



Post Office Box 3005
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April 29, 2026

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT
DOCUMENTS FOR
REQUEST FOR
QUALIFICATIONS
CRANE ENGINEERING SERVICES
JPA CONTRACT NO. RFQ AE-178D

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
****Changes have been highlighted for ease of review***

Item No. 01

In reference to the "**Ten Percent (10%) Small Emerging Business (SEB) participation goal**", throughout the Specifications and all e-Builder Notifications, **DELETE** in its entirety. The referenced goal is hereby removed"

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1

Pre-Submission Meeting Minutes held Thursday, April 23, 2026, at 3:00 PM (ET)

Attachment No. 2

Response to Questions submitted by Email and in Trimble Unity Construct (e-Builder)

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, April 23, 2026

Time: 3:00 PM

Good afternoon! It is now **3:00 PM** on **Thursday, April 23, 2026**, and this is the Pre-Submission Meeting for **JPA REQUEST FOR QUALIFICATIONS OF AE-178D CRANE ENGINEERING SERVICES**.

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” and I will read the names for the record.

JAXPORT STAFF IN ATTENDANCE:

☒	Name: Angelia Wilson	Title: Director, Procurement Services
☒	Name: Raynesha Jones	Title: Manager, Procurement Services
☒	Name: Jerrie Gunder	Title: Sr. Contract Specialist
☒	Name: Elijah Wright	Title: Sr. Contract Specialist
☒	Name: Michael McCoy	Title: Coordinator, Vendor Management & SEB Programs
☒	Name: Jose Vazquez	Title: Sr. Director, Engineering
☒	Name: Evan Boyce	Title: Port Engineer
☒	Name: Jack Taylor	Title: Project Manager

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	APITM Port Services	Ron	Coddington
2	APITM Port Services	Douglas	McLendon
3	Moffat & Nichol	Nancy	Lehr
4	Boos Navarre Consulting Engineers	Brad	Navarre
5	Paul Bridges & Associates	Paul	Bridges

6	Taylor Engineering, Inc.	Jake	ATTACHMENT NO. 01 Sydnor
7	Laurence & Associates, LLC	William	Laurence
8	Laurence & Associates, LLC	Jackson	Laurence
9	Atkins Realis	M R	Hasan

Key Dates:

- Any questions after the meeting must be e-mailed with the **SUBJECT: AE-178D CRANE ENGINEERING SERVICES**, only to Elijah.Wright@JAXPORT.com. Please do not send questions to anyone else. The deadline to submit questions is: **Monday, April 27, 2026, at 4:00 PM (ET)**.
- Statement of Qualifications (SOQs) are due on **Thursday, May 7, 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-178D."** **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**.

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

Question & Answers: Questions should be sent via email submission to Elijah.Wright@JAXPORT.com and will be answered via Addendum.

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.

Meeting adjourned at **3:11 PM (ET)**

Documented By: Elijah Wright, Sr. Contract Specialist



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ADDENDUM NO. 01

REQUEST FOR QUALIFICATIONS CRANE ENGINEERING SERVICES

JPA CONTRACT NO.: AE-178D

RESPONSE TO QUESTION(S)

1. Given the short timeline, would JAXPORT be amenable to waiving the requirement for accountant-audited FY25 statements and instead allow one of the below? a) Submit accrual based in-house financial statements for the year ended December 31, 2025 b) Submit GAAP basis (accrual) compiled financial statements for the year ended December 31, 2025 without disclosures?

ANSWER: No, JAXPORT requests the most recent audited Financial Statements. If FY 25 is not available, please provide FY 24.

2. The RFQ requires that the firm responding to the RFQ provide audited financial statements by an independent CPA for FY2025. Can JAXPORT provide a reasoning for this requirement?

ANSWER: Financial statements are requested primarily to assess a firm's financial health, stability, and capacity to perform under the contract without disruption. These statements are not public records.

3. The RFQ states that the SOQ shall be a maximum of 25 pages and that the 25-page count does not include the additional required documentation. Should the required documentation be split from the SOQ document or can they be combined into one single document for the submittal?

ANSWER: Required documents may be submitted with the SOQ or separately; however, they should be clearly labeled accordingly.