



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

February 11, 2025

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
MARINE ENGINEERING CONSULTING AND DESIGN SERVICES
JPA CONTRACT NO. AE-178B

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 Conference Meeting Minutes held on Tuesday, January 28, 2025 at 10:00 AM

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 ON THE PRICE PROPOSAL FORM, FAILURE TO ACKNOWLEDGE ADDENDUM WILL BE GROUNDS FOR REJECTION OF PROPOSAL.

PLEASE VISIT [HTTP://WWW.JAXPORT.COM/PROCUREMENT/ACTIVE-SOLICITATIONS](http://www.jaxport.com/procurement/active-solicitations) OR CALL THE PROCUREMENT DEPARTMENT AT (904) 357-3455, PRIOR TO THE PRICE PROPOSAL OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.

PRE-SUBMISSION MEETING
REQUEST FOR QUALIFICATIONS

RFQ_AE-178B MARINE ENGINEERING CONSULTING AND DESIGN SERVICES

~ and ~

RFQ_AE-178C CIVIL AND STRUCTURAL ENGINEERING CONSULTING AND DESIGN SERVICES

Date: TUESDAY, JANUARY 28, 2025

Time: 10:00 AM

Good morning! It is now **10:00 AM** on **TUESDAY, JANUARY 28, 2025** and this is the Pre-Submission Meeting for **JPA REQUEST FOR QUALIFICATIONS** of **AE-178B MARINE ENGINEERING CONSULTING AND DESIGN SERVICES** and **AE-178C CIVIL AND STRUCTURAL ENGINEERING CONSULTING AND DESIGN SERVICES**.

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.

Instructions for all participants/members of the public –

To avoid any microphones transmitting sounds that causes feedback, echoes or sounds what 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.

- 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: Retta Rogers	Title: Director, Procurement Services
☒ Name: Jerrie Gunder	Title: Sr. Contract Specialist
☒ Name: Sandra Platt	Title: Manager, Procurement Services
☒ Name: Terri Lemon-Scott	Title: Contract Specialist
☒ Name: Chris Good	Title: Director, Procurement Services
☒ Name: Jose Vazquez	Title: Director, Project Management
☒ Name: Tripper Jones	Title: Sr. Director, Engineering & Construction

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).

COMPANIES' ATTENDANCE RECORD OF PRE-SUBMISSION MEETING <i>(listed in alphabetical order by Company's Name)</i>	
REPRESENTING AGENT	COMPANY'S NAME
1. Endrea Frazier	AECOM
2. Javier Sepulveda	AECOM
3. Amy Fu	Alpha Envirotech Consulting, Inc.
4. Joe Kralis	Baker Design Build
5. Lukman Osi	Colliers Engineering & Design
6. Richard Maloney	Colliers Engineering and Design
7. Brandi Smith	Cornerstone Engineering
8. Bill Price	CSI Geo
9. Jill Renzi	CSI Geo, Inc.
10. Karle Maye	CSI Geo, Inc.
11. Liam Capstick	CSI Geo, Inc.
12. Aisha Eccleston	Eccleston International
13. Wendy Rocha	Foth Infrastructure & Environment, LLC
14. Krista Egan	Foth/Olsen
15. John A. Iya P.E.	Gyetec, Inc.
16. Eric Widholm	Hanson Professional Services
17. Shaina Biggerman	HDR
18. Craig McGillawee	Inwater Engineering, Inc.
19. Lee Hellstrom	Jacobs
20. Sandy Etienne	Jacobs Engineering
21. Stephen Owen	Marine Solutions
22. Rodney Mank	Meskel & Associates Engineering
23. Lorene Heninger	RINA North America
24. Venessa Vitale	RS&H
25. Justin Cole	RS&H, Inc.
26. Jonathan Armbruster	Taylor Engineering
27. Jake Sydnor	Taylor Engineering Inc.
28. Jennifer Calabro	Taylor Engineering, Inc.
29. Mauricio Posada	TetraTech
30. Trisha Aquino	WSB

Key Dates:

- Any questions after the meeting must be e-mailed with the **SUBJECT: AE-178B Marine Engineering or AE-178C Civil and Structural Engineering**, only to Jerrie Gunder jerrie.gunder@jaxport.com. Please do not send questions to anyone else. The deadline to submit questions is: **Wednesday, February 19, 2025 at 4:00 PM (ET)**.
- Statement of Qualifications (SOQs) are due on **Wednesday, February 26, 2025, 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-178B" or "AE-178C". 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/>.
- **Items to review:**
 - ✓ **Purpose (1.02)**
 - ✓ **Submission Process (1.03)**
 - ✓ **Requirements for Statement of Qualifications (1.04)**
 - ✓ **Schedule of Events (1.05)**
 - ✓ **Questions – Changes While Proposing (2.02)**
 - ✓ **Addenda (2.03)** (It is mandatory that the bidder acknowledge all addenda, the system will not allow you to submit your proposal until the addenda is acknowledged).
 - ✓ **Ex-Parte Communications Prohibited (2.26)**
 - ✓ **Term of Agreement (3.10)**
 - ✓ **Minimum Requirements and Required Documentations (4.02)**
 - ✓ **Evaluation Criteria (5.01)**

Failure to provide adequate information on any written proposal evaluation criterion will result in lower scores and could result in rejection of the proposal as non-responsive.

SEB Requirements: *SEB Participation Goal (2.18) 10%*

Scope of Services AE-178B: James Tripper Jones, Sr. Director, Engineering & Construction

Scope of Services AE-178C: James Tripper Jones, Sr. Director, Engineering & Construction

Note: These minutes shall become a part of the solicitation 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.

Acknowledge Attendees: Sandra Platt, Manager, Procurement Services

Thank you for your interest in doing business with the Jacksonville Port Authority.

This meeting is adjourned.

Meeting adjourned at **10:35 AM**

Prepared By: **Retta Rogers, Director, Procurement Services**



Post Office Box 3005
2831 Talleyrand Avenue
Jacksonville, Florida 32206-0005

**MARINE ENGINEERING CONSULTING AND DESIGN SERVICES
JPA CONTRACT NO.: RFQ_AE-178B**

**RESPONSE TO QUESTIONS
ADDENDUM NO. 01**

1. Are we permitted to submit the org chart on 11x17 paper?

ANSWER: Yes

2. Does the font size limitation apply to text in graphics, captions, and the org chart?

ANSWER: Text shall be a minimum font size of twelve (12) on all text and tables.

3. Can you please confirm that the cover, tabs, table of contents, cover letter, and resumes are all excluded from the Evaluation Criteria section's 25-page limit? If the resumes are excluded, may we submit them in a separate tab so that JPA can easily verify the 25-page limit of the Evaluation Criteria tab?

ANSWER: Required Forms, Documentation and Resumes are excluded from the SOQ page limit. Yes, resumes, no more than two (2) pages in length, can be submitted in a separate tab.

4. Please verify which key personnel resumes you would like us to include, as numbers three and four differ on each list: On page 5-2 of the RFQ under item A. Personnel Qualifications and Experience, it states that proposers should provide resumes of the following staff: (1) Project Principal, (2) Project Manager - Director, (3) Senior Engineer, (4) Inspectors, and (5) any other staff member that Proposer considers key to this engagement -and- On page 5-3 of the RFQ under Key Personnel, the minimum requirements include (1) Project Principal, (2) Project Manager – Director, (3) Design Engineer, (4) QA/QC Engineer.

ANSWER: Resumes should be submitted for the following key personnel: (1) Project Principal, (2) Project Manager – Director, (3) Design Engineer, (4) QA/QC Engineer.

5. On page 5-4, Evaluation Criteria D. Past and Present Record of Professional Accomplishment and Past Record of Performance for Projects of Similar Scope for Using Agencies, how many years of history should our submittal document for past projects? Also, please clarify, do you require a list of projects for all "Using Agencies" or just JAXPORT projects?

ANSWER: Projects within the past five (5) years undertaken for JAXPORT, Independent Authorities for COJ, other "using agencies" of COJ and others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein where the Consultant was the Prime Consultant (not a subconsultant).

6. On pages 5-6-5-7, Evaluation Criteria I Volume of Current and Prior Work Performed for Using Agencies, it asks that subconsultants list their volume of current and prior work as well. However, the requirement is unclear. Do you wish to only see a list of JAXPORT projects that have been awarded to all subconsultants or do you want "Using Agencies" projects included as well?

ANSWER: Both, JAXPORT and Using Agencies.

7. On page 5-7, Evaluation Criteria item I, the Volume of Current and Prior Work Performed for Using Agencies, it states that "Forms are not included in any SOQ page limitation." To what forms are you referring?

ANSWER: The document used for submitting "Volume of Current and Prior Work Performed for Using Agencies."

8. On page 4-2, Required Forms and Documents item D Consultant Firm Relevant Experience and References, does JAXPORT wish to see JAXPORT projects featured here? If we do have past JAXPORT projects, should we focus primarily on these for reference projects or do you want to see a mix of other clients/projects as well?

ANSWER: Proposer must provide a minimum of five (5) projects and a maximum of seven (7) projects showing experience with engineering in the maritime industry or with an organization of a size similar to or larger than JAXPORT.

9. On Page 1-6, item c) at the top of the page requests that the financial statement be submitted as a separate file. On Page 4-2 under item C Consultant Firm Financial Responsibility, it appears that financial statement should be included in the Required Forms and Documentation tab. Please confirm how and where you would like the financials submitted.

ANSWER: Financials should be submitted as a separate file named "Financial Statement".

10. Page 3 of Attachment "I" – (Article V JAXPORT Procurement Goals SEB Participation Policy, Goals, Conditions and Instructions) of the RFQ includes a copy of SEB-Form 1. Are we required to include this form in the submittal, and if so, in which section?

ANSWER: Yes, include with required forms.

11. There appear to be two separate listings posted for the Marine Engineering solicitation and the Civil Engineering contract (there are a total of four listings for two solicitations) in the portal. If we are submitting on the Marine Engineering solicitation, do we have to submit our qualifications package twice? Is there a difference between the two Marine Engineering listings?

ANSWER: There is only one (1) solicitation package for "AE-178B Marine Engineering Consulting and Design Services." When submitting SOQ's, proposer is required to submit only one (1) package.