



SHELBY COUNTY GOVERNMENT
 160 N. Main Street, Suite 900, Purchasing
 MEMPHIS, TENNESSEE 38103
 (901) 222-2250

Purchase Order No
P032047

Issue Date
09/11/18

Purchase Order

Vendor No M8096	Delivery Required 06/30/19	Terms N30	Ship Via	F O B DEST	Requestion No R068958
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Issued **NATIONAL AUDUBON SOCIETY, INC.**
 To **225 VARICK STREET**
7TH FLOOR
NEW YORK, NY 10014

Ship **SHELBY COUNTY DIVISION OF PLANNING**
 To **DEVELOPMENT**
125 N. MAIN, RM 468
MEMPHIS, TN 38103

EOC #: EXEMPT
 Buyer: DEBRA LOUIS

IF MATERIAL SAFETY DATA SHEETS ARE
 REQUIRED ON PRODUCT(S) THAT YOU WILL BE
 PROVIDING PLEASE SUBMIT SAME WITH
 PRODUCT(S) DELIVERED.

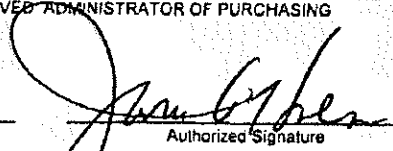
Item	Quantity	U/M	Description	Unit Price	Extended Price
1			PROVIDE DESIGN AND PROGRAMMING SERVICES IN THE DEVELOPMENT OF THE NATURAL WILDLIFE PORTION OF THE BIG CREEK PROJECT, UNDER THE CDBG-NDR GRANT, PER THE PROPOSAL SUBMITTED BY MIKE MURACO DATED 07/18/2018. CONTACT PERSON: JIM VAZQUEZ, 901-636-7170 **SINGLE SOURCE APPROVAL** COMMODITY: 918/32 ACCOUNT DISTRIBUTION: 297-271271-6678	15000.00000	15000.00
Total of Purchase Order					15000.00

I hereby certify that the goods/services on attached invoice(s)
 have been received and that payment is in order.
 This is a Partial payment Final payment on this P.O.
 Payment amount approved: \$ _____
 Signature _____ Date _____

ORDER SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE
 BILLING INSTRUCTIONS. SHOW PURCHASE ORDER NUMBER
 IN ALL INVOICES. NOTE: PAYMENTS MAY BE DELAYED UNLESS
 BILLING INSTRUCTIONS ARE FOLLOWED EXACTLY.

SEND ORIGINAL INVOICE TO:
 SHELBY COUNTY DIVISION OF PLANNING
 DEVELOPMENT
 125 N. MAIN, RM 468
 MEMPHIS, TN 38103
 901-576-7197

JANICE A. HOLMES
 APPROVED ADMINISTRATOR OF PURCHASING

09/11/18
 Date 
 Authorized Signature

Vazquez, Jim

From: Masin, Chris <Chris.Masin@shelbycountyttn.gov>
Sent: Wednesday, September 19, 2018 1:27 PM
To: 'sgreen@audubon.org'
Cc: Needham, Tom; Vazquez, Jim; Morris, Jason; Modzelewski, John
Subject: Shelby County Big Creek Project
Attachments: Notice to Proceed_Strawberry Plains.pdf

Ms Green:

Please see the attached Notice to Proceed and copy of Purchase Order for your help in the Shelby County Resiliency Grant project. Now that you are onboard we hope to begin involving you in our coordination meetings with staff and consultants. Thank you for your assistance in this project. If you have any immediate questions, please do not hesitate to contact me. Please include the PO# on any invoice you send us and direct them to my attention for processing.

Thanks,

Chris Masin, P.E.
Senior Engineer

Shelby County Government
6463 Haley Road
Memphis, TN 38134
Office: (901) 222-7705
Direct: (901) 222-7746
Fax: (901) 222-7747
Cell: (901) 497-3616



Shelby County Government

LEE HARRIS
MAYOR

September 18, 2018

Mr. Mike Muraco
Strawberry Plains Audubon Center
285 Plains Road
Holly Springs, MS 38635

RE: Big Creek Resilience Project

Dear Mr. Muraco:

Shelby County is pleased to have the Strawberry Plains Audubon Center collaborate on the Big Creek Resilience Project. Please accept this letter as your "Notice to Proceed" with work on the project effective immediately. Attached is a copy of the Purchase Order. Please include the PO number P032047 on invoices you send.

If you have any questions, please let me know.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Chris Masin".

Chris Masin
Senior Engineer

cc: Darren Sanders
Tom Needham
Jim Vazquez



July 18, 2018

Mr. Tom Needham
Director
Shelby County Public Works
160 N. Main St., Suite 1127
Memphis, Tennessee 38103

RE: Big Creek Resilience Project Proposed Services

Dear Mr. Needham,

The National Audubon Society (NAS) has been one of the most respected conservation nonprofit organizations in the world since 1905. For the past 20 years, Strawberry Plains Audubon Center (SPAC), has served as the regional focal point for NAS in the Mid-South. Our conservation efforts focus around the belief that where wildlife thrives, so do people and communities.

The Big Creek Resilience Project aligns directly with three of our strategic conservation priorities: Water, Bird-Friendly Communities, and Climate. More specifically, the project offers SPAC the opportunity to expand its regional influence and participate in important community driven conservation, flood mitigation, and environmental education.

Strawberry Plains Audubon Center proposes to collaborate with Shelby County staff and consultants from Dalhoff Thomas Design Studio, Sasaki, and Barge Waggoner Sumner & Cannon, Inc. to:

- Assist in the development of the Big Creek Resilience Master Plan and corresponding Booklet by providing biological and technical input, draft review, and participation in planning and design team meetings.
- Provide expertise during the Construction Documents phase on components such as habitat structure and species composition, restoration methods, long-term management needs, and biological monitoring/reporting. We will participate in design team meetings and provide necessary technical resources/documentation.
- Utilize 20 years of experience in conservation land management, mitigation, restoration, and environmental education in the Greater Memphis Region to provide data driven answers to questions regarding the benefits and possible environmental impacts of the Big Creek Resilience Project. This includes participation in public forums and other forms of message communication.
- Leverage National Audubon Society's reputation as a longstanding grass-roots conservation organization and Strawberry Plains Audubon Center's regional connection to garner community support and stakeholder engagement.

- Consult on long-term land management and educational programming needs as requested by Shelby County.

It is anticipated that approximately 25% of one full-time staff member's time will be committed to the Big Creek Resilience Project over the next 12 months, at a rate of \$28.85 / hour for a total estimated cost of \$15,000.

Please address any questions or concerns regarding this proposal to the assigned project manager, Stephanie Green sgreen@audubon.org.

Sincerely,



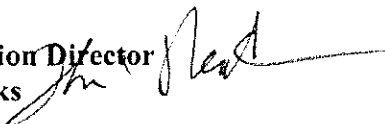
Mike Muraco
Center Director

CC: Stephanie Green

SHELBY COUNTY GOVERNMENT
DIVISION OF PUBLIC WORKS
INTER-OFFICE COMMUNICATION

To: Janice Holmes, Administrator
Shelby County Purchasing

From: Thomas E. Needham, Division Director
Shelby County Public Works



Date: July 26, 2018

Subject: Strawberry Plains Audubon Center

The Shelby County Public Works Division (County) wishes to enter into a contract with Strawberry Plains Audubon Center on a single source basis, to provide design and programming services in the development of the natural wildlife portion of the Big Creek project funded by the National Disaster Residency Competition.

The application for the Big Creek Activity that was submitted for the NDRC grant included requirements for the project to create sustainable natural wildlife areas and walking trails. The Activity also included planned educational experience for school children on the natural environment.

Strawberry Plains Audubon Center, located in Strawberry Plains Mississippi has the unique ability to provide this service. The mission of Strawberry Plains States:

Through education and demonstration Strawberry Plains Audubon Center inspires ecological stewardship and leads community action to conserve and manage our landscape for biodiversity and habitat for birds and other wildlife.

Strawberry Plains accomplishes this Mission utilizing multiple means, including programs with Boy and Girl Scouts, Field Trips for Local Schools, and guided hiking trips by the Audubon Naturalists. This experience will provide a level of expertise that is needed to assure the Big Creek Activity meets and exceeds the goals set forth in the NDRC grant application.

The fee for these services provided by Strawberry Plains Audubon Center is \$15,000.00 for the period from August 1, 2018 through July 31, 2019. Funds are available in Account 297-271271-6678

Based upon the above, we are requesting approval of this single source request. Please advise in the event there is anything further that you may need herein.