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2831 Talleyrand Avenue  
Jacksonville, Florida 32206-0005  
[www.jaxport.com](http://www.jaxport.com)

March 8, 2022

**ADDENDUM NO. 01**

**TO  
SPECIFICATIONS AND CONTRACT DOCUMENTS  
FOR  
REQUEST FOR PROPOSAL 22-05**

**SUSTAINABILITY & ENVIRONMENTAL CONSULTING SERVICES  
FOR THE JACKSONVILLE PORT AUTHORITY**

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 may be grounds for rejection of proposal.)*

**Item No. 01**

Throughout the Specifications and all E-Builder Notifications regarding this RFP, **REMOVE:** "ARTICLE III - PROPOSAL FORM" (RFP pages A3-1 thru A3-4) and **REPLACE WITH:** "REVISED" ARTICLE III - PROPOSAL FORM - (Addendum No. 01 pages 8 thru 11).

**ATTACHMENTS TO CONTRACT SPECIFICATIONS**

**Attachment No. 01** – Response to Questions and Requested Information

**Attachment No. 02** – Mandatory Pre-Proposal Conference Attendance List

**Attachment No. 03** – Revised RFP 22-05 Article III - Proposal Form

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

Addendum #1, Dated: \_\_\_\_\_ Initials \_\_\_\_\_

Company: \_\_\_\_\_

**NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED ON THE BID FORM OR UPLOADED WITH BID PACKAGE IN E-BUILDER. FAILURE TO ACKNOWLEDGE ADDENDUM MAY BE GROUNDS FOR REJECTION OF BID.**

PLEASE VISIT [HTTPS://WWW.JAXPORT.COM/PROCUREMENT/](https://www.jaxport.com/procurement/) OR CALL PROCUREMENT SERVICES AT (904) 357-3455, PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDITIONAL ADDENDA HAVE BEEN RELEASED ON THIS PROJECT.



Post Office Box 3005  
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## REQUEST FOR PROPOSAL 22-05

### SUSTAINABILITY & ENVIRONMENTAL CONSULTING SERVICES FOR THE JACKSONVILLE PORT AUTHORITY

#### RESPONSE TO QUESTIONS AND REQUESTS

1. We are interested in participating in this RFP and unfortunately, we missed the pre-proposal meeting. Is there a way to demonstrate our intention and ability to respond to this? We don't want to bypass the required process but given that we did not know the time of this, we are hoping for a chance.

*ANSWER: Pages LN-1 of RFP 22-05 and AI-1 provided the date and time of the mandatory pre-proposal conference with a link. It also states in highlight that "Failure to attend Mandatory Pre-Proposal Conference will result in disqualification and rejection of proposal." Therefore, if your company did not have a representative present at the mandatory pre-proposal conference, your proposal would be disqualified and rejected.*

2. Could you provide the list of attendees for the pre-bid meeting for RFP 22-05?

*ANSWER: See Attachment No. 2 of Addendum No. 01.*

3. Is there a license fee to submit your proposal in E-Builder?

*ANSWER: No fee required, however, all companies/firms interested in bidding on this project must register with E-Builder to obtain the RFP documents and submit/upload their proposal with all the required supplemental materials.*

4. Does the budget of \$50,000 for this project runs on a calendar year or a fiscal year?

*ANSWER: JAXPORT's budget runs on a "Fiscal Year" basis. The term of the agreement for these services is intended for an initial period of three (3) calendar years from "Date of Award".*

5. Are the rates we are to provide “fixed” or just “hourly” rates?

*ANSWER: For the Year 1 and Year 2-3 Objectives, we seek a fixed lump sum cost. The hourly rate is to be per position category for 25 hours of work.*

6. Are you requesting a fix lump sum rate for a full year or until the end of the fiscal year?

*ANSWER: We are seeking a fixed lump sum for each year objective based on the contract year, not JAXPORT’s fiscal year.*

7. Are the positions listed in the RFP estimated positions or can we add other positions that may fall under the definition of the positions.

*ANSWER: The positions are estimated positions for this project, please respond using these titles and definitions found on Page A4-5. To the extent there are additional positions you intend to utilize, you may incorporate in your proposal.*

8. Will the list of attendees from the pre-proposal conference be included as an addendum in E-Builder?

*ANSWER: Yes, see Attachment No. 2 of Addendum No. 01.*

9. RFP Page A4-2, under YEAR 1 OBJECTIVES, where it states in 1.a. “an environmental risk assessment” – is this specific to climate as can be inferred from the “carbon” nature of #1, or is JAXPORT looking for an inclusive environmental risk assessment based on how this is labeled in 1.a?

*ANSWER: Environmental assessment is in the broadest sense of the word, it is not limited to carbon emission.*

10. RFP Page A4-2, under YEAR 1 OBJECTIVES, where it states in 1.b. “resiliency assessment” – is JAXPORT looking for a climate resiliency plan, or a full environmental resilience plan?

*ANSWER: A resiliency assessment to determine how different environmental shocks could adversely affect JAXPORT, not limited to climate.*

11. Please expand, we're looking to understand if JAXPORT is approaching this project more through the lens of climate risk/action – and therefore looking at environmental impacts through an emissions/climate lens and touches on issues like water – or – through a full Environmental lens, which would be a more thorough assessment across multiple Environmental factors to include emissions and water?

**ANSWER:** *JAXPORT is looking for a sustainability and environmental consultant to assist with addressing climate impacts, developing eco-friendly objectives short-, mid-, and long-term to help us become a leading environmentally friendly seaport, and becoming more resilient for environmental impacts. This involves climate, emissions, water protection, recycling programs, green procurement policies, electric vehicle infrastructure, solar panels, and the like.*

12. Is it expected that any on site sampling – collection and analysis of water, air, soil, etc. samples will be required as Part of the Year 1 deliverables? If not, what data does the Port already hold?

**ANSWER:** *Yes, based upon advice of the consultant. A primary year 1 objective is to complete a carbon emissions baseline inventory and footprint. JAXPORT will provide any and all samples, test results, surveys that are currently in our possession.”*

13. Has the Port carried out any Environmental Risk assessments or related studies previously, if so are these are available?

**ANSWER:** *JAXPORT does not have any extensive environmental risk assessments, but does have data regarding stormwater, retention ponds, and water quality monitoring.*

14. A cost is required for Year 2 Objectives, but the scope combines Year 2 and 3 objectives. Should the full list of Year 2/3 objectives be considered when developing the Year 2 Objectives Lump Sum Cost?

**ANSWER:** *The “Proposal Form” has been corrected to read “Years 2-3 Objectives”; submit a Lump Sum Cost based on the combined years. (See Attachment No. 3 of Addendum No. 01)*

15. RFP Page A2-3 (pg. 16) under Section 2.08 H, where it reads: “The Proposer and its employees will be required to comply with all the applicable regulations of JAXPORT.” Can these regulations be defined, named and provided?

**ANSWER:** *Regulation compliance is defined as conforming to the specifications, policies, conditions, terms, safety measures, and/or laws as described throughout the RFP.*

16. RFP A3-2 (pg. 20) under PROPOSER’S CERTIFICATION, 1) Certifications and Representations of the Proposer, Section A. that reads: “That it has carefully examined all available records and conditions, including sites if applicable, and the requirements and specifications of these Contract Documents prior to submitting its Proposal. Where the Proposer visits sites, no work or other disturbance is to be performed while at the site without written permission by JAXPORT in advance of the site visit.” How do the proposal respondents obtain this knowledge prior to submitting a proposal? Can or should this statement be removed from the certification?

**ANSWER:** *The statement speaks for itself and Proposers should certify that they have examined the RFP and all corresponding documents. There will not be site visits as part of this RFP process.*

17. Exhibit E, JAXPORT’s Travel Procedures and Guidelines (pg. 36); do the JAXPORT Travel Procedures apply to this proposal?

**ANSWER:** *Yes.*

18. Page 19 Proposed Lump Sum Cost/Hourly Rates are to include-The lump sum cost and hourly rates are to include all profit, taxes, benefits, travel, and all other related cost to perform these services. If travel is built into our rates, do we need to follow the Jaxport Travel Procedures?

**ANSWER:** *If travel is built into the rates, then JAXPORT Travel Procedures would not apply.*

19. How many onsite meetings does JAXPORT require for this contract in Years 1 and 2?

**ANSWER:** *There is no minimum onsite meeting requirement, however, the Consultant will work with JAXPORT staff and will be required to regularly communicate, this can include in-person, virtual or telephonic.*

20. During the call, it was stated that while the first fiscal year had a budget of \$50k, part of the objective of year 1 was to create goals, objectives, and budgets for year 2, and year 3. Thus, the lump sum cost requested for year 2, listed on Page A3-1, becomes difficult to forecast if goals and objectives change based on changes in priorities agreed upon by the consultant and JAXPORT, which in turn shifts the budget. Will JAXPORT consider dropping the request for the Year 2 lump sum budget since part of the objective of Year 1 is to formulate that budget, as stated?

**ANSWER:** *No, JAXPORT would like a lump sum for Year 2-3 Objectives based upon the objectives provided.*

21. On Page A3-1, the RFP requests lump sum costs for Year 2 Objectives which are listed in Article IV, Scope of Services. However, on Page A4-2, the Year 2 Objectives are combined with Year 3 Objectives and titled “Years 2-3 Objectives.” Thus, the Year 2 objectives are actually part of objectives for two years. Will JAXPORT consider dropping the request for the Year 2 Lump Sum Budget, as the objectives requested are to be covered under two years instead of one?

*ANSWER: See the answer to Question 20.*

22. The RFP is requesting lump sum pricing for performing environmental risk assessments, resiliency assessments, LEED consulting, and calculating carbon baselines. However, JAXPORT does not include a list of assets, or specifications of owned equipment and buildings/property. Pricing evaluations for one building vs 100 is entirely different. Can JAXPORT provide this information, or consider removing lump sum pricing from the RFP altogether? Will JAXPORT also be evaluating their tenants under this contract to ensure they are also striving to meet sustainability, resiliency, and environmental objectives under this contract?

*ANSWER: JAXPORT operates on approximately 1,500 acres across three (3) terminals. Technical specifications of JAXPORT’s properties/facilities can be found at: <https://www.jaxport.com/cargo/facilities/tech-specs/>. JAXPORT intends to evaluate its tenants as part of this assessment, and will work collectively with our tenants where possible.”*

23. JAXPORT is requesting lump sum pricing for generic activities listed under year 1 and year 2, but does not incorporate grant applications, management, or input of grant capitol. Priorities, objectives, budgets, and expectations can significantly change with the inclusion of targeting grants and grant funding. Can additional funding sources be sought to supplement the lump sum budget?

*ANSWER: Yes. JAXPORT fully intends to seek additional funding and grant opportunities in consultation with the Consultant. However, since grant funding is not guaranteed, do not include in your lump sum pricing.*

24. Is JAXPORT considering a local presence/office as a perk when evaluating responses?

*ANSWER: The evaluation criteria are listed in Section 4.05 found on pages A4-3 and A4-4.*

25. JAXPORT mentioned on the call that while JSEBs are not required to be listed in a firm’s response under this RFP, they are highly encouraged. Is JAXPORT evaluating the use of JSEBs as a more favorable response to those that aren’t?

*ANSWER: The evaluation criteria are listed in Section 4.05 found on pages A4-3 and A4-4.*

26. A consultant communicated on the mandatory pre-bid call that the titles/descriptions for the lead personnel and associated rates for these personnel do not necessarily offer the best value to JAXPORT for the requested services. It was mentioned that consultants may include additional staff and associated rates on a separate sheet. If a consultant were to provide this separate sheet with qualified personnel in their response, would it count against their 25-page proposal limit? Additionally, if rates were incorporated, would it count in the point matrix under Evaluation Criteria B, listed on page A4-4? Would the experience/qualifications of the additional staff be evaluated additionally under Evaluation Criteria C, listed on page A4-4?

*ANSWER: Please see the answer to Question 7.*

27. Under Evaluation Criteria E – References, the RFP requests reference contacts from three (3) clients currently under contract with the consultant’s company. The RFP then states that references will be accepted from either existing clients or past clients from the past three years, and then requests contact information for at least three (3) references. If more than three (3) references are included in the proposal, is a firm evaluated more favorably?

*ANSWER: No.*

28. Under Evaluation Criteria D – the RFP states that consideration will be given for the number of assigned staffs of the proposed program, and the ability of the proposer to assign additional or other staff if necessary or appropriate. However, the RFP only requests hourly rates for four (4) positions and only lists four positions on page A4-5. Are these four rates the only rates that are to be incorporated into the contract when executed? If consideration is received by the ability for a company to assign personnel to the proposed program, what stops a company from including resumes from everyone within the company as the staff resumes are excluded from the 25-page count limit. If a firm is proposing to assign 10,000 personnel from their entire company to the program, almost all of which will never work on the program, versus, four (4) highly-qualified, highly experienced, and more appropriate personnel as requested under the Position Categories on page A4-5, is the firm that is listing superfluous personnel, considered stronger than the firm listing four (4) personnel?

*ANSWER: No, they are separate considerations based on the evaluation criteria listed in Section 4.05*

29. Under the Lead Environmental Scientist/Planner listed on page A4-5, a description of the position includes the following: “The Environmental Scientist/Planner will determine the data collection methods, and execute the collection and analysis of water, air, soil, and other samples.” This description appears to be carried over from an environmental RFP, and not necessarily appropriate for these current services. Can JAXPORT confirm?

*ANSWER: The position description is correct based on JAXPORT’s request that the Consultant provide advice and expert guidance about what data needs to be collected and either does the collection itself or sub-contracts for the Year 1 Objectives.*

30. Who is/are the current environmental consultant(s) contracted by JAXPORT? Are the position groups listed under Position Categories on Page A4-4 currently available from an incumbent on either a current or past contact?

***ANSWER:** JAXPORT does not have a current environmental consultant. The position listed are based on JAXPORT development of the contract.*

31. Under Evaluation Criteria A, JAXPORT requests the response to include the firm's experience with JAXPORT, is working with JAXPORT in the past considered favorable, even if they are entirely unrelated activities or services which are being considered in this RFP?

***ANSWER:** Not necessarily*

32. I am having difficulties logging into E-Builder (even though I have done so in past for other Jaxport's solicitations); besides E-Builder are there any other ways of assessing the RFP information?

***ANSWER:** The RFP can be found on JAXPORT's Website, but please note that JAXPORT requires Proposers to use E-Builders for submission of their Proposal.*



**"MANDATORY" PRE-PROPOSAL CONFERENCE MEETING**

**JAXPORT Contract: RFP 22-05**

**BID TITLE: Sustainability & Environmental Consulting Services**

**DATE HELD: MONDAY, FEBRUARY 28, 2022**

**START TIME: 10:00 AM**

**END TIME: 10:45 AM**

**ATTENDANCE RECORD**

**"MANDATORY" PRE-PROPOSAL CONFERENCE**

| <b>REPRESENTING AGENT</b>                      | <b>COMPANY'S NAME</b>                          |
|--|--|
| 1. Jerrie Gunder, Contract Specialist          | JAXPORT Staff Member                           |
| 2. Lisa Gee, Director, Procurement Services    | JAXPORT Staff Member                           |
| 3. Retta Rogers, Manager, Procurement Services | JAXPORT Staff Member                           |
| 4. Nick Primrose, Chief, Regulatory Compliance | JAXPORT Staff Member                           |
| 5. Susan Stewart, Legislative Aide             | JAXPORT Staff Member                           |
| 6. Sandra Platt, Sr. Contract Specialist       | JAXPORT Staff Member                           |
| 7. Brian Williams, Coordinator, SEB Programs   | JAXPORT Staff Member                           |
| 8. Helen Petersen                              | 2KB Energy Services, LLC                       |
| 9. Endrea Frazier                              | AECOM  |
| 10. Ronie Rukab                                | AECOM  |
| 11. Vijay Agrawal                              | AECOM  |
| 12. Amy Fu                                     | Alpha Envirotech Consulting, Inc.              |
| 13. Kathryn Thomas                             | ANAMAR Environmental Consulting, Inc.          |
| 14. Thomas Jones                               | Apex Companies, LLC                            |
| 15. Zac Canody                                 | APTIM Environmental & Infrastructure, LLC      |
| 16. Cory Donoher                               | APTIM Environmental & Infrastructure, LLC      |
| 17. Curtis-Lee                                 | APTIM Environmental & Infrastructure, LLC      |
| 18. David Kaufman                              | Checkmate Consulting                           |
| 19. Lystina Kabay                              | CSA Ocean Sciences                             |
| 20. Catherine "Cat" Olnick                     | Cummins Cederberg Coastal & Marine Engineering |

| <b>ATTENDANCE RECORD</b> - <i>continued</i> |   |
|---|---|
| <b>"MANDATORY" PRE-PROPOSAL CONFERENCE</b>  |   |
| <b>REPRESENTING AGENT</b>                   | <b>COMPANY'S NAME</b>                       |
| 23. Jessenia Stoch                          | Dewberry Engineers, Inc.                    |
| 24. Terry Hull                              | Dewberry Engineers, Inc.                    |
| 25. Hannah Hart                             | Dewberry Engineers, Inc.                    |
| 26. Scott Choquette                         | Dewberry Engineers, Inc.                    |
| 27. Kaitlin Wood                            | Ecological Associates                       |
| 28. Keleigh Williams                        | Environmental Consulting & Technology, Inc. |
| 29. Andi Cooper                             | Environmental Consulting & Technology, Inc. |
| 30. Jennifer Heymann                        | Ernst & Young, LLP (EY)                     |
| 31. Kwasi Badu-Tweneboah                    | Geosyntec Consultants, Inc.                 |
| 32. Brian Moore                             | GHD   |
| 33. Hanya Gartner                           | GHD   |
| 34. Jon Brent                               | GHD   |
| 35. Alan Scott                              | Intertek                                    |
| 36. Max Mozo                                | Jacobs Engineering Group, Inc.              |
| 37. Doug Menefee                            | JUM Global Management Group, LLC            |
| 38. Blair Trame                             | KPMG Advisory, LLP                          |
| 39. Caroline O'Grady                        | KPMG Advisory, LLP                          |
| 40. Diana Prkacin                           | Quanta Technology                           |
| 41. Rick Fioravanti                         | Quanta Technology                           |
| 42. Justin Cole                             | RS&H  |
| 43. Cindy McClure                           | Terracon Consultants, Inc.                  |
| 44. Tony Pooley                             | Terracon Consultants, Inc.                  |
| 45. Randy Cohen                             | Tetra Tech, Inc.                            |
| 46. Jennifer Warfield                       | Tetra Tech, Inc.                            |
| 47. Kelly Blanchard                         | Tetra Tech, Inc.                            |
| 48. Tom Fallin                              | Wood PLC                                    |

**ARTICLE III**  
**“REVISED” PROPOSAL FORM**  
**SUSTAINABILITY AND ENVIRONMENTAL CONSULTING**

**PROPOSER’S NAME:** \_\_\_\_\_

The following checklist is provided for convenience. The Proposer should carefully review the submittal requirements in the RFP and submit all information requested.

1. Proposed Monthly Retainer and Proposer’s Certification (Proposal Form – Article III)
2. Qualifications and Experience of the Proposer in Target Areas
3. Qualifications and Experience of Primary Consultant
4. List of Current Work Load
5. References from three (3) current clients
6. Evidence that the Firm is licensed to do Business in the State of Florida.
7. Acknowledgement of Addendum *(if any)*
8. Conflict of Interest Certificate (Exhibit “A”)
9. Sworn Statement of Public Entity Crimes (Exhibit “B”)
10. E-Verify Compliance Form (Exhibit “C”)
11. Certification Regarding Lobbying (Exhibit “D”)

**PROPOSED LUMP SUM COST / HOURLY RATES**

Compensation will be paid in accordance with the proposed lump sum cost and hourly rates stated on this Proposal Form. **The hourly rate must be applied as a single rate only, a range of rates will not be accepted.** For evaluation purposes only, JAXPORT will use a total of 100 hours. The hours will be allocated as follows: Project Manager (25/hrs); Lead Environmental Scientist/Planner (25/hrs); Lead Environmental Engineer (25/hrs); GIS Analyst (25/hrs). These lump sum cost and hourly rates shall include all profit, taxes, benefits, travel, and all other related cost to perform these services. **Any modifications, exceptions, or objections contained within the proposal form shall be grounds for disqualification of proposal.**

| <b>PROPOSED LUMP SUM COST</b>   |                      |
|---|----------------------|
| <b>DESCRIPTION</b>  | <b>LUMP SUM COST</b> |
| <b>Year 1 Objectives</b><br><i>(Lump Sum Cost to Provide Year 1 Objectives as Outlined in Article IV, Scope of Services)</i>  | \$                   |
| <span style="background-color: yellow;">*</span> <b>Years 2-3 Objectives</b><br><i>(Lump Sum Cost to Provide Years 2-3 Objectives as Outlined in Article IV, Scope of Services)</i> | \$                   |
| <b>TOTAL (Lump Sum):</b>  | \$                   |

**\*CHANGED PER ADDENDUM NO. 01, Q&A #14**

| <b>PROPOSED HOURLY RATES</b> |                                      |                 |                     |                   |
|------------------------------|--------------------------------------|-----------------|---------------------|-------------------|
| <b>ITEMS</b>                 | <b>POSITION CATEGORY</b>             | <b>QUANTITY</b> | <b>*HOURLY RATE</b> | <b>TOTAL COST</b> |
| 1.                           | Project Manager                      | 25 hours        | \$                  | \$                |
| 2.                           | Lead Environmental Scientist/Planner | 25 hours        | \$                  | \$                |
| 3.                           | Lead Environmental Engineer          | 25 hours        | \$                  | \$                |
| 4.                           | GIS Analyst                          | 25 hours        | \$                  | \$                |
| <b>TOTAL (Hourly Cost):</b>  |                                      |                 |                     | <b>\$</b>         |

***\*NOTE: The hourly rate must be applied as a single rate only; a range of rates will not be accepted or considered***

**GRAND TOTAL (Lump Sum (Years 1-3) + Hourly Cost (Items 1-4):** \$ \_\_\_\_\_

***Failure to provide above information in requested format may result in rejection of proposal.***

**PROPOSER’S CERTIFICATION**

**1) Certification and Representations of the Proposer**

By signing and submitting a proposal, the Proposer certifies and represents as follows:

- A. That it has carefully examined all available records and conditions, including sites if applicable, and the requirements and specifications of these Contract Documents prior to submitting its Proposal. Where the Proposer visits sites, no work or other disturbance is to be performed while at the site without written permission by JAXPORT in advance of the site visit.
- B. That every aspect of its submitted Proposal, including the Contract Price, are based on its own knowledge and judgment of the conditions and hazards involved, and not upon any representation of JAXPORT. JAXPORT assumes no responsibility for any understanding or representation made by any of its representatives during or prior to execution of the Contract unless such understandings or representations are expressly stated in the Contract and the Contract expressly provides that JAXPORT assumes the responsibility.
- C. That the individual signing the proposal is a duly authorized agent or officer of the firm. Proposals submitted by a corporation must be executed in the corporate name by the President or Vice President. If an individual other than the President or Vice President signs the proposal, satisfactory evidence of authority to sign must be submitted with the proposal. If the proposal is submitted by a partnership, the proposal must be signed by a partner whose title must appear under the signature. If an individual other than a partner signs the proposal, satisfactory evidence of authority to sign must be submitted with the proposal. The corporation or partnership must be in active status at the Florida Division of Corporations at the time of submission of the proposal.
- D. That the firm maintains in active status any and all licenses, permits, certifications, insurance, bonds and other credentials including not limited to Contractor’s license and occupational licenses necessary to perform the services. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Proposer shall immediately notify JAXPORT of status change.
- E. That it read understands and will comply with Article 1.15, Public Entity Crime “Exhibit B” and Conflict of Interest Certificate “Exhibit A” of these instructions to Proposers.

**REQUEST FOR PROPOSAL 22-05  
SUSTAINABILITY AND ENVIRONMENTAL CONSULTING**

**PROPOSER'S ACKNOWLEDGEMENT**

I hereby acknowledge, as Proposer's authorized agent, that I have fully read and understand all terms and conditions as set forth in this Proposal, I have met the minimum qualifications (See **Article IV, Paragraph 4.02**), and will fully comply with such terms and conditions.

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Proposer is a (*check one*):    \_\_\_\_\_ Corporation    \_\_\_\_\_ Partnership    \_\_\_\_\_ Individual

Authorized Agent's Name: \_\_\_\_\_

Authorized Agent's Signature: \_\_\_\_\_

Authorized Agent's Title: \_\_\_\_\_

Authorized Agent's Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Identification Number : \_\_\_\_\_

Remittance Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

***Failure to provide above information may be grounds for rejection of Proposal.***

**REQUEST FOR PROPOSAL 22-05  
SUSTAINABILITY AND ENVIRONMENTAL CONSULTING**

**NO PROPOSAL FORM**

If your firm cannot submit a proposal at this time, please provide the information requested in the space provided below and return it to:

**Jacksonville Port Authority  
Procurement Services  
FAX: (904) 357-3077  
OR  
[Jerrie.Gunder@jaxport.com](mailto:Jerrie.Gunder@jaxport.com)**

We are unable to submit a proposal at this time due to the following reasons:

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Name of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_