown Development of Regional Impact while vesting development rights conveyed therein. This will require multiple

amendments to the City's Land Development Regulations and Comprehensive Plan as well as going through the State abandonment process.

2. The Objective of the study or services:

   Eliminate the antiquated portions of the D.R.I. while vesting the development rights conveyed therein and converting those development rights into an existing system (e.g. Mobility Plan).

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

   The anticipated period is 9 to 12 months.

4. The estimated cost of the service or study:

   It is anticipated that the cost of the service may reach $350,000 due to the number of skillsets and analysis involved (e.g., land use planning, transportation planning and modeling, etc.)

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

   There are no other services or studies parallel to this.

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

   There are no other services or studies parallel to this.

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

   There is not the number of staff nor the skillsets involved to undertake this service.

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

   Brian Hughes, 255-5012
   Guy Parola, 255-5305

9. A project funding account number:

   DIAD011DIA

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

    Will be provided at later date.

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

DIA Operations Manager

TITLE