



Post Office Box 3005
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June 26, 2024

ADDENDUM NO. 03

**SPECIFICATIONS AND CONTRACT DOCUMENTS FOR
REQUEST FOR PROPOSAL
DESIGN-BUILD JFRD FIRE STATION 48
AT BLOUNT ISLAND MARINE TERMINAL
JPA CONTRACT NO. RFP AE-1935A**

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.)

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1

2nd Mandatory Pre-Submission Meeting Minutes and Site Visit Attendance List

Attachment No. 2

Response to Questions

Acknowledgment of the following addenda is hereby made:

Addendum #3, Dated: _____ Initials _____

Company _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED IN YOUR SOQ SUBMISSION, 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) PRIOR TO THE PROPOSAL OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.

2nd MANDATORY PRE-PROPOSAL MEETING INSTRUCTIONS**JPA Contract: RFP AE-1935A
DESIGN-BUILD NEW JFRD FIRE STATION 48 AT BIMT****Date:** Tuesday, June 18, 2024**Time:** 10:00 AM *(recording started at 10:00 AM)*

Good morning! It is now **10:00 AM** on **Tuesday, June 18, 2024** and the 2nd Mandatory Pre-Proposal Meeting for JPA Contract No. **AE-1935A DESIGN-BUILD NEW JFRD FIRE STATION 48 AT BIMT** will now begin. This meeting is being held via ZOOM Meeting teleconference which allows interested persons to view and participate remotely.

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

As I am introducing the JAXPORT Staff, I ask that outside companies please type your name and the company you represent in the "Chat Box".

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: Nicholas Primrose Title: Chief, Regulatory Compliance
- Name: Jose Vazquez Title: Director, Project Management
- Name: Brandon Braziel Title: Project Manager

IDENTIFY MEMBERS OF PUBLIC ATTENDEES - *(Listed Alphabetically by Company's Name)*

COMPANIES' ATTENDANCE RECORD OF PRE-PROPOSAL MEETING	
REPRESENTING AGENT	COMPANY'S NAME
1. Sarah Roick	Ajax Building
2. Cindy Reis	Auld & White
3. Edwin Willmore	Baker Design Build
4. Johnathan Felder	Clayton Co Consultants
5. James Campbell	GAI Consultants and Steller
6. Robin Smith	NFPS
7. Rob Hoenshel	PQH Group and Stellar
8. John Yant	ShayCore
9. Jessica Wimmer	The Stellar Group
10. Scott Gibbs	The Stellar Group
11. Scott Wright	The Stellar Group
12. Becky Morgan	Zyscovich
13. Czar	<i>(noted in chat box: please disregard Czar)</i>

2nd MANDATORY PRE-PROPOSAL MEETING INSTRUCTIONS**JPA Contract: RFP AE-1935A
DESIGN-BUILD NEW JFRD FIRE STATION 48 AT BIMT****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 and Addenda:**

Any questions after the meeting and site visit must be by e-mailed to the attention of Jerrie Gunder at jerrie.gunder@jaxport.com. Please do not send questions to anyone else. The deadline to submit questions by e-mail is: **FRIDAY, JUNE 21, 2024 at 4:00 PM (ET)**

SOQ's and Technical Proposals are Due: Wednesday, July 3, 2024 at 2:00 PM (ET)

Statements of Qualification, Technical Specification and Price Proposal and all required supplemental material as described in “Proposer Contents and Format”, must be submitted in **PDF Format Only** through E-Builder. RFP packages and supplemental documents submitted through Email or Fax will not be accepted or considered. **Until further notice, JAXPORT is *not* accepting any RFP packages submitted by Mail or Hand-Deliveries. Please visit JAXPORT's website at www.jaxport.com for more information and updates.**

The RFP package (SOQ and Technical Proposal) PDF file name should read **“AE-1935A (SOQ and Technical Proposal)”**

QUALIFICATION & TECHNICAL PROPOSAL PROCESS

Two Step Selection Process: Step-One Qualifications and Technical Proposals (See pages 8 -10).

(a) Qualification Criteria – Pass/Fail Evaluation

- Proposers History
- Proposers Engineer of Record
- Licensed Contractor
- Project Staffing
- Experience Modification Rate

(b) Technical Proposal Criteria

- Team Experience 10 Points

2nd MANDATORY PRE-PROPOSAL MEETING INSTRUCTIONS**JPA Contract: RFP AE-1935A
DESIGN-BUILD NEW JFRD FIRE STATION 48 AT BIMT**

• Project Approach	50 Points
• Schedule	15 Points
• Safety	15 Points
• Quality Control	10 Points
TOTAL MAXIMUM	100 Points

See Exhibit F, pages TPC-1 through TPC-6, **the Proposer must not discuss or reveal elements of its Price Proposal in its Qualification & Technical Proposals.**

Step Two – Price Proposals**Price Proposals will be Opened: Friday, July 26, 2024 at 2:00PM (ET)**

Only competitive range qualified proposers will be invited, under a separate invitation key, to submit a price proposal. The RFP package (Price Proposal) PDF file name should read **"AE-1935A (Price Proposal)"** For Proposal submission, please refer to page 15 of the RFP.

RFP package (SOQ and Technical Proposal) must be submitted prior to 2:00 PM (ET), WEDNESDAY, JULY 3, 2024 and RFP package (Price Proposal) must be submitted prior to 2:00 PM (ET), FRIDAY, JULY 26, 2024. The submit button in E-Builder will deactivate exactly at 2:00 PM (ET) and you will not be permitted to submit your proposal regardless of where you are in the process. Please plan accordingly.

ADDENDA

It is Mandatory that the Proposers shall acknowledge the inclusion of all addenda on the signature page. Acknowledgement shall be by initials and date. **Failure to acknowledge all addenda shall result in rejection of the Proposers RFP package.**

At the Bid Opening for Price Proposals on **Friday, July 26, 2024 at 2:00PM**, The Director of Procurement will announce the Evaluation Committee's average technical score for each proposer prior to the opening of the price proposals.

The proposer to be recommended for an award of this project will be that Proposer whose adjusted score is the lowest and is the most qualified and capable bidder. JAXPORT does reserves the right to waive any informalities in any bid.

Time for Completion: Reference to Addendum No. 2, Item 6, Time for Completion One Notice-to-Proceed (NTP) for the project will be issued that serves for Design and for Construction. This NTP is anticipated to be issued in September 2024. All work **MUST** be completed by August 31, 2026 as required by the federal grant. No time extensions should be anticipated. This schedule allows approximately 24 months to complete all phases of the project (Design, Permit, Construct, etc.).

Liquidated Damages Reference to Addendum No. 2, Item no. 7, Liquidated Damages. There will be no liquidated damages applied. However, all terms of the Federal Grant apply including completion dated.

The Warranty for this project is **One (1) Year** from date of Substantial Completion.

2nd MANDATORY PRE-PROPOSAL MEETING INSTRUCTIONS**JPA Contract: RFP AE-1935A
DESIGN-BUILD NEW JFRD FIRE STATION 48 AT BIMT**

There is a bid bond required to be submitted with the price proposal only. That information is on pages 17 - 18.

Site Visit: A **Mandatory Site Visit** will be held at **2:00 PM (ET), TUESDAY, JUNE 18, 2024**. Attendees will meet in the parking lot of the Access Control Center (ACC) located at 9620 Dave Rawls Blvd, Jacksonville, FL 32226, attendees will be caravanned to the site location. Contact Person will be Brandon Braziel, Project Manager. **Please email jerrie.gunder@jaxport.com or call at (904) 357-3455 to have your name added to the Roster.**

All attendees must have a HARD HAT, SAFETY BOOTS AND VEST and a valid driver's license/TWIC badge are required. No questions will be answered during the site visit.

Insurance Requirement: James Conoly, Risk Specialist - RLI-1 through RLI-4

Security Implementation Procedures: Item U., Page 31

Federal Requirements: Special Conditions, Item 12 (1 – 28), pages SC-8 through SC-36

SEB Requirements: SEB Goals for this project is 10%. Contact Michael McCoy, Coordinator, Vendor Management and SEB Programs at (904) 357-3003 for more information.

Scope of Services: Brandon Braziel will give an overview of the Scope of Work as outlined in the specification documents.

This is a Mandatory Meeting and Site Visit (only participants will be allowed to submit proposal)

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.

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 prior to close of this "ZOOM Meeting"

Thank you for your participation and we look forward to your attendance at the Site Visit and receipt of your response.

Meeting adjourned at 10:27 AM, Tuesday, June 18, 2024

Prepared by Retta Rogers, Director, Procurement Services



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**REQUEST FOR PROPOSAL
DESIGN-BUILD JFRD FIRE STATION AT BIMT
JPA CONTRACT NO. AE-1935A**

**ADDENDUM NO. 03
RESPONSE TO QUESTIONS**

1. **Written Technical Proposal** - Section D (Two-Step Selection Process), Item 1 (b), Page 9 states, "A Written Technical Proposal (WTP) will include items such as a detailed project site concept and design, budget and schedule, staffing plan, timeline, permit requirements, total Contract time and other data requested in the RFP".

Related Questions:

- a. Project Site Concept - The RFP documents (Appendix A) include a site concept and design prepared by Jacobs. As such, are proposers to include these documents in the WTP or is there an expectation to prepare a different site concept and design for the inclusion in the WTP? This is also not listed in the Technical Proposals Evaluation Criteria listed on Page 10. Please confirm if this is required.

ANSWER: The site concept and design prepared by Jacobs is sufficient.

- b. Budget - The last sentence of paragraph 2 states, "The proposer must not discuss or reveal elements of its Price Proposal in its WTP"; This seems contrary to the WTP requirements noted in Section D, same paragraph. This is also not listed in the Technical Proposals Evaluation Criteria listed on Page 10. Please confirm if a budget is required to be included with the WTP?

ANSWER: A budget is not required to be included with the WTP however, a detailed budget will be required from the selected DBF.

- c. Staffing Plan - The Technical Proposals Evaluation Criteria, A. Team Experience, listed on Page 10 does not list a Staffing Plan as part of the evaluation criteria. The "team's overall experience" and "availability of key staff" is listed and will be included, as will the requirements listed on Page Nos. TPC-1 through TPC 4. The Statement of Qualifications Evaluation Criteria, D. Project Staffing, includes an organizational chart. Please confirm if a stand-alone "staffing plan" document is required to be submitted with the WTP?

ANSWER: Stand alone staffing plan is not required. Refer to Exhibit F, Section A, for the organizational chart requirements.

- d. Submittals - The Technical Proposals Evaluation Criteria listed on Page 10 does not list a Submittals as part of the evaluation criteria. Please confirm what "Submittals" are to be included with the WTP, if any?

ANSWER: Refer to Section I - Request for Proposal Overview and Response Procedures, D. Two-Step Selection Process, 1. Step One: Qualifications and Technical Proposals, B. Technical Proposal Criteria and Section II – Request for Proposal Submission, Format and Bonds, B. Qualifications Proposal Format for submittals to be included with the WTP.

- e. Permit Requirements - Please elaborate on what is expected to be provided in the WTP (agencies, review durations, costs, etc.)?

ANSWER: Provide a complete list of required permits, the associated agencies and estimated timeframes.

- f. Total Contract Time - Addendum 1 states "Time For Completion is 365 Calendar Days". Is the proposer to provide a statement acknowledging the total contract time of 365 calendar days, and/or provide a narrative, along with the requirements listed on Page No. TPC 5 that addresses the Technical Proposals Evaluation Criteria, C. Schedule, listed on Page 10?

ANSWER: Refer to Addendum No. 2, Item No. 6

- g. Total Contract Time - Please re-confirm the 365 calendar days is for construction only, and does not includes design and permitting.

ANSWER: Refer to Addendum No. 2, Item No. 6

2. RFP AE-1935A – sec 1 (APPENDIX A) appears to be scanned copies of 8½" x 11" pages. This format limits our ability to enlarge the documents to full-size design documents thereby affecting the legibility of the documents and they aren't scalable for takeoffs. Can we get the original version of the 30% schematic drawings in lieu of the scanned version?

ANSWER: CAD (.dwg) files were provided to aid in takeoffs

3. Can JaxPort have CSI Geo, Inc., provide auger cast pile recommendations (bearing depth, size, and capacity), so that this information can be included in the Phase 2 Pricing Proposal?

ANSWER: No

4. Comments on the Lessons Learned document distributed in Addendum #1:

- a. Item #59 indicates increasing the left side of the building by 5'-4" for the Fitness Room, Storage and Bunker Gear Room. It should be noted that additionally this expansion allows the HVAC unit to be relocated from the Fitness Room to the Bunker Gear Room to reduce the circulation of carcinogens from any unwashed bunker gear waiting to be cleaned and additional Bunker Gear spaces can be provided. We can provide our updated floor plan if needed to be distributed in the Addendum.

ANSWER: 30% schematic drawings account for the increase in the building footprint

- b. Item #60 should be revised to read "The first 2 cubicles from the Dining Area on the right and left side shall be converted to Junior Officers Quarters with the walls extended to the bottom of the roof truss with a lay-in ceiling at 8'-8" with separate HVAC and Sprinkler coverage. These two rooms shall have a 3' x 7' door and frame...do not need to be keyed.

ANSWER: Any revisions to the provided Lessons Learned document will be addressed in the first phase design milestone by the selected DBF

5. The plans are showing an older version of the Extractor Building. It is our understanding the JFRD would like to use the latest version designed for FS 76. Need to know which one to price for the Phase 2 submittal. Please advise. We can provide our updated floor plan if needed to be distributed in the Addendum.

ANSWER: If changes to the Extractor Building are required they will be addressed during the design phase by the selected DBF

6. Can JPA provide as-built drawings for underground utilities, or what underground utility items run through the site and what are the locations of them?

ANSWER: The selected DBF is required to coordinate and perform utility locates

7. Can JPA provide more information on the location of the 12" Sanitary PVC pipe running through the site and the 16" watermain running adjacent to the site that will need be relocated?

ANSWER: Refer to question 6 answer

8. Can more information be provided on the underground utilities running along the CL Blount Island Blvd ROW that will need to be accessed by the site?

ANSWER: Refer to question 6 answer

9. Is street parking allowed off of CL Blount Island Blvd?

ANSWER: On-Street parking is prohibited

10. Can the Geotech provide more information on the recommended pavement requirements for the pavement and the entrance and exit driveway of the station?

ANSWER: No

11. Is a sidewalk required along Blount Island Blvd. to comply with COJ ROW requirements for new construction?

ANSWER: Sidewalk is not required