



Post Office Box 3005
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Jacksonville, Florida 32206-0005
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August 7, 2024

ADDENDUM NO. 01

**SPECIFICATIONS AND CONTRACT DOCUMENTS FOR
REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
(100% SEB Participation Only)
JPA CONTRACT NO. RFQ AE-178A**

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.)

Item No. 01

Reference to **ATTACHMENT “G” REQUIRED LIMITS OF INSURANCE**, Pages RLI-1 thru RLI-3 **DELETE** and **REPLACE** with **REVISED “ATTACHMENT “G” REQUIRED LIMITS OF INSURANCE” Pages RLI-1 thru RLI-3**

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1

REQUIRED LIMITS OF INSURANCE - ATTACHMENT “G” (Revised Copy)

Attachment No. 2

Pre-Submission Meeting Minutes, held 07/29/24

Attachment No. 3

Response to Questions Submitted by Email or in E-Builder

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 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.

ATTACHMENT "G" (*revised copy*)
REQUIRED LIMITS OF INSURANCE

Prior to commencing Work, Contractor shall furnish Owner with Certificates of Insurance (COI), and copies of required Endorsements and Forms, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

Additional Insured Endorsement must be submitted with COI document.

Owner shall be included as an additional insured under the Commercial General Liability policy for on-going and completed operations.

Primary & Non-Contributory Endorsement must be submitted with COI document.

Contractors CGL coverage must be Primary and Non-Contributory.

Waiver of Subrogation is required for Workers Compensation, CGL, and Auto Liability.

Waiver of Subrogation Form must be submitted with COI document.

1. WORKERS' COMPENSATION/EMPLOYERS' LIABILITY

Part One - There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by the Florida Workers' Compensation Act, or any other coverage required by the contract documents, which are customarily insured under Part One of the standard Workers' Compensation Policy.

Part Two - The minimum amount of coverage required by the contract documents which are customarily insured under Part Two of the standard Workers' Compensation Policy shall be:

- \$100,000 (Each Accident)
- \$500,000 (Disease-Policy Limit)
- \$100,000 (Disease-Each Employee)

2. COMMERCIAL GENERAL LIABILITY

Commercial General Liability Policy with the following minimum limits:

General Aggregate	\$2,000,000
Products Completed & On-going Operations Aggregate	\$1,000,000
Personal and Advertising Injury, Each Occurrence	\$1,000,000
Bodily injury and Property Damage (each occurrence)	\$1,000,000

ATTACHMENT "G" (revised copy)
REQUIRED LIMITS OF INSURANCE

3. BUSINESS AUTO POLICY

Limit no less than \$1,000,000 per accident for bodily injury and property damage.

Covering any auto (code 1)
 If contractor has no owned autos, hired (Code 8)
 Non-owned autos (Code 9)

Failure of Contractor to maintain the required insurance shall constitute a default under this Agreement and, at Owner's option, shall allow Owner to terminate this Agreement.

4. UMBRELLA LIABILITY

\$1,000,000 per Occurrence; \$2,000,000 Aggregate

Minimum underlying coverages shall include Commercial General Liability, Automobile liability and Contractors Pollution Liability.

5. PROFESSIONAL LIABILITY

The Proposer's / Consultant's insurance shall be on a form acceptable to JPA, and shall cover the Proposer / Consultant for those sources of liability arising out of the rendering or failure to render professional services in the performance of this Agreement, including any hold harmless and/or indemnification agreement.

The minimum limits to be maintained by the Proposer / shall be \$3,000,000 per occurrence or claim, and \$3,000,000 in the aggregate. The Proposer / Consultant shall provide and maintain such professional liability insurance from the inception of its services, and until at least three (3) years after completion of all services required under this Agreement. Prior to commencement of services, the Proposer / Consultant shall provide to JPA a certificate or certificates of insurance, signed by an authorized representative of the insurer(s) evidencing the insurance coverage specified in the foregoing Articles and Sections. The required certificates shall not only name the types of policies provided, but shall also refer specifically to this Agreement and Article, and to the above paragraphs in accordance with which insurance is being furnished, and shall state that such insurance is provided as required by such paragraphs of this Agreement.

Cross-Liability Coverage: If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

Sub-Contractor's Insurance: Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified in this agreement. When requested by Owner, Contractor shall furnish to Owner copies of certificates of insurance evidencing coverage for each subcontractor.

ATTACHMENT "G" (*revised copy*)
REQUIRED LIMITS OF INSURANCE

Failure of Contractor to maintain the required insurance shall constitute a default under this Agreement and, at Owner's option, shall allow Owner to terminate this Agreement.

Failure of Owner to demand such certificate or other evidence of full compliance with these insurance requirements, or failure of Owner to identify a deficiency from evidence that is provided, shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

No Representation of Coverage Adequacy: By requiring the insurance as set out in this Agreement, Owner does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities provided to Owner in this Subcontract.

If the Contractor/Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Owner requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor/consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Owner.

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PRE-SUBMISSION MEETING INSTRUCTIONS
JPA Contract: AE-178A
Construction Management and Inspection Services

Date: Monday, July 29, 2024

Time: 10:00 AM

Good morning! It is now 10:00 AM on Monday, July 29, 2024 and the Pre-Submission Meeting for JPA Contract No. AE-178A Construction Management and Inspection Services 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: Terri Lemon-Scott Title: Contract Specialist
- Name: Michael McCoy Title: Coordinator, Vendor Management & SEB Programs
- Name: Michael Johnson Title: Director, Engineering & Construction Support
- Name: Jose Vazquez Title: Director, Project Manager
- Name: Brandon Braziel Title: Project Manager, Engineering & Construction
- Name: Ellen Carmosino Title: Construction Program Administrator

IDENTIFY MEMBERS OF PUBLIC ATTENDEES *(as read)*

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.

	Company Name	First Name	Last Name
1.	APTIM	Ron	Coddington
2.	APTIM	Douglas	McLendon
3.	Carnahan Proctor and Cross	Jim	Sloan
4.	CE&S	Abraham	Bah
5.	CE&S	Steven	Davis
6.	CE&S	Lilly	Delvecchio
7.	CE&S	Jennifer	Fleming
8.	CE&S	Alisha	Hall

ATTACHMENT NO. 2

9.	CE&S	Tina	Musico
10.	CE&S	Lynn	Westbrook
11.	CSI Geo, Inc.	Bill	Price
12.	CSI Geo, Inc.	Jill	Renzi
13.	Eng Engineering	Edward	Eng
14.	NicNevol Engineering	Toshika	Johnson
15.	VIA Consulting	Pete	Sheridan
16.	UNIDENTIFIED – <i>not stated during meeting</i>	Crystal	---

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-178A Construction Management and Inspection Services**, only to jerrie.gunder@jaxport.com. Please do not send questions to anyone else. The deadline to submit questions is: **Thursday, August 1, 2024 at 12:00 PM (ET)**.
- Statement of Qualifications (SOQs) are due on **Tuesday, August 13, 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 for more information and updates.**

The PDF file name should read "**AE-178A.**"

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** 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*).
- **Purpose (See Section 1.01)**
- **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)**

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.

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

Scope of Services: Michael Johnson, Director, Engineering & Construction Support

Question & Answers: Questions should be sent via email submission to 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.

Questions were asked during the end of the meeting regarding Insurance Limits; Evaluation Experience Criteria; Percent of SEB Goals for Prime to perform the work; and Percent of SBE Sub-Contractors Goals. Participants were instructed to send "all" questions in writing to the attention of jerrie.gunder@jaxport.com.

Retta Rogers read back the names of the attendees as listed in the chat box and ask if anyone was not called, to bring it to her attention immediately.

Meeting adjourned at **10:26 AM**

Documented By: **Retta Rogers, Director, Procurement Services**



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**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
(100% SEB Participation Only)
JPA CONTRACT NO. RFQ AE-178A**

**ADDENDUM NO. 01
RESPONSE TO QUESTIONS**

1. Please confirm the 100% SEB Participation on this project. Does this mean that every team member has to be an SEB or can the prime consultant be the SEB and you can have some participation of non-SEB companies? And if the latter is there a maximum percentage participation for the non- SEB?

ANSWER: The Prime Consultant must be 100% SEB Certified under any of the categories listed as JSEB/DBE/SBA/MBE/WBE.

2. The audited financial statements and other financial information will be exempt from a public records request in accordance with Florida State Statutes 119.071(1)(c). Correct?

ANSWER: Correct

3. Page 5, (the page before Section 1), Page 7 in Section 1 (1.02 Purpose) as well as Section 5-2 and several other areas of the RFQ, it states conflicting information. Could you please confirm if you are requesting Design Services and/or Construction Management and Inspection Services?

ANSWER: Design services are NOT being requested. "Construction Management and Inspection Services" are being requested under this RFQ.

4. Qa. In Section 1, 1.04 "Requirements for Statement of Qualifications"- #2 Minimum Requirements - "Professional Liability", the minimum limits to be maintained shall be \$5,000,000. Because this RFQ is reserved for minorities, could the insurance be modified to reflect \$2,000,000?

ANSWER: AE-178A Required Limits for Insurance for Professional Liability states \$3,000,000. \$2,000,000 will not be in compliance for meeting this requirement. (See Addendum Attachment No. 1 for "revised" RLI)

- Qb. Do Subconsultants need to provide proof of documentation to include in the submittal of their insurances?

ANSWER: AE-178A Required Limits for Insurance (RLI) is for Prime Consultant.

It also states: Subcontractor's Insurance. Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified in this agreement. When requested by Owner, Contractor shall furnish to Owner copies of certificates of insurance evidencing coverage for each subcontractor.

5. If the Prime is a JSEB/DBE-Minority and performs 50% of the work, can we use specialty firms as subconsultants that are not SEB?

ANSWER: The Prime Consultant must perform 40% of the work on the project.

6. In Section 5-3, (A) "PERSONNEL QUALIFICATIONS AND EXPERIENCE" under No 4. "Inspectors" Do Inspectors need to have a PE License? (See below for reference): Inspectors - Shall have a minimum of seven-years (7) of Professional Inspection Services expertise necessary to fully implement JPA's Capital and Maintenance Programs in an efficient manner. Provide a photocopy of the Professional Engineer(s) current license(s) to be assigned to this contract issued by the State of Florida Department of Professional Regulation along with a current address.

ANSWER: Inspectors do NOT need to be a PE to perform inspections.

7. In Section 5-5, (F) "AN OVERALL WILLINGNESS TO MEET BOTH TIME AND BUDGET REQUIREMENTS FOR THE PROJECT"; Can the Proposer include work done as a Subconsultant in this list, or should it only feature projects where we were the Prime Consultant? See below for reference:

In an effort to remain consistent with Chapter 287, Florida Statutes, responding to this evaluation criterion necessitates that the Consultant Firm include statements and references demonstrating that the Consultant met both time and budget requirements on projects of similar size and scope that were completed by the Consultant within the past five-years (5) and that the Consultant is meeting both time and budget requirements on projects of similar size and scope that are currently being performed by the Consultant.

ANSWER: Projects where Proposer was Prime Consultant only.

8. In Section 5-2, Evaluation Criteria (A) "PERSONNEL QUALIFICATIONS AND EXPERIENCE", could you confirm if the maximum 10 key staff resumes include the subconsultants key staff as well?

ANSWER: Yes, confirmed

9. Although the RFQ states the page size requirements as 8.5 x 11, could we be allowed to include at least one page as an 11 x 17?

ANSWER: One (1) 11 x 17 Organizational Chart is acceptable.

10. Qa. In Section 5-5, Evaluation Criteria (G) "THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES", states that projects from using agencies and all JPA projects within the last 5 fiscal years should be included for this section, does that also pertain to subconsultants as well?

ANSWER: List only those where the Proposing Firm was the lead Consultant Firm.

Qb. If the above is true, that means that this section will be made up of several pages if each subconsultant is required to submit this information. Could we address these projects as lump sums by agency?

ANSWER: No, multiple pages are not required. (see 10 (a) above).

Qc. If this does require multiple pages, would you accept if we took these pages and listed them in the "Required Forms and Documentation" section and refer to them and not be counted as part of the page count?

ANSWER: Multiple pages are not required.

11. For Section 5-3 (Evaluation Criteria) under "B. RECENT, CURRENT AND PROJECTED WORK LOAD" it states "Provide number and size of projects currently being performed by the personnel listed on the organization chart, stage of completion of each project, an anticipated completion date." If a project is under a Nondisclosure Agreement (NDA), would you accept a statement confirming that there are no projects that will preclude the successful completion of this work? If not accepted, what would be acceptable to address NDA projects for workload?

ANSWER: If any personnel is under a Nondisclosure Agreement (NDA) that individual should not be listed. Therefore, the project bearing NDA would not be acceptable.

12. Page 5, (the page before Section 1), Page 7 in Section 1 (1.02 Purpose) as well as Section 5-2 and several other areas of the RFQ, it states conflicting information. Could you please confirm if you are requesting Design Services and/or Construction Management and Inspection Services?

ANSWER: Design services are NOT being requested. Construction Management and Inspection Services are being requested under this RFQ.

13. Qa. In Section 1, 1.04 "Requirements for Statement of Qualifications"- #2 Minimum Requirements - "Professional Liability", the minimum limits to be maintained shall be \$5,000,000. Because this RFQ is reserved for minorities, could the insurance be modified to reflect \$2,000,000?

ANSWER: AE-178A Required Limits for Insurance for Professional Liability states \$3,000,000. \$2,000,000 will not be in compliance for meeting this requirement. (See Addendum Attachment No. 1 for "revised" RLI)

Qb. Do Subconsultants need to provide proof of documentation to include in the submittal of their insurances?

ANSWER: AE-178A Required Limits for Insurance (RLI) is for Prime Consultant.

It also states: Subcontractor's' Insurance. Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified in this agreement. When requested by Owner, Contractor shall furnish to Owner copies of certificates of insurance evidencing coverage for each subcontractor.

14. If the Prime is a JSEB/DBE-Minority and performs 50% of the work, can we use specialty firms as subconsultants that are not SEB?

ANSWER: The Prime must be SEB Certified under any of the categories listed as JSEB/DBE/SBA/MBE/WBE and must perform 40% of the work. Prime Consultant may sub-consultant 60% of the work to non-SEB specialty firms.

15. In Section 5-3, (A) "PERSONNEL QUALIFICATIONS AND EXPERIENCE" under No 4. "Inspectors" Do Inspectors need to have a PE License? (See below for reference):

*Inspectors - Shall have a minimum of seven-years (7) of Professional Inspection Services expertise necessary to fully implement JPA's Capital and Maintenance Programs in an efficient manner. **Provide a photocopy of the Professional Engineer(s) current license(s) to be assigned to this contract issued by the State of Florida Department of Professional Regulation along with a current address.***

ANSWER: Inspectors do NOT need to be a PE to perform inspections.

16. In Section 5-5, (F) "AN OVERALL WILLINGNESS TO MEET BOTH TIME AND BUDGET REQUIREMENTS FOR THE PROJECT" Can the Proposer include work done as a Subconsultant in this list, or should it only feature projects where we were the Prime Consultant? See below for reference:

In an effort to remain consistent with Chapter 287, Florida Statutes, responding to this evaluation criterion necessitates that the Consultant Firm include statements and references demonstrating that the Consultant met both time and budget requirements on projects of similar size and scope that were completed by the Consultant within the past five-years (5) and that the Consultant is meeting both time and budget requirements on projects of similar size and scope that are currently being performed by the Consultant.

ANSWER: Projects where Proposer was Prime Consultant only.

17. In Section 5-2, Evaluation Criteria (A) "PERSONNEL QUALIFICATIONS AND EXPERIENCE", could you confirm if the maximum 10 key staff resume include the subconsultants key staff as well?

ANSWER: Yes, confirmed

18. Although the RFQ states the page size requirements as 8.5 x 11, could we be allowed to include at least one page as an 11 x 17?

ANSWER: One (1) 11 x 17 is acceptable.

19. Qa. In Section 5-5, Evaluation Criteria (G) "THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES", states that projects from using agencies and all JPA projects within the last 5 fiscal years should be included for this section, does that also pertain to subconsultants as well?

ANSWER: List only those where the Proposing Firm was the lead Consultant Firm.

Qb. If the above is true, that means that this section will be made up of several pages if each subconsultant is required to submit this information. Could we address these projects as lump sums by agency?

ANSWER: No, multiple pages are not required. (see 10 (a) above).

Qc. If this does require multiple pages, would you accept if we took these pages and listed them in the "Required Forms and Documentation" section and refer to them and not be counted as part of the page count?

ANSWER: Multiple pages are not required.

20. For Section 5-3 (Evaluation Criteria) under “B. RECENT, CURRENT AND PROJECTED WORK LOAD” it states, “Provide number and size of projects currently being performed by the personnel listed on the organization chart, stage of completion of each project, an anticipated completion date.” If a project is under a Nondisclosure Agreement (NDA), would you accept a statement confirming that there are no projects that will preclude the successful completion of this work? If not accepted, what would be acceptable to address NDA projects for workload?

ANSWER: If any personnel is under a Nondisclosure Agreement (NDA) that individual should not be listed. Therefore, the project bearing NDA would not be acceptable.