



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

February 28, 2024

**ADDENDUM NO. 01**  
**TO**  
**SPECIFICATIONS AND CONTRACT DOCUMENTS FOR**  
**REQUEST FOR**  
**QUALIFICATIONS**  
**DESIGN SERVICES FOR NEW RO/RO ENTRANCE**  
**AT BLOUNT ISLAND BLVD**  
**JPA CONTRACT NO. RFQ AE-1951**

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**

Throughout the Specifications Section 5.02, Item "A" ABILITY OF PERSONNEL AND EXPERIENCE, **DELETE pages 5-2 & 5-3 and REPLACE with REVISED** Section 5.02, Item "A" ABILITY OF PERSONNEL AND EXPERIENCE pages 5-2 – 5-3 **(See Attachment No. 03)**

**ATTACHMENTS TO CONTRACT SPECIFICATIONS**

**Attachment No. 1**

Pre-Submission Meeting Minutes

**Attachment No. 2**

Response to Questions

**Attachment No. 3**

**REVISED** Section 5.02, Item A. ABILITY OF PERSONNEL AND EXPERIENCE, Pages 5-2 & 5-3

**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 PROPRAL.**

**PLEASE VISIT <http://www.jaxport.com/procurement/active-solicitations> PRIOR TO THE PROPRAL OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.**

**PRE-SUBMISSION MEETING INSTRUCTIONS**

**JPA Contract: AE-1951**

**Design Services for New RO/RO Entrance – Blount Island Blvd**

**Date:** Friday, February 16, 2024

**Time:** 10:00 AM

**Good morning! It is now 10:00 AM on Friday, February 16, 2024 and the Pre-Submission Meeting for JPA Contract No. AE-1951 Design Services for New RO/RO Entrance – Blount Island Blvd will now begin. This meeting is being held via “ZOOM” teleconference which allows interested persons to view and participate remotely.”**

Please type your name and the company you are represent in the “Chat Box.”

**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: Jerrie Gunder	Title: Sr. Contract Specialist
Name: Retta Rogers	Title: Director, Procurement Services
Name: Sandra Platt	Title: Manager, Procurement Services
Name: Michael Johnson	Title: Director, Engineering & Construction Support
Name: Jose Vazquez	Title: Director, Project Manager
Name: Michael McCoy	Title: Coordinator, Vendor Management & SEB Programs

**OTHER STAFF IN ATTENDANCE:**

**IDENTIFY MEMBERS OF PUBLIC ATTENDEES**

If you are able to do so, please type your name and the name of the company you are representing in the chat box. For those participants attending this meeting via phone, I will ask each of you to clearly state your name and the company you are representing. At the end of the meeting, I will read back the name and company of each attendee. If I do not state your name please unmute your device and state it clearly so that it is recorded.

	<b>Company Name</b>	<b>First Name</b>	<b>Last Name</b>
1	WSP USA	Mark	Valenti
2	Tectra Tech	Tim	Ziegler
3	Kimley-Horn	Jamie	Gwaltney
4	Tectra Tech	Bill	Larson
5	NFPS	Robin	Smith
6	C&ES Consultants	Holly	Walker

**Instructions for all participants and members of the public:**

- To avoid any microphones transmitting sounds that cause feedback, echoes or sounds that will otherwise cause disruption to this meeting, participants (regardless of how they are accessing this meeting) are asked to keep their microphone on "MUTE" at all times when *not* speaking. PLEASE TAKE A MOMENT AND "MUTE" YOUR MIC FOR THIS MEETING.
- Any individual who wishes to speak, should "unmute" their microphones and wait to be recognized by the host before speaking.
- When called upon, please announce your name and the company you are representing.
- 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:**

- Any questions after the meeting must be e-mailed with the **SUBJECT: AE-1951 Design Services for New RO/RO Entrance – Blount Island Blvd**, only to [jerrie.gunder@jaxport.com](mailto:jerrie.gunder@jaxport.com). Please do not send questions to anyone else. The deadline to submit questions is: **Wednesday, February 21, 2024 at 12:00 PM (ET)**.
- Statement of Qualifications (SOQs) are due on **Wednesday, March 6, 2024, 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. **JAXPORT is not accepting any SOQ packages submitted by mail, hand delivery, fax or email. Please visit JAXPORT's website at [www.jaxport.com](http://www.jaxport.com) for more information and updates.**

The PDF file name should read "AE-1951."

**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 Jerrie Gunder, Sr. Contract Specialist at: [jerrie.gunder@jaxport.com](mailto:jerrie.gunder@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*).
- **Project Background (See Section 1.02)**
- **Qualifications and Submission Process (See Section 1.03)**
- **Requirements for Statement of Qualifications (See Section 1.04)**
- **Schedule of Events (See Section 1.05)**
- **Ex-Parte Communications Prohibited (See Section 2.26)**
- **Instructions and Evaluation Criteria (See Section 5.01)**

**SEB Requirements:** Mr. Michael McCoy, Coordinator, Vendor Management & SEB Programs

**Scope of Services:** Jose Vazquez, Director, Project Management

**Question & Answers:** Questions should be sent via email submission to [Jerrie.Gunder@jaxport.com](mailto:Jerrie.Gunder@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 10:17 AM

Documented By: Jerrie Gunder, Sr. Contract Specialist



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

**REQUEST FOR QUALIFICATIONS**

**DESIGN SERVICES FOR NEW RO/RO ENTRANCE  
AT BLOUNT ISLAND BLVD**

**JPA CONTRACT NO. AE-1951  
ADDENDUM NO. 01  
RESPONSE TO QUESTIONS**

1. Trying to get on teams as a small business and DBE firm. Could you please send or post a list of firms that attended the pre-bid for RFQ AE-1951?

**ANSWER:** See Addendum Attachment No. 1

2. Will you be distributing meeting minutes and a list of attendees for the meeting that was held on Friday (02/16/24) morning?

**ANSWER:** See Addendum Attachment No. 1

3. Section 1.04 requires \$5,000,000 professional liability insurance. If a firm does not currently meet this minimum requirement, can a statement be submitted stating that they will meet the requirements before execution of any contracts?

**ANSWER:** This is acceptable.

4. Section 5.02 A. has specific criteria for "marine" engineering experience, however this project does not involve the design of any marine systems or structures. Will project relevant engineering experience (roadway, drainage, structural, etc.) be acceptable?

**ANSWER:** All reference to "marine engineering" should be substituted by "Civil Engineering, with emphasis on Land Development, Roadway, Drainage". (See Attachment No. 03)

5. In 5.02 Selection Criteria, Subfactor H, The Volume of Current and Prior Work Performed for Using Agencies, it is unclear exactly what information you want listed for each project. Please clarify what is considered "complete and accurate information" for each project.

**ANSWER:** A complete list should include the Project Number, Project SOW, Using Agency Name, Awarded Amount, Project Subconsultants and Project Start/Complete Dates.

6. In 1.04 Requirements for Statement of Qualifications, Required Documentation lists the following forms to be included in the section "Required Forms and Documentation":
- e) Completion of Conflict of Interest Form – See Attachment "B"
  - f) Completion of Sworn Statement on Public Entity Crimes – See Attachment "C"
  - g) Completion of Certification Regarding Lobbying – See Attachment "D".
  - h) Completion of E-Verify – See Attachment E

Yet, these forms are not listed in Section 4.02 Required Forms and Documentation. Do you want these 4 forms included in this section or should they be at the end of the proposal in an appendix?

**ANSWER:** Forms should be included in the Required Forms and Documentation section.

7. In the description of the minimum qualifications for each of the key personnel, it states that the number of years of experience in professional marine engineering consulting and design services the key person must have. Is this the correct type of engineering and design specialty that JAXPORT wants for the key personnel for this project since this is a roadway and land development/site development project?

**ANSWER:** All reference to "marine engineering" should be substituted by "Civil Engineering, with emphasis on Land Development, Roadway, Drainage". (See Attachment No. 03)

**REVISED****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 **civil 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 **civil 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 **civil engineering** consulting and design services experience that includes providing cooperative assistance, such as studies, opinions, and **civil 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 **civil 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.