



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

March 10, 2021

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
REQUEST FOR PROPOSAL 21-04
BOND COUNSEL, TAX COUNSEL AND DISCLOSURE COUNSEL 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 bid.)

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1 - *Questions received by E-mail and E-Builder*

Acknowledgment of the following addendum 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 PROPOSAL.

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



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

ATTACHMENT NO. 01

**REQUEST FOR PROPOSAL 21-04
BOND COUNSEL, TAX COUNSEL AND DISCLOSURE COUNSEL SERVICES
RESPONSE TO QUESTIONS**

1. **Pages A3-1 and A3-2 of the RFP (Proposal Form)** states the following: (1) That we must provide evidence that the Firm is licensed to do Business in the State of Florida.; (2) That the corporation or partnership must be in active status at the Florida Division of Corporations at the time of submission of the proposal; and (3) 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.

For this engagement, our national firm (with no Florida office) will be partnering with a Florida-based firm to provide the services set forth in the RFP. Our national firm is not currently licensed to do Business in the State of Florida and we are not currently in active status at the Florida Division of Corporations. Our team of attorneys are licensed and in good standing in other states, not including Florida, and will work alongside our Florida-licensed firm. If awarded the work, we will register with this Corporation. Can you confirm if this team approach would meet the licensing and requirements set forth above by partnering with a FL based firm?

ANSWER: One firm will need to take the lead (prime) in submitting a proposal. That firm will need to be able to meet the criteria set forth in the solicitation. Any other firms participating should be listed as subs to the prime if they are unable to meet the criteria at the time of submittal.

2. **Section 1.08 (Preparation of Proposal)** states that “the uploaded Proposals for each type of service: A) Bond Counsel, B) Tax Counsel and C) Disclosure Counsel shall contain **no more than twenty-five (25) pages** (excluding staff resumes, covers, required attachments and tab sheets). We are responding to each of the three categories and wanted to confirm how we are supposed to format our proposal in order to meet the requirements. Are you requesting three separate Bond Counsel, Tax Counsel and Disclosure Counsel proposals, each 25 pages, to address the questions set forth in Article IV, 4.07 of the RFP and upload them as 3 separate attachments in the E-Builder website with forms for each attached?

Alternatively, would you like one proposal with separate tabs for Bond Counsel, Tax Counsel, and Disclosure Counsel (each no more than 25 pages) and address all the questions in Article IV, 4.07 of the RFP for each area, although many of our responses will be the same, regardless of the scope?

ANSWER: JAXPORT’s intent is to award two to three contracts. This decision was based on the recommendation that we follow industry best practice and separate bond counsel from disclosure counsel. That being said, each area of expertise will be evaluated separately. Our recommendation is that you submit a separate response for each of the three service categories. However, we ask that you only submit one set of required forms if you elect to propose on more than one service category.

3. **Section 4.07 Evaluation Criteria, Section 2.** Current Workload, Question A. This states an execution date of March 1, 2016. Can you please confirm this?

ANSWER: The estimated execution date is June 1, 2021, not March 1, 2016. We apologize for the confusion this may have caused.

4. If we are partnering with a firm for our response, would you require each firm to complete their own set of all the required forms?

ANSWER: Each firm must complete the required forms which are Conflict of Interest Certificate, Public Entity Crimes, E-Verify and Certification Regarding Lobbying.

5. In the **E-Builder website**, it asks us to input a Unit Cost for Bond, Disclosure and Tax Counsel Services. The RFP requests minimum and/or maximum fees and hourly rates. Do we just list the minimum/maximum fees in the blank or can we note to please refer to our response to additional details, as we are unable to provide all our pricing information in this place?

ANSWER: The E-Builder system has pre-set column titles (*i.e.*, *Unit Cost*, *Total Cost*); however, for the purpose of this solicitation, the proposer’s “Unit Cost” should be “**1**” indicating **YES a proposal is being submitted for the named category** (Bond, Tax or Disclosure Counsel) or “**0**” indicating **NO a proposal is not being submitted for the named category** (Bond, Tax or Disclosure Counsel). All other required supplemental material, including pricing information, listed in Article III (items to be submitted with Proposal Form) must be uploaded in PDF format only. (For upload instructions, see ATTACHMENT 2 of the RFP document, “How to Submit Your Bid Response in E-Builder”, Item 6).

6. In the E-Builder website, is there a file size requirement on the final PDF proposal that is to be uploaded?

ANSWER: In accordance with E-Builder’s FAQ, the system will stall if the file download is larger than **1GB**. Should you encounter any issues while uploading, contact E-Builder Technical Support via phone: 1-888-288-5717 or email: support@e-builder.net.

7. Does the contract involve federal executive agency funds and, if so, are they grants-based?

ANSWER: This contract does not involve federal executive agency funds.

8. Can you please provide the estimated value of the contract?

ANSWER: In years where JAXPORT did not issue debt, the value of the contract was approximately \$20,000. The last bond issue resulted in bond/disclosure counsel fees totaling \$106,000. We anticipate issuing additional debt during the term of the new contract.

9. Can you confirm that we are to prepare one RFP response for all three services, if applicable?

ANSWER: Please reference the response to Question No. 2.

10. Regarding **Section 1.08, Preparation of Proposal**, will a table of contents be considered as part of the 25 page limit?

ANSWER: A table of contents is not included in the page count.

11. Regarding **Article III**, would you like us to include all pages of the RFP instructions in our response? Even those that require no signature or information to be filled in?

ANSWER: Do not include all of the pages. Only include those pages which require information and / or signatures.

12. Are we required to submit a signed copy of Exhibit D, Certification Regarding Lobbying?

ANSWER: Yes.