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February 23, 2022

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
REQUEST FOR QUALIFICATIONS
DESIGN SERVICES FOR T-BERTH MODIFICATION TO BERTH 20
JPA CONTRACT NO. AE-1814

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.) *Changes are highlighted for ease of view.*

PHYSICAL CHANGES TO CONTRACT SPECIFICATIONS

Item No. 1

Reference Section 5.02 (H) - Volume of Current and Prior Work Performed for Using Agencies. **DELETE** "...Forms are not included in SOQ page limitation." in its entirety.

Item No. 2

Reference to Section 3 Scope of Services (page 30/231) Para. 3.04 e. **DELETE** "Structural Analysis of Berth 20 - Consultant shall undertake a structural analysis of the existing Berth 22" and **REPLACE** with "**Structural Analysis of Berth 20 - Consultant shall undertake a structural analysis of the existing Berth 20.**"

Item No. 3

Reference to Section 1.05 - Schedule of Events, **DELETE** in its entirety and **REPLACE** with "**Revised Schedule of Events.**"

ATTACHMENTS TO CONTRACT SPECIFICATIONS

ATTACHMENT No. 1

The Minutes of the Pre-Submission Conference held on Wednesday, February 16, 2022 at 10:00 AM

ATTACHMENT No. 2

Response to questions received via e-mail and during Pre-Submission Conference

ATTACHMENT No. 3

REVISED Section 5 - EVALUATION CRITERIA

ATTACHMENT No. 4

REVISED – SCHEDULE OF EVENTS

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 SOQ.

PLEASE VISIT <http://www.jaxport.com/procurement/active-solicitations> OR CALL THE PROCUREMENT DEPARTMENT AT (904) 357-3017, PRIOR TO THE SOQ SUBMISSION OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.

PRE-SUBMISSION MEETING MINUTES
JPA Contract: AE-1814
Design Services for T-Berth Modifications to Berth 20

Date: Wednesday, February 16, 2022

Time: 10:00 AM

Good morning! It is now **10:00 AM** on **February 16, 2022** and the Pre-Submission Meeting for JPA Contract No. **AE-1814 Design Services for T-Berth Modifications to Berth 20** will now begin. "In an effort to slow the spread of the Covid-19 virus and to encourage social distancing, in accordance with the CDC Guidelines, JAXPORT continues to take proactive measures to keep our workplace safe and prevent the spread of COVID 19. Therefore, this meeting is being held via "GoToMeeting" teleconference which allows interested persons to view and participate remotely."

This meeting is subject to Florida Sunshine Laws and therefore, is being recorded.

We will begin the meeting by introducing JAXPORT Staff Members:

JAXPORT STAFF IN ATTENDANCE:

Name: Sandra Platt	Title: Sr. Contract Specialist
Name: Lisa Gee	Title: Director, Procurement Services
Name: Retta Rogers	Title: Manager, Procurement Services
Name: James Bennett	Title: Sr. Director, Engineering & Construction
Name: Marvin Grieve	Title: Director, Project Management
Name: Cliff Baker	Title: Director, Engineering & Construction Support
Name: Chris Crouch	Title: Manager, Risk & Compliance
Name: Brian Williams	Title: Coordinator, SEB Programs
Name: Jerrie Gunder	Title: Contract Specialist

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).*

COMPANIES' ATTENDANCE RECORD OF PUBLIC OPENING	
REPRESENTING AGENT	COMPANY'S NAME
1. Paul Starr	Jacobs
2. Steven Davis	C&ES
3. Amy Fu	Alpha Envirotech Consulting, Inc.
4. Robin Warrick	LJA Engineering
5. Ed Morales	Morales Consulting Engineers
6. Mauricio Posada	Tetra Tech
7. Max Mozo	Jacobs
8. Cheryl Gessling	Taylor Engineering
9. Stephen Lee	Axias, Inc. Cost Management Consultants
10. Stephen (Wes) Dortch	HDR Engineering, Inc.

11. George McGregor	HDR Engineering, Inc.
12. Jennifer Fleming	
13. Steve Flukinger	
14. Jeffrey Carpenter	AECOM
15. Bob Nathan	
16. Jason Valeria	CSI Geo
17. Steve Manis	C&ES Consultants, Inc.
18. William Price	CSI Geo
19. Conference	Taylor Engineering Staff
20. Johnathan Armbruster	Taylor Engineering Staff
21. Jim Marino	Taylor Engineering Staff
22. Jake Sydnor	Taylor Engineering Staff

Instructions for all participants/members of the public –

- i. 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.
- ii. Any individual who wishes to speak, should “*unmute*” their microphones and wait to be recognized by the host before speaking.
- iii. When called upon, please announce your name and the company you are representing.
- iv. 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.

Key Dates:

- **Questions:** Any questions after the meeting must be e-mailed with the **SUBJECT: AE-1814** 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: **Friday, February 18, 2022 at 3:00 PM (EST)** After that time no questions will be answered concerning this RFQ.
- **Proposals Due:** **Wednesday, March 2, 2022, at 2:00PM (EST)**. Statements of Qualifications and all required supplemental material listed in **Section 4.01 and 4.02**, must be submitted in **PDF Format Only** through E-Builder. SOQ’s and supplemental documents submitted through Email or Fax will not be accepted or considered (unless otherwise noted via Addenda). **Until further notice, JAXPORT is *not* accepting any SOQ packages submitted by Mail or Hand-Deliveries due to the current COVID-19 situation (unless otherwise noted via Addenda). Please visit the JAXPORT’s website at www.jaxport.com for more information and updates.**

The PDF file name should read “**AE-1814 Design Services for T-Berth Modifications to Berth 20**”; however, if you receive an “error message” in E-builder stating the file name is too long, then just use the JPA Contract # “**AE-1814**”

REQUEST FOR QUALIFICATION DOCUMENTS

The Request for Qualifications document 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 Sandra Platt, Sr. Contract Specialist at: sandra.platt@jaxport.com or through E-Builder.**

- **Acknowledgment of Addenda** *(It is mandatory that the proposer acknowledge all addenda, the system will not allow you to submit your proposal until the addenda is acknowledged). We also ask that you include any and all addenda with your proposal.*
- **Qualifications and Submission Process** (See Section 1.03)
- **Requirements for Statement of Qualifications** (See Section 1.04)
- **Evaluation Criteria** (See Section 5.01 which outline the Evaluation Factors and Max Point Value for each Criteria)
- **SEB – Participation Goal is 0%.** JAXPORT supports FDOT’s overall DBE goal of STATE funded Contracts. Therefore, DBE participation is strongly encouraged.
- **Schedule of Events** (See Section 1.05)
- **Scope of Services Overview** (Section 3)
- **Ex-Parte Communications Prohibited** (See Section 2.26)
- **Questions & Answers**

SEB Requirements: Mr. Brian Williams, Coordinator, SEB Programs, addressed the requirements for the DBE Participation.

Scope of Services: Mr. James Bennett, Sr. Director, Engineering and Construction gave an overview of the Scope of Work as outlined in the specification documents.

Question & Answers: Questions asked during the meeting were addressed, however, it was stated that questions should be sent via email submission to Sandra.Platt@jaxport.com and will be answered via Addendum.

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 his proposal have received benefit of the minutes and any addenda that may be issued.

There were no additional questions.

Thank you for your participation and we look forward to your proposal submission.

Meeting adjourned at 10:24 AM.



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REQUEST FOR QUALIFICATIONS

JPA CONTRACT NO. AE-1814 DESIGN SERVICES FOR T-BERTH MODIFICATION TO BERTH 20

RESPONSE TO QUESTIONS

1. Regarding the 20-page limit: In Section 1.04, the RFQ states the “Cover letter and Table of Contents [are] included” in the page count. In Section 5.03, the RFQ states “Proposer’s response shall not exceed twenty (20) pages excluding the cover letter.” Can you please confirm whether the cover letter and table of contents are included in the 20-page limit?

ANSWER: The cover letter and table of contents are not included in the 20-page limit. Cover page is limited to one page 8.5”x 11”.

2. In Section 1.05—*Schedule of Events*, the date selected for the Oral Presentations/Interview (March 16th) happens to be in the middle of Spring Break week for both Duval and St. Johns County schools. To minimize conflict with preset family travel schedules and ensure maximum participation from key proposed local personnel, would JAXPORT consider rescheduling presentations for another week?

ANSWER: Yes, however the revise oral presentations/interviews schedule may be changed at JAXPORT’S convenience. See “Revised Schedule of Events” (Attachment No. 4)

3. Section 5, B—*Past Performance* instructs “Provide information on completed projects similar in scope to project contemplated by this engagement and which were previously performed by Proposer as the lead consulting Firm”. Please clarify. Can the respondent include past project and performance information from its proposed subconsultant teammates, or is information provided in this section strictly limited to the prime consultants past performance?

ANSWER: Past performance of subcontractors is allowed and will be considered; however, JAXPORT is primarily interested in the past performance of the actual Proposer, where the Proposer was acting as lead.

4. Similarly, in Section 4 D—*Consultant Firm Relevant Experience and References*, Should the offered references be limited only to project references for prime consultant projects, or should the response also provide proposed subconsultant teammate project references?

ANSWER: The information in this section should be for prime consultant.

5. Section 5.02, G, 4.b—*Past and present commitment to SEB, DBE...* requires the submittal to “Provide subconsultant firm contract language to be utilized.” This is a many-paged document which would overwhelm to 20-page limit for this section. Can this document be provided as an attachment under required documents so as to not count against page limit?

ANSWER: Section 5.02. 4 is revised to read as follows and this information does count as part of the 20 page limit:

4. Future commitment to these programs relevant to this SOQ.
- a. Provide the administrative procedures that your firm will utilize to ensure maximum participation and reporting as it relates to these programs.
 - b. Proposer shall also disclose its anticipated Small Emerging Business participation as part of this factor. **(See attachment No. 3)**
6. Section 5.02, H—*Volume of Current and Prior Work Performed for Using Agencies* states that “Proposers shall submit a list of all local JPA projects on which Proposing Firm and Subconsultant Firms have been awarded fees...” The remainder of this section provide information about “using agencies;” however, it is not explicitly clear that submittal requires a list of projects for all other “using agencies.” Please clarify. Should the response include just a list of JPA-awarded projects or a list awarded projects for all “using agencies.”

ANSWER: Information is sought for JPA-awarded projects and for projects awarded by other using agencies.

7. Section 5.02, H—*Volume of Current and Prior Work Performed for Using Agencies* states that “**Forms are not included in any SOQ page limitation**” after requesting the list of projects for the last 5 years for JPA and Using Agencies. This list for the proposing firm and subconsultants could be lengthy. Can you confirm that this requested list is considered the “form” that is excluded from the 20 page limit?

ANSWER: Delete “Forms are not included in SOQ page limitation”. The proposer shall provide a listing/table/etc. that shows key projects with information such as the project name, contract value of each listed project, outstanding value, whether Proposer served as the prime or a subconsultant for the project, and the user agency of each project. It is the Proposer’s responsibility to provide sufficient information regarding the projects performed for the using agencies in a format that can be interpreted clearly. This information does count as part of the 20-page limit. Projects where consultant fee is less than \$100,000 for a given project may be summarized in a single line item per Using Agency. A total fees for the projects should be shown at the bottom of the table.

8. Section 3 Scope of Services (page 30/231) Para. 3.04 (4e) says Consultant shall undertake a structural analysis of the existing Berth 22. It is assumed that this should be Berth 20. Please confirm.

ANSWER: Correct. The analysis should be for Berth 20.

9. Section 5 Evaluation Criteria (page 37/231) Para. 5.02. Part A says, “Proposals shall contain a maximum of ten (10) resumes of all key staff as well as key staff of Subconsultant Firms that

are proposed for this engagement.” Should the limit of 10 resumes include any key personnel from Subconsultants, or are Subconsultants’ resumes in addition to the 10 maximum?

ANSWER: The limit is 10 resumes for the Proposer and any Subconsultants. The resumes should be of the staff that will actually perform the services for this contract.

10. Section 5 Evaluation Criteria (page 37/231) Para. 5.02. Part B requests information on completed projects. If the design phase of a project is complete but the construction is ongoing, does this qualify as a completed project, considering this RFQ is for design services?

ANSWER: Yes; however, Proposer shall clearly indicate that construction is still in progress, provide information on the percent completed, and any services being provided to support the construction project. Date of consultant services should be included.

11. Attachment F, first paragraph (page 53/231) refers to AE-1818. Please confirm this should be AE-1814.

ANSWER: The correct RFQ No. is AE-1814

12. During the pre-bid meeting a realistic design schedule was requested. This is not an evaluation requirement in the RFQ. Please clarify if this is required in Proposer’s response, or will be requested later in the selection process.

ANSWER: A rudimentary design schedule should be submitted with the Proposal. The schedule can simply be a statement of how many months Proposer reasonably believes it will take to complete the design from award of a design contract to completion of construction documents. This should include any anticipated permitting.

13. In the RFQ, Section 5.02.A. paragraph 3 indicates, “A Team Member can only serve in one project role.” Please consider that our preferred candidate for project manager is also a leading subject matter expert in a specialized, yet relatively small supporting scope element of the project. We believe this Team Member to be uniquely qualified to serve in both capacities, which would not interfere with our ability to timely and capably deliver on both functions. Can the Port defer to the respondent in allocating its resources in the way it deems most suitable and efficient for the delivery of the project and allow this Team Member to serve in two roles?

ANSWER: JAXPORT has identified 4 key roles as following: (1) Project Principal, (2) Project Manager, (3) Design Engineer, (4) QA/QC Engineer. The requirement that a Team Member serve in one of these roles is a material requirement and will not be waived or modified. Other roles may serve as determined by the Proposer. Each person’s responsibilities and roles for this project should be clearly identified.

**“REVISED” SECTION 5
EVALUATION CRITERIA**

5.01 INSTRUCTIONS AND EVALUATION CRITERIA

Each Proposer is solely responsible to ensure that its SOQ adequately responds to the evaluation criteria described below. Proposers shall provide with their proposal any other information relevant to the application of the proposal evaluation criteria. The Evaluation Committee will rank proposals based on the proposal evaluation criteria. The Evaluation Committee will determine qualifications, interest, and availability by reviewing all written proposal responses that express an interest in performing the services, and when deemed necessary, by conducting formal interviews of selected respondents that are shortlisted and determined to be best qualified based on evaluation of proposals.

The response to each proposal evaluation criterion will be evaluated relative to other responses received and awarded a score of one (1) through the maximum point value. Proposers are encouraged to arrange their responses in a format that will facilitate ready review and evaluation of each proposal evaluation criterion.

Failure to provide adequate information on any written proposal evaluation criterion will result in lower scores and could result in rejection of the proposal as non-responsive.

The proposal evaluation criteria are as follows:

EVALUATION FACTORS	MAX POINT VALUE
A. Ability of Personnel and Experience	45
B. Past Performance	20
C. Willingness to Meet Time and Budget Requirements	5
D. Location	5
E. Recent, Current, and Projected Work Load	10
F. Ability to Observe and Advise Whether Plans and Specifications are Being Complied With	5
G. Past and Present Demonstrated Commitment to SEB, Disadvantaged, Small and Minority and Women-Owned Businesses, and Contributions Towards a Diverse Market	5
H. Volume of Work Previously Awarded by Using Agencies	5
MAXIMUM AVAILABLE POINTS	100

5.02 SELECTION CRITERIA

A. ABILITY OF PERSONNEL AND EXPERIENCE - (MAXIMUM SCORE: 45 POINTS)

Firm shall provide a project organizational chart showing and describing Proposer's personnel, reporting structure, and personnel responsibilities and functions specifically for this engagement. The chart shall also provide the same relevant information for Subconsultants.

Any existing commitment of personnel shown in the organization chart that could conflict with availability for this engagement shall be clearly shown and explained. Evaluation of this Factor will also include consideration of proposed Subconsultant Firms. Proposals shall contain a maximum of ten (10) resumes of all key staff as well as key staff of Subconsultant Firms that are proposed for this engagement. At a minimum, resumes shall provide employee name, title, years of service with the firm, applicable professional registrations, education, relevant work experience, and years of experience in the fields related to wharf and pier design. Resumes shall also identify any specialty or technical expertise relevant to this engagement. Resumes should be single-sided and no more than two (2) pages in length. If more than two pages are submitted, only the first two pages will be evaluated. Resumes shall not count against any SOQ page limitation.

At a minimum, Proposer shall provide resumes of the following staff (aka as "Team Member" or "Team Members") being offered to perform these roles on this engagement: (1) Project Principal, (2) Project Manager, (3) Design Engineer, (4) QA/QC Engineer, and (5) any other staff member that Proposer considers key to this engagement, such as Subconsultant's that will be assigned. A Team Member can only serve in one project role. Team Members whose resumes are submitted shall actually perform the contemplated professional services unless after contract award the Firm submits a substitution request and receives prior approval from JPA's Senior Director of Engineering and Construction.

Provide the name and office locations of any Subconsultants proposed to be used on this engagement. Evaluation of this Factor will include a consideration of any proposed Subconsultants.

The SOQ shall clearly document that Proposer itself has possesses a minimum of ten (10) years of experience in professional marine engineering consulting and design.

Provide any other documentation that Proposer believes will allow the Evaluation Committee to fully understand its competency to perform on this engagement.

Key Personnel - Minimum Requirements

1. **Project Principal** – Shall have a minimum of fifteen-years (15) of professional marine engineering consulting and design services experience with projects of similar size and scope. Provide a photocopy of the Project Principal's Professional Engineer current license issued by the State of Florida Department of Professional Regulation along with Project Principal's current address.

2. **Project Manager** – Shall have a minimum of ten-years (10) of professional marine engineering consulting and design services experience that includes providing cooperative assistance, such as studies, opinions, and marine engineering support. Provide a photocopy of the Project Manager’s Professional Engineer current license issued by the State of Florida Department of Professional Regulation along with Project Manager’s current address.
3. **Design Engineer** – Shall have a minimum of ten (10) years of professional marine engineering consulting and design services expertise. Provide a photocopy of the Design Engineer’s Professional Engineer current license issued by the State of Florida Department of Professional Regulation along with Design Engineer’s current address.
4. **QA/QC Engineer** - Shall have a minimum of seven-years (7) of QA/QC engineering expertise with projects of similar size and scope. Provide a photocopy of the QA/QC Engineer’s Professional Engineer current license issued by the State of Florida Department of Professional Regulation along with QA/QC Engineer’s current address.

B. PAST PERFORMANCE - (MAXIMUM SCORE: 20 POINTS)

Provide information on completed projects similar in scope to project contemplated by this engagement and which were previously performed by Proposer as the lead consulting firm. Include a name and contact information for each project owner. Describe any outstanding accomplishments of Firm that relate to the specific services being sought. Proposer may submit any letters of commendation or awards that reflect the professional accomplishments of the Firm (such letters will count against the SOQ page limitation).

Responding to this Factor requires Firms include statements of their past and present record of professional accomplishments or performance:

1. on projects undertaken for the Jacksonville Port Authority as well as all of the “Independent Authorities” for the City of Jacksonville, and other “using agencies” of the City of Jacksonville, which is defined in the Jacksonville Ordinance Code as “a department, division, office, board, agency, commission or other unit of the City and any independent agency required by law or voluntarily requesting to utilize services of the (Procurement) Department;” and
2. on projects undertaken with others that are similar in nature to the size and scope of professional services and / or work required for the project solicitation herein. Respondents are requested to state with specificity whether or not, within the past five-years (5), they have provided the scope of services contemplated herein.
3. List only those projects where Consultant was the Lead Consultant (not a Subconsultant).

Provide a self-assessment of Consultant's performance on each project, including type of work performed as it relates to the requirements of this engagement.

C. WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS - (MAXIMUM SCORE: 5 POINTS)

Responding to this evaluation Factor necessitates that Proposer include statements and references demonstrating that it met both time and budget requirements on projects of similar size and scope that were completed by Proposer within the past five-years (5) and that Proposer is meeting both time and budget requirements on projects of similar size and scope that it is currently performing.

As part of its response to this Factor, Consultant:

1. shall submit an expressed statement of its overall willingness to meet both time and budget requirements for the project in question; and
2. shall submit, without limitation, project narratives, schedules, cost and fee summaries and owner references for any Reference Projects;
3. provide an explanation of how it typically manages its engagements to realize project budgetary goals, timetables and quality control objectives.

D. LOCATION - (MAXIMUM SCORE: 5 POINTS)

Disclose location of Firm's corporate headquarters. If Firm's corporate headquarters or lead design office are located in Jacksonville, (which, for purposes of this RFQ is deemed to include NE Florida and surrounding counties of Clay, St. John's, Nassau, and Putnam), no further information is required under this Factor and maximum points will be awarded.

For Firm's whose corporate headquarters are not located in Jacksonville shall indicate whether it maintains a branch design office in the Jacksonville area. If it does, then Firm shall indicate how long the Jacksonville branch office has been in continuous existence and the number of professional employees currently assigned to the branch office who are expected to perform services on this engagement. (Note: Qualifying employees are those assigned to the Jacksonville branch office and who have lived in the Jacksonville area for the previous twelve (12) months). Firms shall submit the organization chart for the branch office.

The SOQ should clearly state if Firm's corporate headquarters is not located in the Jacksonville area and that Firm does not maintain a Jacksonville branch office. Minimum points will be awarded in this Factor in this instance. The selected Firm shall be required to verify its location by furnishing a photocopy of a current Occupational License issued by the Tax Collector of Duval County prior to execution of an Agreement for professional services.

E. RECENT, CURRENT, AND PROJECTED WORK LOAD - (MAXIMUM SCORE: 10 POINTS)

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. Discuss ability of Firm's lead office to prosecute this engagement given its current workload. Proposer may include charts and graphs to demonstrate the current and projected workloads of the office executing this engagement and should discuss how Firm will adjust for any manpower or resource fluctuations.

F. ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE – (MAXIMUM SCORE: 5 POINTS)

Describe the ability and experience of Firm and assigned personnel in observing and monitoring construction projects, ensuring that construction is proceeding in accordance with the plans and specifications, and in performing other services during construction, such as processing of change orders and review of contractor payment requests. Evaluation of this Factor will also consider Firm's ability to interpret specifications as evidenced by the preparation of Firm's overall response to this RFQ.

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)

This Factor is intended to solicit responses from Proposers that indicate their past and present commitment to the Small Emerging Business (SEB), Disadvantaged Business Enterprises (DBE), Small Business Enterprises (SBE), Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE) programs. More specifically, responses to this Factor should include, without limitation, statements that document the proposer's:

1. Commitment to diversity among the directors, officers, members and/or employees that make up the firm;
2. Commitment to diversity within the Firm's community and beyond;
3. Past and present commitment to and/or utilization of SEB's, DBE's, SBE's, MBE's and WBE's;
4. Future commitment to these programs relevant to this SOQ.
 - a. Provide the administrative procedures that your firm will utilize to ensure maximum participation and reporting as it relates to these programs.
 - b. Proposer shall also disclose its anticipated Small Emerging Business participation as part of this Factor.

Proposer shall also disclose its anticipated Small Emerging Business participation goal as part of this Factor.

H. THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES - (MAXIMUM SCORE: 5 POINTS)

JPA will consider the volume of work previously awarded to each Proposing Firm by Using Agencies, with the objective of effecting an equitable distribution of contracts among qualified

firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

The term "Using Agencies" is defined as the City of Jacksonville and each of the "Independent Authorities", as well as all other "using agencies" of the City of Jacksonville as defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of the City and any independent agency required by law or voluntarily requesting to utilize services of the [Procurement] Department." ~~Forms are not included in any SOQ page limitation.~~

Proposers shall submit a list of all local JPA projects on which Proposing Firm and Subconsultant Firms have been awarded fees during the past five (5) fiscal years. Include only those in which Proposing Firm was the lead Consultant Firm (do not delete fees paid to Subconsultant Firms or others).

If the Proposer and Subconsultant Firms have not performed work for any Using Agencies during the past five (5) years, the response should so clearly state. Failure to provide complete and accurate information will result in lower score on evaluation. Failure to list amounts of all fees may result in rejection of proposal as non-responsive.

Proposing firms that performed no work in the past five years for the Using Agencies will receive five (5) points. Proposing firms that have performed work for Using Agencies will receive between one (1) and four (4) points as reasonably determined by the Evaluation Committee.

5.03 EVALUATION OF STATEMENTS OF QUALIFICATIONS

1. **Proposal Response Page Limit.** Proposer's response shall not exceed twenty (20) pages excluding the cover letter. Pages in excess of 20 will not be evaluated.
2. **Initial Screening.** JPA will review the submitted proposals to assure that they are responsive, meet the page limit specified in section 5.03(1), and satisfy the minimum requirement. Proposals deemed unresponsive will be returned to Proposer with a brief explanation of the reason for rejection.
3. **Evaluation Committee.** Following initial screening, JPA will convene an evaluation committee of at least three members, one of whom may be a staff member of JPA's Engineering and Construction Department. The evaluation committee members will each independently evaluate and rank each proposal in accordance with the proposal evaluation criteria contained in section 5.02 above.
4. **Proposal Scoring.** Each proposal evaluation criterion will have a value from one to the maximum point value stated for that criterion in section 5.02. A perfect score is 100 points. At JPA's sole discretion, Proposers may be invited to make oral

presentations prior to final selection. These presentations will be scheduled at JPA's convenience. JPA is not be liable for any costs incurred by the Proposer in connection with oral presentations. JPA is not required to contact a Proposer to obtain additional information to evaluate the proposal.

5. **Award.** JPA will make an award based on Proposer's ability to meet JPA's needs and requirements based on the proposal evaluation criteria. It is JPA's intent to award to the Proposer firm, which, in JPA's sole opinion, is the most qualified and capable of providing the best overall service consistent with the goals and objectives, and in accordance with Florida Statutes Section 287.055 as amended.

6. **Negotiation with Successful Proposer.** The successful Proposer shall provide a schedule of proposed rates and costs prior to negotiations. These rates and costs will be used in the negotiation of fees and shall remain in effect throughout the length of this Agreement. Proposed overhead rates shall conform to Federal Acquisition Regulations as established by a governmental audit or certified to by a certified public accountant. Profit shall be applied only to direct labor plus overhead. No markup or profit will be paid on non-labor related job costs, reimbursables or on services provided by subconsultants or others.

AE-1814 DESIGN SERVICES T-BERTH CONSTRUCTION BERTH 20

“REVISED” SCHEDULE OF EVENTS

It is anticipated that the Consultant Firm will be selected on or as near to May 2022, under the following schedule of events:

1. Issue Request for Qualifications	Feb 3 & 10 2022
2. Pre-Submission Meeting	Feb 16, 2022
3. Questions Cut-Off Deadline	Feb 18, 2022
4. Statements of Qualifications Submittal Date	Mar 2, 2022
5. Evaluations and Shortlist of Consultants/Firms	Mar 10, 2022
6. Oral Presentations / Interview Date	Mar 21–23, 2022
7. JPA Awards Approval Final Rankings/Negotiation	Mar 30, 2022
8. Negotiation for Fees	Apr 5, 2022
9. JPA Awards Approval of Firm	Apr 19, 2022
10. JPA Board Approval of Firm	Apr 25, 2022
11. Issue and Execute Agreement with Firm	May 1, 2022