



Post Office Box 3005
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May 15, 2025

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
REQUEST FOR PROPOSAL
TMT FACILITIES MAINTENANCE BUILDING NEW AWNING
JPA CONTRACT NO. RFP MC-2061

The item(s) of this Addendum shall modify and become a part of the contractual documents for this project as of this date.
(Failure to acknowledge this addendum will be grounds for rejection of proposal.)

PHYSICAL CHANGES TO CONTRACT SPECIFICATIONS

Item No. 01

DELETE: "Required Limits of Insurance", Pages RLI-1 thru RLI-2 AND REPLACE WITH: REVISED "Required Limits of Insurance", Per Attachment No. 3 of this Addendum.

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1 - Pre-Bid Conference Meeting Minutes, held 05/08/2025 at 10:00 AM
Optional Site Visit scheduled on 05/08/2025 at 2:00 PM

Attachment No. 2 - Response to Questions

Attachment No. 3 - ***"REVISED"*** Required Limits of Insurance, pages RLI-1 thru RLI-3

Acknowledgment of the following addenda is hereby made:

Addendum #1, Dated: _____ Initials _____

Company _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED IN YOUR BID SUBMISSION, FAILURE TO ACKNOWLEDGE ADDENDUM WILL BE GROUNDS FOR REJECTION OF BID.

PLEASE VISIT [HTTP://WWW.JAXPORT.COM/PROCUREMENT/ACTIVE-SOLICITATIONS](http://www.jaxport.com/procurement/active-solicitations) PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.

PRE-PROPOSAL MEETING INSTRUCTIONS
JPA Contract: RFP MC-2061
DESIGN-BUILD TMT FACILITIES MAINTENANCE BUILDING NEW AWNING

Date: Thursday, May 8, 2025

Time: 10:00 AM *(recording started at 10:00 AM)*

Good morning! It is now **10:00 AM** on **Thursday, May 8, 2025** and the Pre-Proposal Meeting for JPA Contract No. **MC-2061 DESIGN-BUILD TMT FACILITIES MAINTENANCE BUILDING NEW AWNING** will now begin. This meeting is being held via ZOOM Meeting teleconference which allows interested persons to view and participate remotely.

This meeting is subject to Florida Sunshine Laws and therefore, is being recorded.

As I am introducing the JAXPORT Staff, I ask that outside companies please type your name and the company you represent in the "Chat Box".

We will begin the meeting by introducing JAXPORT Staff Members:

JAXPORT STAFF IN ATTENDANCE:

- | | |
|---|--|
| ☒ Name: Retta Rogers | Title: Procurement Support Specialist |
| ☒ Name: Christopher Good | Title: Director, Procurement Services |
| ☒ Name: Raynesha Jones | Title: Manager, Procurement Services |
| ☒ Name: Michael McCoy | Title: Coordinator, Vendor Management & SEB Programs |
| ☒ Name: Terri Lemon-Scott | Title: Contract Specialist |
| ☒ Name: Jack Taylor | Title: Project Manager |
| ☒ Name: Jose Vazquez | Title: Director, Project Management |
| ☒ Name: Brandon Braziel | Title: Project Manager |

IDENTIFY MEMBERS OF PUBLIC ATTENDEES - *(Listed Alphabetically by Company's Name)*

COMPANIES' ATTENDANCE RECORD OF PRE-PROPOSAL MEETING	
REPRESENTING AGENT	COMPANY'S NAME
1. No External Participates in Attendance	

Instructions for all participants/members of the public –

- i. To avoid any microphones transmitting sounds that causes feedback, echoes or sounds that will otherwise cause a disruption to this meeting, participants (regardless of how they are accessing this meeting) are asked to keep their microphones on "mute" at all times when *not* speaking. PLEASE TAKE A MOMENT AND "MUTE" YOUR MICs FOR THIS MEETING.
- ii. Any individual who wishes to speak, should "unmute" their microphones and wait to be recognized by the host before speaking.

PRE-PROPOSAL MEETING INSTRUCTIONS
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- iii. When called upon, please announce your name and the company you are representing.
- iv. Each person speaking should do so clearly and slowly to ensure they are heard and understood for recording purposes and by other participants and attendees.

Key Dates:

Questions and Addenda:

Any questions after the meeting and site visit must be by e-mailed to the attention of Retta Rogers at retta.rogers@jaxport.com. Please do not send questions to anyone else. The deadline to submit questions by e-mail is: **MONDAY, MAY 12, 2025 at 4:00 PM (ET)**

SOQ's and Technical Proposals are Due: THURSDAY, MAY 22, 2025 at 2:00 PM (ET)

Statements of Qualification, Technical Specification and Price Proposal and all required supplemental material as described in "Proposer Contents and Format", must be submitted in **PDF Format Only** through E-Builder. RFP packages and supplemental documents submitted through Email or Fax will not be accepted or considered. **Until further notice, JAXPORT is *not* accepting any RFP packages submitted by Mail or Hand-Deliveries.** Please visit JAXPORT's website at www.jaxport.com for more information and updates.

The RFP package (SOQ and Technical Proposal) PDF file name should read **"MC-2061 (SOQ and Technical Proposal)"**

QUALIFICATION & TECHNICAL PROPOSAL PROCESS

Two Step Selection Process: Step-One Qualifications and Technical Proposals (See pages 8 -10).

(a) Qualification Criteria – Pass/Fail Evaluation

- Proposers History
- Proposers Engineer of Record
- Licensed Contractor
- Project Staffing
- Experience Modification Rate

(b) Technical Proposal Criteria

- | | |
|----------------------|-------------------|
| • Project Approach | 60 Points |
| • Schedule | 15 Points |
| • Safety | 15 Points |
| • Quality Control | 10 Points |
| TOTAL MAXIMUM | 100 Points |

the Proposer must not discuss or reveal elements of its Price Proposal in its Qualification & Technical Proposals (see page 9).

Step Two – Price Proposals

PRE-PROPOSAL MEETING INSTRUCTIONS
JPA Contract: RFP MC-2061
DESIGN-BUILD TMT FACILITIES MAINTENANCE BUILDING NEW AWNING

Price Proposals will be Opened: WEDNESDAY, JUNE 4, 2025 at 2:00PM (ET)

Only competitive range qualified proposers will be invited, under a separate invitation key, to submit a price proposal. The RFP package (Price Proposal) PDF file name should read **"MC-2061 (Price Proposal)"** For Proposal submission, please refer to page 15 of the RFP.

RFP package (SOQ and Technical Proposal) must be submitted prior to 2:00 PM (ET), THURSDAY, MAY 22, 2025 and RFP package (Price Proposal) must be submitted prior to 2:00 PM (ET), WEDNESDAY, JUNE 4, 2025. The submit button in E-Builder will deactivate exactly at 2:00 PM (ET) and you will not be permitted to submit your proposal regardless of where you are in the process. Please plan accordingly.

ADDENDA

It is Mandatory that the Proposers shall acknowledge the inclusion of all addenda on the signature page. Acknowledgement shall be by initials and date. **Failure to acknowledge all addenda shall result in rejection of the Proposers RFP package.**

At the Bid Opening for Price Proposals on **WEDNESDAY, JUNE 4, 2025 at 2:00PM**, The Director of Procurement will announce the Evaluation Committee's average technical score for each proposer prior to the opening of the price proposals.

The proposer to be recommended for an award of this project will be that Proposer whose adjusted score is the lowest and is the most qualified and capable bidder. JAXPORT does reserves the right to waive any informalities in any bid.

Time for Completion: 120 Calendar Days after receipt of Notice to Proceed

Liquidated Damages \$904.00 per calendar day – SC-2

The Warranty for this project is **One (1) Year** from date of Substantial Completion – SC-3

There is a bid bond required to be submitted with the price proposal only. That information is on pages 18 - 19.

Site Visit: A **Site Visit** will be held at **2:00 PM (ET), THURSDAY, MAY 8, 2025**. Attendees will meet at JAXPORT's TMT Facilities Maintenance Building, located at 2039 E. 11th Street. Contact Person will be Jack Taylor, Project Manager. **Please email retta.rogers@jaxport.com or call at (904) 603-1346 to have your name added to the Roster.**

All attendees must have a HARD HAT, SAFETY BOOTS AND VEST. No questions will be answered during the site visit.

Insurance Requirement: Updated Required Limits of Insurance will be included with Addendum No. 1 (RLI-1 through RLI-3)

Security Implementation Procedures: Item U., Page 31

PRE-PROPOSAL MEETING INSTRUCTIONS
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SEB Requirements: SEB Goals for this project is 5%. Contact Michael McCoy, Coordinator, Vendor Management and SEB Programs at (904) 357-3003 for more information.

Scope of Services: Jack Taylor will give an overview of the Scope of Work as outlined in the specification documents.

Note: These minutes shall become a part of the bid documents and contract agreement. Any corrections, additions or errors will be brought to the attention of the Project Manager within 5 days after receipt of the minutes. It shall be the responsibility of the contractor submitting a proposal for this contract to ensure that all Subcontractors, Suppliers, and services that are incorporated into his proposal have received benefit of the minutes and any addenda that may be issued.

If there are no additional questions, I will read back the names of the attendees. As mentioned, if I do not read back your name please bring it to my attention prior to close of this "ZOOM Meeting"

Thank you for your participation and we look forward to your attendance at the Site Visit and receipt of your response.

Meeting adjourned at 10:15 AM, Thursday, May 8, 2025

Prepared by Retta Rogers, Procurement Support Specialist

JAXPORT CONTRACT NO.: RFP_MC-2061
DESIGN-BUILD TMT FACILITIES MAINTENANCE BUILDING NEW AWNING
Optional Site Visit Attendance List
Thursday, May 8, 2025 at 2:00 PM

Attended	Indiv. Name	FL ID / TWIC	Company
Y	Nicole Gonzalez	N/A	Hugus Group
Y	Perry Fillingane	N/A	Hugus Group
JAXPORT STAFF			
Y	Jack Taylor	TWIC	JAXPORT



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**REQUEST FOR PROPOSAL
DESIGN-BUILD TMT FACILITIES MAINTENANCE BUILDING NEW AWNING
JPA CONTRACT NO. RFP MC-2061**

**ADDENDUM NO. 01
RESPONSE TO QUESTIONS**

1. What is the expected date for construction?

ANSWER: Construction shall begin after the approval of shop drawings and delivery of materials following the completion of the design phase. Schedule is to be determined by the design-build contractor and construction must be complete within the contract time (120 calendar days from Notice to Proceed).

2. Is there a Statement of Qualifications Form that should be filled out? Or Only the information listed on Page 3, Proposal Contents and Format.

ANSWER: Refer back to RFP documents and submit your SOQ & Technical Proposal accordingly.

***"REVISED"* REQUIRED LIMITS OF INSURANCE**

Prior to commencing Work, Contractor shall furnish Owner with Certificates of Insurance (COI), and copies of required Endorsements and Forms, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

Additional Insured Endorsement must be submitted with COI document.

Owner shall be included as an additional insured under the Commercial General Liability policy for on-going and completed operations.

Primary & Non-Contributory Endorsement must be submitted with COI document.

Contractors CGL coverage must be Primary and Non-Contributory.

Waiver of Subrogation is required for Workers Compensation, CGL, and Auto Liability.

Waiver of Subrogation Form must be submitted with COI document.

1. WORKERS' COMPENSATION/EMPLOYERS' LIABILITY

Part One - There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by the Florida Workers' Compensation Act, or any other coverage required by the contract documents, which are customarily insured under Part One of the standard Workers' Compensation Policy.

Part Two - The minimum amount of coverage required by the contract documents which are customarily insured under Part Two of the standard Workers' Compensation Policy shall be:

- \$500,000 (Each Accident)
- \$500,000 (Disease-Policy Limit)
- \$500,000 (Disease-Each Employee)

2. COMMERCIAL GENERAL LIABILITY

Commercial General Liability Policy with the following minimum limits:

- \$500,000 (Each Occurrence)
- \$500,000 (General Aggregate)
- \$500,000 (Products Completed & On-going Operations)
- \$500,000 (Bodily injury and Property Damage)
- \$500,000 (Personal and Advertising Injury)

3. BUSINESS AUTO POLICY

- \$500,000 (Minimum)

Per accident for bodily injury and property damage. Maximum deductible or self-insured retention in an amount not exceeding \$10,000. Any deductible or self-insurance retention should be indicated on the Bidder's COI document.

- Covering any auto (code 1);
- If no owned autos, hired (Code 8) and Non-owned autos (Code 9)

4. UMBRELLA LIABILITY (if CGL limits are less than Required Limits)

Minimum underlying coverages shall include Commercial General Liability, Automobile liability and Contractors Pollution Liability.

5. PROPERTY INSURANCE / BUILDER' RISK

If this contract includes construction of or additions to above ground buildings or structures, Contractor shall provide Builder's Risk insurance written on 'All-Risk' coverage form with the minimum amount of insurance to be 100 percent of the completed value of such building(s), structure(s) or addition(s).

If the contract does not include construction of above ground buildings, structures or additions but does involve the installation of machinery or equipment, Contractor shall provide an Installation Floater with the minimum amount of insurance to be 100 percent of the completed value of such installed machinery of equipment.

6. CONTRACTOR LIABILITY

Contractor shall obtain Contractors Liability coverage for property damage to such building(s), structure(s) or addition(s) with applicable sub-limits, or equivalent policy form with the minimum amount of insurance to be 100 percent of the completed value of such building(s), structure(s) or addition(s).

Contractor shall maintain such Contractor Liability insurance from the inception of its services, and until at least three (3) years after completion of all services required under this Agreement.

Prior to commencement of services, the Proposer / Consultant shall provide to JPA a certificate or certificates of insurance, signed by an authorized representative of the insurer(s) evidencing the insurance coverage specified in the foregoing Articles and Sections. The required certificates shall not only name the types of policies provided, but shall also refer specifically to this Agreement and Article, and to the above paragraphs in accordance with which insurance is being furnished, and shall state that such insurance is provided as required by such paragraphs of this Agreement.

Cross-Liability Coverage: If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

Sub-Contractor's Insurance: Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified in this agreement. When requested by Owner, Contractor shall furnish to Owner copies of certificates of insurance evidencing coverage for each subcontractor.

Failure of Contractor to maintain the required insurance shall constitute a default under this Agreement and, at Owner's option, shall allow Owner to terminate this Agreement.

Failure of Owner to demand such certificate or other evidence of full compliance with these insurance requirements, or failure of Owner to identify a deficiency from evidence that is provided, shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

No Representation of Coverage Adequacy: By requiring the insurance as set out in this Agreement, Owner does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities provided to Owner in this Subcontract.

If the Contractor/Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Owner requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor/consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Owner.