



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

December 9, 2025

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS FOR
REQUEST FOR
QUALIFICATIONS
DESIGN SERVICES FOR THE
RECONSTRUCTION/REHABILITATION OF BIMT
BERTHS 30-32
JPA CONTRACT NO. RFQ AE-1919B

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

Reference to 5.02 SELECTION CRITERIA, G. PAST AND PRESENT DEMONSTRATED COMMITMENT TO SEB, DBE, SBE, MBE AND WBE BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE - (MAXIMUM SCORE: 5 POINTS) "4. b) Provide Subconsultant Firm contract language to be utilized." **DELETE** in its entirety

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1

Pre-Submission Meeting Minutes

Attachment No. 2

Response to Questions

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-1919B DESIGN SERVICES FOR THE
RECONSTRUCTION/REHABILITATION OF BIMT BERTHS 30-32**

Date: Tuesday, December 2, 2025

Time: 10:00 AM

Good morning! It is now **10:00 AM** on Tuesday, **December 02, 2025** and this is the Pre-Submission Meeting for **JPA REQUEST FOR QUALIFICATIONS OF AE-1919B DESIGN SERVICES FOR THE RECONSTRUCTION/REHABILITATION OF BIMT BERTHS 30-32.**

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, 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: Chris Good	Title: Director, Procurement Services
☒ Name: Raynesha Jones	Title: Manager, Procurement
☒ 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: Director, Project Management
☒ Name: Brandon Brazier	Title: Project Manager
☒ 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).*

ATTACHMENT NO. 01

	Company Name	First Name	Last Name
1	Taylor Eng	Jake	Sydnor
2	Taylor	Jenn	Calabro
3	Taylor	Jonathan	Ambruster
4	HDR	George	McGregor
5	HDR	Lauren	Pradella
6	HDR	Wes	Dortch
7	HDR	Steve	Mersdorf
8	Kimley Horn	Lee	Holstrom
9	Kimley	Caitlin	Crump
10	Kimley	John	Corley
11	Jacobs	Zoe	Fox
12	Jacobs	Kara	St. Meyer
13	CSI Geo	Jill	Renzi
14	CSI	William	Price
15	Foth Infrastructure & Environment	Mike	Raimonde
16	Moffat & Nichol	Nancy	Lehr
17	Moffat	Marcell	Duplantier
18	AECOM	Maria	Rivas
19	Burns & McDonnell	Jeff	Fisher
20	Inwater Eng,	Craig	McGillawee

Key Dates:

- Any questions after the meeting must be e-mailed with the **SUBJECT: AE-1919B DESIGN SERVICES FOR THE RECONSTRUCTION/REHABILITATION OF BIMT BERTHS 30-32**, only to Elijah.Wright@JAXPORT.com. Please do not send questions to anyone else. The deadline to submit questions is: **Friday, December 5, 2025 at 2:00 PM (ET)**.
- Statement of Qualifications (SOQs) are due on **Thursday, December 18, 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-1919B."** **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/>.
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- **Items to review:**

- ✓ **Purpose (1.02)**
 - *Describes the reason for the solicitation*
- ✓ **Submission Process (1.03)**
 - *Describes how, when and where of the submission process*
- ✓ **Requirements for Statement of Qualifications (1.04)**
 - *Specifics of content and formatting*
- ✓ **Schedule of Events (1.05)**
 - *Timeline of key dates*
- ✓ **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).*

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- ✓ **Ex-Parte Communications Prohibited (2.26)**
 - *Prohibits unauthorized communication*
- ✓ **Evaluation Criteria (5.01)**
 - *Lists the standards and scoring methods*

I will now pass the meeting over to Mr. Michael McCoy, Coordinator, Vendor Management & SEB Programs for the **SEB Requirements: 0%**

I will now pass the meeting over to Brandon Brazier, Project Manager 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.

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 immediately.

Thank you for your participation.

Meeting adjourned at **10:19 AM**

Documented By: Elijah Wright, Sr. Contract Specialist



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ADDENDUM NO. 01

REQUEST FOR QUALIFICATIONS

DESIGN SERVICES FOR THE RECONSTRUCTION/REHABILITATION OF BIMT BERTHS 30-32 JPA CONTRACT NO.: AE-1919B

RESPONSE TO QUESTION(S)

1. Selection Criteria – Section A – Ability of Personnel and Experience (Page 39 of RFQ)
Second paragraph, first sentence states, “Any existing commitment of personnel shown in the organization chart that could conflict with availability for this engagement shall be clearly shown and explained.”
 - Please clarify how this requirement differs from the requirements of Section E (Page 41 of RFQ) which states, “Provide number and size of projects currently being performed by the personnel shown in the project organizational chart, provide the stage of completion of each project and anticipated completion date.”

ANSWER: These are not related. Language in Section A makes specific request to clearly show and explain any potential conflict(s) with the availability for this engagement. Language in Section E is specifically requesting a list of current projects.

2. Selection Criteria – Section C - Willingness to Meet Time and Budget (Page 41 of RFQ) “**2. *shall submit design phasing/schedules for the specific project listed.***”
 - Does this refer to JAXPORT’s project “Reconstruction/Rehabilitation of BIMT Berths 30-32”?

ANSWER: Yes.

3. Selection Criteria – Section C - Willingness to Meet Time and Budget (Page 41 of RFQ) “**3. *shall submit, without limitation, project narratives, schedules, cost and fee summaries and owner references for any Reference Projects.***”
 - Notwithstanding there is a 25-page limit on our SOQ, it is unclear what “without limitation” means. Does it mean we can submit an unlimited number of Reference Projects?

- How many Reference Projects are requested to meet the requirements of the evaluation criteria, and are they included in the 25-page limitation?
- What information is required to respond to schedules, cost and fee summaries? Typically start and end dates and capital cost and engineering fees are included in our project descriptions.

ANSWER: The firm shall decide which and how many projects to submit, based on the RFQ requirements. This is part of the RFQ response and counts as part of the 25 pages. The firm shall decide what information they will provide to clearly address this request.

4. Selection Criteria – Section B – Past Performance - requires statement of performance on all projects of similar scope of services within last 5 years. Please clarify project experience requested.

ANSWER: Experience should include professional waterside engineering design, permitting and construction services for projects similar to the one described in this RFQ.

5. Selection Criteria – Section C - Willingness to Meet Time and Budget. First paragraph requests statements and references for all projects completed within last 10 years of similar size and scope, and projects presently underway. Please clarify project experience requested.

ANSWER: See response to question number four.

6. Paragraph 4.02.A requests 3 projects within last 10 years demonstrating project specific experience. Please clarify project experience requested.

ANSWER: See response to question number four.

7. Selection Criteria – Section G – Commitment to SEB etc. (Page 42 of RFQ). Bullet 4b requests contract language to be utilized for Subconsultants. Are example contracts included in the 25-page limit of the SOQ?

ANSWER: See Addendum No. 01, Physical Changes to Contract Specifications, Item No. 01.

8. It is noted the DBE goal is 0%. Is there an SEB goal for this project?

ANSWER: No.

9. Is there a maximum number of projects that we can submit in the Required Forms and Documentation Section D. Consultant Firm Relevant Experience and References?

ANSWER: No.

10. Since the ten two-page resumes are excluded from the 25-page limit, are we permitted to submit the resumes in a separate tab?

ANSWER: Yes, please label accordingly.

11. The solicitation includes Attachment "I" Jacksonville Port Authority Anticipated DBE Participation Statement. The solicitation does not specify where this form should be submitted within the response. If this form is required, please advise where it should go within the proposal.

ANSWER: Attachment "I" is not required.

12. JAXPORT requests Subconsultant Firm Contract Language as part of Past and Present Demonstrated Commitment to SEB, DBE, SBE, MBE, and WBE Businesses, a section within the 25-page Evaluation Criteria section. We request permission to move this content to the Required Forms and Documentation Section, as our subconsultant contract language is several pages long.

ANSWER: See Addendum No. 01, Physical Changes to Contract Specifications, Item No. 01.

13. Section 1-4 item c states we can include our Financial Statement as a separate file. Section 4-2 indicates that our Financial Statement should be included within the Required Forms and Documentation section. Please confirm you will accept the Financial Statement as a separate document.

ANSWER: JAXPORT will accept Financial Statements as a separate file, please label accordingly.