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January 13, 2020

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
CIVIL AND STRUCTURAL ENGINEERING CONSULTING AND DESIGN SERVICES
JPA CONTRACT NO. AE-177B

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. 1

Reference to Specifications, Section 3 Scope of Services, **Remove** and **Replace** Page 40, Item 2 Overtime; Page 42 B. Cost Plus With an Upset Limit, **"Revise"** to read, "Cost Plus With an Upset Limit (Not to Exceed)"; & Page 42 Travel Procedure. **Changes are highlighted for ease of use.**

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1

Response to Questions submitted via E-Builder & email.

Attachment No. 2

Minutes of the Pre-Submission Conference and Site Visit held on Monday, January 6, 2020 at 10:00 AM.

Attachment No. 3

Attendance Record for the Pre-Submission Conference and Site Visit held on Monday, January 6, 2020 at 10:00 AM.

Attachment No. 4

"Revised" Pages 40 & 42

Attachment No. 5

Sub-Consultant List for AE-174 (RS&H), AE-175A (HDR) & AE-175B (RS&H)

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) 357-3017, PRIOR TO THE PRICE PROPOSAL OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.



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CIVIL AND STRUCTURAL ENGINEERING CONSULTING AND DESIGN SERVICES

JPA CONTRACT NO.: AE-177B

**RESPONSE TO QUESTIONS
ADDENDUM NO. 01**

1. Jacksonville Port Authority (JPA) has issued two RFQs simultaneously. 1) RFQ No. AE-177A for providing Marine Engineering Consulting and Design Services and; 2) RFQ No. AE-177B for providing Civil and Structural Engineering Consulting and Design Services.

Please confirm if a consultant firm is excluded from submitting a BID on both RFQs. If the consultant is allowed to submit a bid on both RFQs, please confirm if there is any restriction on JPA selecting the consultant for both RFQs, if found suitable and most qualified.

ANSWER: A consulting firm may submit their qualifications for both AE-177A and AE-177B. The Consultants Competitive Negotiation Act mandates that the award be based on qualifications only. As a result, if the same firm was found to be the most qualified for both contracts there is nothing stopping the Authority from awarding both contracts to that firm if negotiations were successful. Please note that it is the Authority's intent to award more than one contract for each solicitation.

2. Can JPA please confirm if current contract holders for both the Marine Engineering and Civil/Structural Engineering services are excluded from submitting their qualifications for these contracts?

ANSWER: Both firms are eligible to submit their qualifications for consideration.

3. Can JPA please provide information on the prime firms as well as sub-consultant firms who have been providing both the Marine Engineering and Civil/Structural Engineering services to JPA over past 10 years? Can JPA also provide annual revenue / sums paid to each Prime firm during the contract terms?

ANSWER: 2013 – Present
HDR - \$7,175,000
RS&H - \$2,830,000

See Attachment No. 5 for Sub-Consultant Listing.

4. Can JPA please confirm if any project with Capital Cost of more than US\$1,000,000, MUST be bid out separately and design/engineering services will not be procured under AE-177A and AE-177B? If that is the case, can JPA please provide the anticipated projects over next three years which JPA anticipates to bid out separately?

ANSWER: The Authority reserves the right to solicit professional services for construction projects with a value greater than \$1,000,000 separately.

Container Terminal Upgrades	2020	\$ 15,000,000
Pile, Cap and Beam Rehab TMT (Cleaning, Design and Construction)	2021	\$ 1,000,000
Roro pier design, permitting at berth 12	2021	\$ 1,250,000
Design Berth 31, 32 (phase 3A) and Berth 30 (Phase 3B)	2021	\$ 1,500,000
Harbor Deepening Monitoring Fees	2021	\$ 1,517,110
TMT South terminal (Bond Street area)-Plan, Design, permitting, construct)	2021	\$ 1,750,000
New gates at BIMT (access control, RORO truck entrance) construction	2021	\$ 2,000,000
Berth 18 RORO Expansion and landside connection-Construction	2021	\$ 2,000,000
Two Acre Concrete Pad for Heavy-Tracked equipment	2021	\$ 2,500,000
Warehouse Rehab (Seaonus)	2021	\$ 3,000,000
Rehabilitate Berths 33 & 34	2021	\$ 5,000,000
Upland Dredge Material Management Area Construction Phase II	2021	\$ 6,000,000
Container Terminal Upgrades	2021	\$ 16,000,000
Pile, Cap and Beam Rehab TMT (Cleaning, Design and Construction)	2022	\$ 1,000,000
Roro pier design, permitting at berth 20	2022	\$ 1,500,000
Harbor Deepening Monitoring Fees	2022	\$ 1,517,110
Upland Dredge Material Mgmt Area-Bartqam Island-Construction	2022	\$ 3,000,000
Design, permitting, and installation for Sediment fans system	2022	\$ 12,000,000
Berth 36 (JEA Coal berth) and upland development - Construction	2022	\$ 18,500,000
Roro pier Construction at berth 12	2022	\$ 24,200,000
Pile, Cap and Beam Rehab TMT (Cleaning, Design and Construction)	2023	\$ 1,000,000
Cruise Terminal Passenger Boarding Bridge (Articulating)	2023	\$ 1,500,000
Harbor Deepening Monitoring Fees	2023	\$ 1,517,110
August Drive Road widenign and connection to Heckscher Drive	2023	\$ 2,000,000
Transit Shed #1 (Demo & Pave) -	2023	\$ 3,000,000

5. Does the font size limitation apply to text in graphics, tabular data and/or footnotes?

ANSWER: No. Please use your best judgement. All text needs to be legible.

MEETING INSTRUCTIONS

Date: **Monday, January 6, 2020**

Time: at 10:00 AM

Pre-Submission Meeting: AE-177A “Marine Engineering Consulting and Design Services and AE-177B Civil and Structural Engineering Consulting and Design Services.

This meeting is subject to Florida Sunshine Laws therefore it’s being recorded

Sign In: In order to validate your company’s attendance please sign the sign-in sheet. This is not a mandatory meeting. The list attendees to this meeting will be distributed to all attendees.

JAXPORT STAFF IN ATTENDANCE:
Jackie Glass – Director, Procurement Services
Sandra Platt – Sr. Contract Specialist
Brian Williams – SEB, Program Coordinator

Key Dates:

- **Questions:** Any questions after the meeting must be by e-mailed **SUBJECT: AE-177A or AE-177B** to my attention at sandra.platt@jaxport.com. Please do not send questions to anyone else. The deadline to submit questions by e-mail is: **Wednesday, January 8, 2020 at 12PM (EST)** After that time no questions will be answered concerning this RFQ.
- ✓ **Qualifications Due:** **Tuesday, January 21, 2020, at 2:00PM (EST)**. Your submission package must be received by 2:00 p.m. in the Port Central Office Building, located at 2831 Talleyrand Avenue, Jacksonville, FL 32206. You can drop off your package at the security desk. The security guard will log in your package with date and time and forward to the Procurement department. No exceptions due to traffic or weather conditions. Anything received after 2pm is considered non-conforming and will be returned to sender. Clearly label your original and copies “**AE-177A MARINE ENGINEERING CONSULTING AND DESIGN SERVICES**” or “**AE-177B CIVIL AND STRUCTURAL ENGINEERING CONSULTING AND DESIGN SERVICES**”. Please clearly label your package with company name on the outside of the package, Contract Number and place in a sealed envelope.
- ✓ **Statement of Qualifications (1.03)**
- ✓ **Submission Process (1.03)**
- ✓ **Requirements for Statement of Qualifications (1.04)**
- ✓ **Schedule of Events (1.05)**
- ✓ **Acknowledgment of Addenda (2.03)**
- ✓ **Term of Agreement (2.10 – three (3) years with two (2) one (1) year renewal options)**
- ✓ **SEB Participation Goal (2.18 – 6%)**
- ✓ **Scope of Services Overview (3.0)**
- ✓ **Minimum Requirements and Required Documentation (4.01 and 4.02)**

- ✓ **Evaluation Criteria (5.01)**
- ✓ **Questions & Answers**

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

Attendees were advised to submit questions in writing prior to deadline of 12:00 PM (EST), Wednesday, January 8, 2020.

Meeting adjourned.

ATTENDANCE RECORD

PRE-SUBMISSION MEETING



MARINE ENGINEERING CONSULTING AND DESIGN SERVICES
 CIVIL AND STRUCTURAL CONSULTING AND DESIGN SERVICES
 Contracts No. AE-177A & AE-177B

Date: JANUARY 6, 2020 at 10:00 AM

Representative Name	Company	Phone	Email
Dawn Davis	C&ES	(904) 652-1186 ()	ddavis@candesconsults.com
STEVE MANIS	"	(904) 652-1186 ()	smanis@candesconsults.com
Vijay Agrawal	AEcom	(904) 294 2671 ()	Vijay.Agrawal@aecon.com
Ros Thyricle	AE	(561) 637-5185 ()	ROD @ AEENGINEERING
Ben Witmeier	AEcom	(904) 505-4173 ()	ben.witmeier@aecon.com

Representative Name	Company	Phone	Email
Jamie Gregory Jim Marino Jonathan Armbruster	Taylor Engineering	(904) 731-7646 (904) 710-4309	jgregory@tayloring.com jmarino@ jarmbruster@
BOB NATHAN	MOFFATT & NICHOL	(813) 258-8818 (813) 390-4824	RNathan@moffattnichol.com
Matt Bolyard	GAI Consultants	(904) 363-1110 (904) 627-5549	mbolyard@gaiconsultants.com
WILLIAM PRICE	CSI-GEI, INC	(904) 641-1824 6614 (904) 759-1614	wprice@csi-gei.com
Will Stewart	WGI	() (904) 302-7035	william.stewart@wgi.com
Wade Olszewski	CPH	() (904) 332-0999	wadeo@cphcorp.com
Mark Peterson	Tetra Tech	(904) 422-7343 ()	Mark.Peterson@tetratech.com
JOEY DUNCAN	POND	(904) 647-4958 ()	DUNCANJ@pondco.com

Representative Name	Company	Phone	Email
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Suzann Layton	Meskel & Assoc Eng	(904) 383-9346 @ (904) 519-6990 @	slyton @meskelengineering .com @
Jason Evert	JMT	(904) 476-9571 ()	jevort @jmt.com
Randy Tompkins	DRMP Survey & SUE	(904) 755-4235 ()	rtompkins @demp.com
Emilee Prater	AE Engineering Inc	(904) 622-8499 ()	emprater @aeengineering inc.com
Martza Moore	Benesch	(904) 421-2637 ()	mmoore @benesch.com @
Ed Morales	Morales Consulting Engineers	(904) 434-4366 ()	emorales@morales-ce.com @

Representative Name	Company	Phone	Email
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Julian Valbuena	BVA SURVEYORS	(904) 785-6362 ()	survey@bvandassociates.com
Joe Weger	Words	(863) 397-1406 ()	joseph.weger@wordle.com
Brad Thoburn	Michael Baker International	(904) 382-3688 ()	bradford.thoburn@mbakerintl.com
Monte Lambert	W.G.I.	(904) 543-3366 ()	monte.lambert@wgiinc.com
Stendra Platt	JAKPORT	() (904) 357-3017	Stendra.platt@jakport.com

Representative Name	Company	Phone	Email
BRIAN Williams	JAXPORT	() _____ () 357-3003	XXXXXXXXXXXXXXXXXXXX @ _____ BRIAN.Williams JAXPORT.COM
Jacqueline Gloss	JAXPORT	() _____ () X 3065	jacqueline.gloss @jaxport.com
		() _____ () _____	_____ @ _____
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- A. Cost Plus** – Payment for services provided shall be on the basis of salary related costs consisting of the sum of salary wages, applicable overhead and payroll burden costs, operating margin, direct reimbursable expenses and subcontracting administrative fee (as defined below).
- i. **Salary Wages** – Salary Wages are defined as the sum of all straight time payments and all overtime payments made for an employee’s services on the project. The Consultant Firm will exercise care to limit the overtime charges. Overtime hours will be charged at the same rate as straight time hours unless specifically authorized by JPA key staff or as required by law.
 1. **Straight Time** – Straight time costs shall be the hourly rate paid for an employee based on forty (40) hour work week.
 2. **Overtime** – Overtime costs shall be the salary costs paid for an employee for work exceeding a forty (40) hour week. **Overtime costs shall be at JPA’s discretion only and negotiated on a task work order basis.** Overtime costs shall be paid as either Straight Overtime costs or Premium Overtime costs.
 3. **Straight Overtime** – Straight overtime shall be the portion of overtime compensation paid for employees at the straight time hourly rate and shall be burdened with overhead and fringe benefits.
 4. **Premium Overtime** – Premium overtime costs shall be the portion of overtime compensation paid in excess of straight time hourly rate and shall not be burdened with overhead and fringe benefits.
 5. **Consultant Payment and Overtime to Employees** – Straight Overtime or Premium Overtime shall be authorized in accordance with the Consultant’s Overtime policies and practices, effective on the date of execution of this Agreement. Persons eligible for premium overtime shall be paid by the Consultant for work in excess of a forty (40) hour week at a rate not less than one and one-half the actual basic rate of pay for all hours worked in excess of 40 hours in such work week. All such employees must be approved by the JPA to charge a project.
 - ii. **Principal and Administrative Time** – Officer and administrative staff time directly related to the project’s productive work for the Authority shall be considered salary wages and shall be compensated as specified in this section. Principal’s must be approved by JPA prior to charging time. No time will be allowed for principals in general administration.
 - iii. **Overhead and Payroll Burden Costs** – Overhead and Payroll Burden Costs (Overhead and Fringe Benefits) are computed as a percentage applied to chargeable salaries and wages of the Consultant Firm. Compensation to the Consultant Firm for Overhead shall be at the rate established in Section 9 of the proposal. Adjustments to

and management of the subcontract and is in lieu of any direct salary charges. For tasks in excess of \$40,000, this administration fee will be negotiated. For other tasks, the amount will be 10% for those agreements up to \$2,500, and 5% for sub agreements amounts above \$2,500.

This administrative charge will also be deemed to cover all legal and insurance issues arising out of the use of the subconsultant. No direct time will be charged to the JPA in the Consultant's process of contracting with subconsultant unless specifically allowed by the JPA's Senior Director of Engineering & Construction prior to the execution of a contract with any subconsultant. However, direct time may be charged by the consultant for independent, specific technical review of sub consultant's work, if authorized by JPA staff.

- B. **Cost Plus With an Upset Limit (Not to Exceed)** – Payment for services will be the same as for Cost Plus except that JPA and the CONSULTANT will have agreed to an upset limit. Unless specified differently by JPA, this method will allow the CONSULTANT to make charges as incurred until the limit is reached. The work task must still be completed with no further compensation unless JPA agrees there are changed conditions. This method will require the CONSULTANT to manage the work production to the cost limit.

- C. **Lump Sum** – Payment for services shall be based on a lump sum amount for specifically described services.

In certain cases, project assignments may be clearly defined and the JPA may choose to enter into a Lump Sum agreement. However, in many cases, project assignments may not be clearly defined and the method of payment will be Cost Plus. Unless specifically identified otherwise, assignments will be compensated with the Cost Plus method. Cost Plus compensation is the sum of salary wages and the applicable overhead costs and operating margin plus direct reimbursable expenses and subcontracting administrative costs.

3.11 TRAVEL PROCEDURE

Should travel expenses apply to the contract, all travel expenses must be in accordance with JPA's Travel Procedures and Guidelines – Attachment "H". Where there are combined funds by Federal and State agencies, the more restrictive limitations shall apply. Airline travel reservations must be made at the least expensive coach fare. If travel is allowed reimbursement will be represented with a Not to Exceed travel expense line item on the Bid/Proposal Form. Travel allowance is based on receipts for airfare, meals, lodging, rental car, fuel, etc. No mark-up is allowed on this line item. Any monies remaining at contract completion will belong to the JPA. All requests for expense reimbursement will be submitted with receipts and sufficient detail to allow the JPA to determine accuracy of the charges. All travel expenses will be reimbursed in accordance with JPA's per diem allowances, and other expenses will be reimbursed at actual cost. Meals will be based on the per diem rate referenced in JPA's travel policy. Failure to include monthly activity report with an invoice will cause delay of payment of invoice. **At no time will**

a consultant be reimbursed for local travel or for travel related to an employee brought in from an alternate location unless the cost is included in the negotiated task work order.

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Response to Question #3 – Sub-Consultants

AE-174 Professional Engineering and Support Services

Prime Consultant: RS&H

Sub-Consultants (Proposed Team)

- Bowen Civil Engineering, Inc – JSEB
- Civil Services, Inc. – JSEB
- Culwell Engineering, Inc.
- Aerostar Environmental Services
- Eisman & Russo
- Environment Resources Solutions, Inc. – JSEB
- Ghiotto & Associates, Inc.
- F.R. Aleman & Associates, Inc. (FRA) – DBE
- R.E. Holland and Associates, Inc. – JSEB
- Fugro Consultants, Inc.
- Kingsnorth & Company, Inc. – WBE
- Thomas Contracting
- LG2 Environmental Solutions, Inc. – JSEB
- Intrametrix Consulting, Inc. (IMC) – SDVOSB
- M. Victoria Pennington – DBE
- Presidio Networked Solutions, Inc.
- Clary Consulting, LLC (CCL)
- Cape Canaveral Scientific, Inc. – WBE
- Nancy Leikauf and Associates, LLC – DBE

Sub-Consultants (Added via Amendments)

- Infrastructure Engineers, Inc.
- Coastal Cloud
- Lewis, Longman & Walker P.A.
- ELYK Innovations, Inc.
- FIT Engineering, LLC
- Florida Archeological Services, Inc.

AE-175A MARINE ENGINEERING SERVICES

Prime Consultant: HDR Engineering

Sub-Consultants (Proposed Team)

- Collins Engineers
- AECOM
- Ellis & Associates
- BV Group & Associates – **JSEB, MBE, SBE or DBE Firm**
- Hall Engineering Group - **JSEB, MBE, SBE or DBE Firm**
- Acuity Design Group
- C&ES - **JSEB, MBE, SBE or DBE Firm**
- Golder Associates
- Environmental Services
- SEARCH
- ARC Surveying & Mapping - **JSEB, MBE, SBE or DBE Firm**

Sub-Consultants (Added via Amendments)

- Wood Environmental & Infrastructure Solutions, Inc.
- AMEC Foster Wheeler

AE-175B CIVIL & STRUCTURAL ENGINEERING SERVICES

Prime Consultant: HDR Engineering

Sub-Consultants (Proposed Team)

- Hatch Mott McDonald
- Eisman & Russo, Inc.
- Transystems
- Environmental Resource Solutions, Inc. – **JSEB, MBE, SBE or DBE Firm**
- VIA Consulting Services, Inc. - **JSEB, WBE, DBE**
- Peters & Yaffee, Inc. - **JSEB, WBE, DBE**
- CSI Geo, Inc. - **JSEB**
- Ellis & Associates, Inc. - **SBE**
- VE Group, LLC
- Clary & Associates, Inc.
- Aerostar SES, LLC - **DBE**
- Ghiotto & Associates, Inc. - **DBE**
- Cape Canaveral Scientific, Inc. – **WBE**
- INTERA, Inc.
- Martin Associates
- SEARCH – **WBE**
- Florida Property Consultants Group (FPCG)
- Independence Acquisition & Appraisal, LLC (IAA) – **MBE, DBE, SBE**
- Clary Consulting, LLC (CCL)

Sub-Consultants (Added via Amendments)

- Vector Corrosion Services
- Meskel & Associates Engineering, PLLC (MAE) – **JSEB, MBE, SBE or DBE Firm**
- Bermello Ajamil & Partners, Inc.
- L.D. Bradley Land Surveyors
- Cargo Velocity, Inc.
- Irrigation Concepts, Inc.