



Post Office Box 3005
2831 Talleyrand Avenue
Jacksonville, Florida 32206-0005
www.jaxport.com

September 28, 2026

ADDENDUM NO. 02
TO
SPECIFICATIONS AND CONTRACT
DOCUMENTS FOR
REQUEST FOR
QUALIFICATIONS
CRANE ENGINEERING SERVICES
(REBID)
JPA CONTRACT NO. RFQ AE-178DR

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)

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1

Pre-Submission Meeting Minutes held Thursday, September 24, 2026, at 10:00 AM (ET)

Acknowledgment of the following addenda is hereby made:

Addendum #1, Dated: _____ Initials _____

Company _____

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

PLEASE VISIT <http://www.JAXPORT.com/procurement/active-solicitations> PRIOR TO THE PROPOSAL OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.

PRE-SUBMISSION MEETING
REQUEST FOR QUALIFICATIONS

RFQ _AE-178D CRANE ENGINEERING SERVICES

Date: Thursday, September 24, 2026

Time: 10:00 AM

Good afternoon! It is now **10:00 AM** on **Thursday, September 24, 2026**, and this is the Pre-Submission Meeting for **JPA REQUEST FOR QUALIFICATIONS OF AE-178D CRANE ENGINEERING SERVICES (REBID)**.

This meeting is being held via “ZOOM” teleconference which allows interested persons to view and participate remotely.

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

Instructions for all participants/members of the public –

To avoid any microphones transmitting sounds that causes feedback, participants are asked to always keep their microphones on “mute” when not speaking. PLEASE TAKE A MOMENT AND “MUTE” YOUR MICs FOR THIS MEETING.

- I. Any individual who wishes to speak, should “*unmute*” their microphones and wait to be recognized by the host before speaking.
- II. When called upon, please announce your name and the company you are representing.
- III. 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.

I will begin the meeting by introducing JAXPORT Staff Members in attendance.

And as I am doing so, I ask that all outside companies please type their full name and the company they were representing in the “Chat Box”.

JAXPORT STAFF IN ATTENDANCE:

- | | |
|--|---------------------------------------|
| ☒ Name: Angelia Wilson | Title: Director, Procurement Services |
| ☒ Name: Elijah Wright | Title: Sr. Contract Specialist |
| ☒ Name: Jose Vazquez | Title: Sr. Director, Engineering |
| ☒ Name: Evan Boyce | Title: Port Engineer |

IDENTIFY MEMBERS OF PUBLIC ATTENDEES

Please clearly state your name and the company you are representing. *(Allow time for each person to speak, add their name to the Attendance list, and ask again at the conclusion of the meeting for verification).*

	Company Name	First Name	Last Name
1	Boos Navarre Consulting Engineers	Brad	Navarre
2	Paul Bridges & Associates, LLC	Ellis	Bridges
3	Taylor Engineering, Inc.	Jennifer	Calabro

Key Dates:

- Any questions after the meeting must be e-mailed with the **SUBJECT: AE-178D CRANE ENGINEERING SERVICES (REBID)**, only to Elijah.Wright@JAXPORT.com. The deadline to submit questions is: **Friday, September 25, 2026, at 2:00 PM (ET)**.
- Statement of Qualifications (SOQs) are due on **Thursday, October 8, 2026, at 2:00 PM (EST)**. SOQs and all required supplemental material listed in **Section 4.01 Instructions and 4.02 Required Forms and Documentation**, must be submitted in **PDF Format** through E-Builder only. The PDF file name should read **"AE-178DR."** **JAXPORT is *not* accepting any SOQ packages submitted by mail, hand delivery, fax or email. Please visit JAXPORT's website at www.JAXPORT.com for more information and updates.**
- The Request for Qualifications document can be obtained from our website: <https://www.jaxport.com/procurement/active-solicitations/>.

I will now pass the meeting over to Mr. Michael McCoy, Coordinator, Vendor Management & SEB Programs for the **SEB Requirements. (The JPA has not established a minimum Small Emerging Business Participation Goal. However, SEB participation is encouraged. For any questions, please feel free to reach out to Michael.McCoy@JAXPORT.com**

I will now pass the meeting over to Evan Boyce, Port Engineer, for the **Scope of Services:**

Note: These minutes shall become part of the contract documents. Any corrections, additions or errors must be brought to the attention of JAXPORT Procurement Services within 5 days of receipt of the minutes. It shall be the responsibility of the Proposer submitting a SOQ to ensure that all Subconsultants, Suppliers, and services that are incorporated into their proposal have received the benefit of the minutes and any addenda that may be issued.

Thank you for your participation and we look forward to your submission.

This Meeting is adjourned at **10:09 AM (ET)**

Documented By: Elijah Wright, Sr. Contract Specialist