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[www.jaxport.com](http://www.jaxport.com)

May 15, 2025

## **ADDENDUM NO. 02**

TO  
SPECIFICATIONS AND CONTRACT DOCUMENTS  
FOR  
**REQUEST FOR PROPOSAL  
RAIL TRACK & CROSSING INSPECTIONS  
MAINTENANCE, REPAIR & INSTALLATION SERVICES  
JPA CONTRACT NO.: 25-08**

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. 01** – Pre-Proposal Meeting Minutes (held 05-02-25)

**Attachment No. 02** - Response to Questions submitted by e-Builder or by email.

**Attachment No. 03** – Refer to Scope of Work in original RFP (Attachment No. 4)

**Acknowledgment of the following addenda is hereby made:**

Addendum #2, 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-BID CONFERENCE MEETING MINUTES**  
**REQUEST FOR PROPOSAL 25-08**  
**RAIL TRACK & CROSSING INSPECTIONS,**  
**MAINTENANCE, REPAIR & INSTALLATION SERVICES**

**Date:** Friday, May 2, 2025

**Time:** 10:00 AM

**Good morning! It is now 10:00 AM on Friday, May 2, 2025 and the PRE-BID CONFERENCE for JPA Contract No. RFP 25-08 RAIL TRACK & CROSSING INSPECTIONS, MAINTENANCE, REPAIR & INSTALLATION SERVICES** will now begin. I am Terri E. Lemon-Scott. I am the Contract Specialist for this service project.

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.**

**PUBLIC ATTENDEES PLEASE TYPE YOUR NAME AND THE COMPANY YOU REPRESENT IN THE “CHAT BOX”.**

**Instructions for all participants/members of the public –**

*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.*

- 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.

We will begin the meeting by introducing JAXPORT Staff Members:

**JAXPORT STAFF IN ATTENDANCE:**

- |                          |                                                          |
|--------------------------|----------------------------------------------------------|
| ✓ Name: Christopher Good | Title: Director, Procurement Services                    |
| ✓ Name: Raynesha Jones   | Title: Manager, Procurement Services                     |
| ✓ Name: Michael McCoy    | Title: Coordinator, Vendor Management & SEB Programs     |
| ✓ Name: Jose Vazquez     | Title: Director, Project Management                      |
| ✓ Name: Edwin Simmons    | Title: Manager, Blount Island Marine Terminal Operations |

**AT THIS TIME, I WILL CALL UPON THE OUTSIDE ATTENDEES TO INTRODUCE THEMSELVES AND THE COMPANY THEY ARE REPRESENTING.**

**Please unmute your mic and 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).*

| <b>COMPANIES' ATTENDANCE RECORD OF PRE-BID MEETING</b> |                   |                           |
|--------------------------------------------------------|-------------------|---------------------------|
| <b>REPRESENTING AGENT</b>                              |                   | <b>COMPANY'S NAME</b>     |
| <b>1.</b>                                              | RICHARD HALL      | AMERICAN RAILROAD         |
| <b>2.</b>                                              | REID FOREST       | AMERICAN TRACK            |
| <b>3.</b>                                              | PATRICK LYLE      | LABTECH                   |
| <b>4.</b>                                              | PATICK CASTLE     | THE MIDDLESEX CORPORATION |
| <b>5.</b>                                              | MICHAEL TOMLIN    | THE MIDDLESEX CORPORATION |
| <b>6.</b>                                              | PAUL BARTLEY      | RAIL POD                  |
| <b>7.</b>                                              | BRANDON ENGLISH   | RAIL POD                  |
| <b>8.</b>                                              | JOE MAHONEY       | RAIL POD                  |
| <b>9.</b>                                              | LEO KREISEL       | RAILPROS FIELD SERVICES   |
| <b>10.</b>                                             | JOHN THOMAS       | RAIL PROS FIELD SERVICES  |
| <b>11.</b>                                             | KEITH SHIRLEY     | RAILWORKS TRACK SYSTEMS   |
| <b>12.</b>                                             | RICHARD ANDERSON  | W.J. SAPP                 |
| <b>13.</b>                                             | LYNETTE HIGHSMITH | W.J. SAPP                 |
| <b>14.</b>                                             | EDUARDO LUCKIE    | WABTEC CORPORATION        |

**PRE-BID CONFERENCE**

Meeting Minutes

JPA Contract No. RFP – 25-08 RAIL TRACK & CROSSING INSPECTIONS, MRI

## Key Dates:

- **Questions:** Any questions after the meeting must be e-mailed with the **SUBJECT: RFP 25-08** to my attention at [Terri.Lemon-Scott@jaxport.com](mailto:Terri.Lemon-Scott@jaxport.com). Please do not send questions to anyone else. The deadline to submit questions by e-mail is: **MONDAY, MAY 5, 2025 at 9:00 AM (ET)** After that time no questions will be answered concerning this RFP.
- **BIDS Due: TUESDAY, MAY 20, 2025 at 2:00PM (ET).** Request for Proposal and all required supplemental material listed in the bid documents, must be submitted in **PDF Format Only** through Trimble Unity Construct (e-Builder). The PDF file name should read "RFP 25-08. Bid and supplemental documents submitted through Email, Fax, Mail, or Hand-Delivery will not be accepted or considered. Until further notice, JAXPORT is *not* accepting any Proposal packages submitted by Mail or Hand-Deliveries.

**Site Visit:** Site visit will be held at 2:00 PM Attendees will meet in the parking lot at 9620 Dave Rawls Blvd, Jacksonville, FL 32226. attendees will be caravanned around the site location. Contact Person will be Edwin Simmons, Manager of Terminal Operations. Please email [Terri.Lemon-Scott@jaxport.com](mailto:Terri.Lemon-Scott@jaxport.com) or call at (904) 357-3065 to have your name added to the Roster.

**All attendees must have a valid driver's license/TWIC badge to present before entering the site, along with a safety vest. No questions will be answered during the site visit.**

**ARE THERE ANY QUESTION REGARDING HOW TO SUBMIT YOUR BID? NONE**

**SEB Requirements:** Michael McCoy gave an overview of the SEB Goals.

**Overview of Scope of Services:** Jose Vazquez gave an overview of the Scope of Work as outlined in the specification documents.

## REQUEST FOR BID DOCUMENTS

The Request for Proposal documents can be obtained from our website: <https://www.jaxport.com/procurement/active-solicitations/> If you should have any questions regarding the solicitation package, please submit them **by e-mail to Terri E.**

### PRE-BID CONFERENCE

Meeting Minutes

JPA Contract No. RFP – 25-08 RAIL TRACK & CROSSING INSPECTIONS, MRI

Lemon-Scott, Contract Specialist at: [Terri.Lemon-Scott@jaxport.com](mailto:Terri.Lemon-Scott@jaxport.com) or through Trimble Unity Construct (e-Builder).

- **Acknowledgment of Addenda** *(It is mandatory that the bidder acknowledge all addenda, the system will not allow you to submit your proposal until the addenda is acknowledged).*
- **Bidder Requirements:** As listed in the bid documents to be submitted with proposal. It is mandatory that all required documents be uploaded in e-Builder when submitting your PROPOSAL.)
- **Bid Form – Fixed Monthly Fee.** *Please do not enter a range. failure to provide the fee as requested, may result in rejection of your proposal.*

**Please 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 this proposal have received benefit of the minutes and any addenda that may be issued.

Thank you for your participation and we look forward to your attendance at the Optional Site Visit and bid submission.

Meeting adjourned at **10:17 AM.**

Prepared by Terri E. Lemon-Scott, Contract Specialist



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

REQUEST FOR PROPOSAL  
JPA CONTRACT NO. 25-08  
RAIL TRACK & CROSSING INSPECTIONS,  
MAINTENANCE, REPAIR & INSTALLATION SERVICES  
FOR THE JACKSONVILLE PORT AUTHORITY

RESPONSE TO QUESTIONS

1. The RFP 25-08 is locked PDF. Is it possible to provide an unlocked version of the PDF so that the Proposal Forms can be extracted and completed for submittal?

***ANSWER: The RFP 25-08 is available to open in the Trimble Unity Construct (e-Builder).***

2. As trackage within the Blount Island facility is wholly owned by JaxPort, please clarify the requirements, if any, for a Railroad Protective Liability insurance policy.

***ANSWER: JPA CONTRACT NO. 25-08 is for Rail Track & Crossing Inspections, Maintenance, Repair & Installation Services at the Jacksonville Port Authority.***

***As such, since the vendor will be subject to only minor maintenance, repair, and installation services, the following are Railroad Protective Liability required limits of insurance.***

***If any work is to be completed within 50 feet of railroad, Contractor shall obtain Contractors or Railroad Liability coverage for damage to railroad track or related structures naming JAXPORT as the 'insured railroad' and adding 'CSX as an additional insured'.***

***Minimum Limit \$250,000 per loss, \$500,000 aggregate with maximum deductible or self-insured retention in an amount not exceeding \$100,000. Any deductible or self-insurance retention should be indicated on the Proposer's certificate of insurance. The limits afforded by the Railroad Protective Liability Policy and any excess policies shall apply only to the Owner and the Owner's officials, officers, agents and employees and only to claims arising out of or in connection with the work under this contract.***

3. Please clarify how the Contractor will be reimbursed for "owned" equipment used on the project. There is no provision on the Proposal Form included in the RFP document to itemize equipment pieces.

***ANSWER: All equipment and project-related costs shall be preapproved.***

4. Please clarify the process for pricing any/all non-routine maintenance work such as tamping tie replacement and rail replacement.

***ANSWER: Any work beyond routine maintenance shall require prior approval.***

5. RFP article 4.03-A notes that the scope of services includes railroad signals and gate systems. Please clarify the extent to which these elements are included in the monthly inspection and maintenance requirements,

***ANSWER: Any and all connection points with the rail, insulated joints etc., shall be inspected.***

6. It was mentioned on the pre-bid conference call that the emergency response time for a crew to be present on site was within 2-hours following Contractor's initial response of 1-hour. Please clarify if the 1-hour and 2-hour response times are sequential or concurrent.

***ANSWER: Sequential***

7. Is ONLY Blount Island railroad tracks included in RFP 25-08? Talleyrand and Dames Point tracks are not in RFP 25-08?

***ANSWER: BIMT only***

8. Please furnish the starting point for the inspections. Does it include the rails on the concrete bridge spanning the water close to Heckscher Drive? Does it include the grade crossing at Heckscher Drive?

***ANSWER: The track inspections begin at the rail crossing signal house on the north side of Heckscher Dr. and includes the crossing at Heckscher and bridge.***

9. Several grade crossings have electrical crossing signals to stop vehicle traffic when trains are moving. Are the electrical signal systems part of the RFP 25-08 inspection or just the track in the crossings?

***ANSWER: Electrical signal systems are NOT part of RFP 25-08, just track in the crossings***

10. Please furnish the number of track emergency problems which required a "show up in 2 hours or less" for the following years:

2022

2023

2024

***ANSWER: One (1)***

11. FRA track inspection standards for Class I track or Class II track?

***ANSWER: Class I, 10 MPH Freight***

12.

- a) Is a Railroad Insurance policy required or will a Standard General Liability policy be required, or are both required?

**ANSWER: Both are required.**

- b) If a Railroad Protective Policy is required please furnish the frequency and speed of railroad operations.

**ANSWER: Frequency is DAILY and varies upon tenants' needs at the SPEED of 10 mph**

- c) And if required what are the coverage amounts to be?

**ANSWER: Railroad Liability requirement: Refer to Response for Question # 2.**

**Commercial General Liability requirement:**

- \$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)

- d) Insurance rates are increasing rapidly, so are insurance rates subject to the 2% escalation clause or is insurance separate?

**ANSWER: Insurance is Separate**

- e) On page A2-2, paragraph 2.08A state a performance bond will be required.

**ANSWER: A Commercial Performance Bond can be evidenced in lieu of State Performance Bond.**

- f) Will a payment bond be required?

**ANSWER: Yes**

- g) What percent of the contract will be the bond or bonds be issued?

**ANSWER: Payment and Performance Bonds are required for 100% of contract award.**

13. The project mentions railroad crossings inspections as being part of the contract, but I could not find how many crossings will need to be inspected and maintained. Can you please clarify.

**ANSWER: 8**

14. (Ref Article III, Proposal Form) Can supplemental labor categories be appended to the proposal (i.e. "Project Manager", On-track Equipment Operator", etc...)

**ANSWER: No, these additional labor positions shall be quoted and approved before work commences.**

15. (Ref Article III, Proposal Form) As there is no provisions for them in the Proposal Form, can Equipment Billing Rates be appended to the proposal?

**ANSWER: No, these additional billing rates shall be quoted and approved before work commences.**

16. (Ref Article III, Proposal Form Page A3-2) Please distinguish your interpretation of what a “call-out” is versus an “emergency call-out”, as well as the difference in hourly billing costs that might be applicable for these two types of services.

**ANSWER: Response time will be depending on service or repair need that may be scheduled (call out) vs the need for immediate service, with in two (2) hours (emergency call out). (Reference 4.02 F.)**

**No difference in hourly billing.**

17. (Ref 4.05) “This schedule will include work to be performed on a straight time basis except in an emergency, which will be authorized by the Blount Island Operations Manager or designee.” Can “Emergency Response” rates be appended to the proposal also? Situations could arise where we would be requested by JAXPORT to stop work for other customers in order to respond to JAXPORT’s emergency that could be considered as higher-cost services. The applicability of these emergency response rate could be agreed to ahead of such response.

**ANSWER: NO.**

18. (Ref. Section 4.03) Pleaser clarify specifics of what the Contractor’s inspection and maintenance responsibilities are related to “*railroad signals, gate SYSTEMS, crossing maintenance repairs*” per the following paragraph. Depending on the response to the question, can the Contractor use the services of a signal subcontractor for some, or all, of these efforts?

**4.03 GENERAL REQUIREMENTS**

- A. Contractor shall be responsible for maintaining all rail gauges, surface and leveling of track, crosstie replacement, track replacements, preservation of track fixtures, track bolt inspections/tightening, track work at rail to concrete interface, railroad signals, gate SYSTEMS, crossing maintenance repairs, emergency repairs replacements and derailments, switch points and frog areas and miscellaneous items as directed by JAXPORT.

**ANSWER: Rail road signals, gate SYSTEMS - Where Rail signals, gate systems, etc are connected by wiring to the track, (i.e. approaches, insulators, etc.).**

**Crossings – where traffic crosses the track**

19. (Ref. Section 4.11) Please clarify if the intent of this section is to not allow any markup on the delivery/pickup charges from the rental company, or on ANY cost associated with the rental including the equipment rental cost itself, if the rental company delivers and/or picks up the equipment.

**4.11 EQUIPMENT RENTAL**

Costs for equipment rentals by Contractor must be approved by JAXPORT’s Inspector prior to rental. For equipment picked up and brought to the job site by Contractor, a markup of 7% of the invoice (excluding sales tax) will be allowed. **No markup will be allowed on equipment delivered or picked up from the job site by the rental company. No equipment rental will be reimbursed unless JAXPORT’s Inspector has approved the rental in advance.** JAXPORT reserves the right to either provide JAXPORT equipment or to obtain the equipment itself.

***ANSWER: The intent is to allow a maximum 7% markup when delivery and/or pick up is performed by the contractor, not the rental vendor.***

20. Does JAXPORT consider the detailed scoping of work order project (i.e. CPO's), estimating them and, if required, site visits associated with project scoping as billable costs, whether or not the Contractor personnel was on site or not during this process This is a case where an appended "Project Manager" rate might be used.

***ANSWER: All costs will need prior approval with a detailed schedule.***

21. Can you delineate Berths 31 thru 35 on the Site Map included in the RFP?

***ANSWER: See ATTACHMENT NO. 4***

22. In as much as it's not covered in the RFP, will JAXPORT consider reimbursement for subsistence and lodging costs in accordance with US GSA cost schedules current at the time of the work when it is necessary for overnight stays to complete specific multi-day work projects? If so, what Contractor markups are applicable to these costs?

***ANSWER: It is JAXPORT's intent to have a local firm perform all services as to not incur additional, un-budgeted fees***

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BLOUNT ISLAND MARINE TERMINAL  
EXISTING RAIL ROAD ROUTE

|       |           |
|-------|-----------|
| SHEET | 1 OF 1    |
| DATE  | 5/14/2025 |
| SCALE | NTS       |