



Post Office Box 3005  
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August 14, 2024

**ADDENDUM NO. 01**

**SPECIFICATIONS AND CONTRACT DOCUMENTS  
FOR  
REQUEST FOR QUALIFICATIONS  
CONSTRUCTION ENGINEERING INSPECTION  
SERVICES FOR JFRD FIRE STATION #48  
(100% SEB Participation)  
JPA CONTRACT NO. RFQ AE-1935B**

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**

*Pre-Submission Meeting Minutes, held 08/05/24*

**Attachment No. 2**

*Response to Questions submitted by Email and 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.**

**PRE-SUBMISSION MEETING INSTRUCTIONS**  
**JPA Contract: AE-1935B**  
**Construction Engineering Inspection Services for JFRD FS 48**

**Date:** Monday, August 5, 2024

**Time:** 10:00 AM

**Good morning! It is now 10:00 AM on Monday, August 5, 2024 and the Pre-Submission Meeting for JPA Contract No. AE-1935B Construction Engineering Inspection Services for JFRD FS 48 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 representing 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
- Name: Ellen Camosino Title: Construction Program Administrator

**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>
<b>1.</b>	<i>CE&amp;S</i>	<i>Jennifer</i>	<i>Fleming</i>
<b>2.</b>	<i>CE&amp;S</i>	<i>Alisha</i>	<i>Hall</i>
<b>3.</b>	<i>CE&amp;S</i>	<i>Steven</i>	<i>Davis</i>
<b>4.</b>	<i>CE&amp;S</i>	<i>Tina</i>	<i>Musico</i>
<b>5.</b>	<i>CE&amp;S</i>	<i>Lynn</i>	<i>Westbrook</i>
<b>6.</b>	<i>CE&amp;S</i>	<i>A. Joseph</i>	<i>Wright</i>
<b>7.</b>	<i>CSI Geo</i>	<i>Jill</i>	<i>Renzi</i>
<b>8.</b>	<i>CSI Geo</i>	<i>Bill</i>	<i>Price</i>
<b>9.</b>	<i>VIA Consulting</i>	<i>Pete</i>	<i>Sheridan</i>
<b>10.</b>	<i>VIA Consulting</i>	<i>Dominic</i>	<i>Ciacelli</i>

**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-1935B Construction Engineering Inspection Services for JFRD FS48**, 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, August 7, 2024 at 12:00 PM (ET)**.
- Statement of Qualifications (SOQs) are due on **Tuesday, August 20, 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-1935B.**"

**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*).
- **Purpose (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)**

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

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

**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.

*There were no additional questions. Attendees names were read back to confirm attendance.*

Thank you for your participation.

Meeting adjourned at **10:18 AM**

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



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**ADDENDUM NO. 01  
RESPONSE TO QUESTIONS**

1. Under Section 5.02.A personnel, the third paragraph talks about the resumes for the multiple team member positions. It also indicates that a team member can only serve in one category. On this project we typically do not have a Project Principal and a Project Manager-Director Position on a project specific CEI contract. Typically, I fill as both those positions.

Can you please clarify if we still need to have both positions? If we do, then we will make one of my partners the Project Principal. Please note that with the size of our firm, all the owners are working owners on projects and very active in the CEI projects.

**ANSWER:** Both positions are not needed.

2. Section 4 is required forms and documentation which is excluded from the page count. The section has multiple categories including some sections that appear similar to the sections in the "25-page" response such as financial responsibility and relevant experience. Please confirm that we are to provide similar information in both sections.

**ANSWER:** Confirmed, similar information should be provided in both sections while ensuring an adequate response is provided for each evaluation criteria.

3. 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

4. Does JAXPORT know when this project will go to construction? I believe the design build contractor has either just been selected or being selected. So, my speculation is that construction will not start until 1st or 2nd quarter of 2025. Can you please confirm as we are aligning our resources based on the anticipated schedule?

**ANSWER:** As of the date of this addendum, and per Addendum # 2 Item 6 of AE-1935A DESIGN-BUILD JRFD # 48, "NTP is anticipated to be issued in September 2024. All work MUST be completed by August 31, 2026 as required by the federal grant". A Grant Modification Request was submitted in July 2024 for the schedule to be as follows: Admin NTP – September 2024; Permitting Start – January 2025; Design Completion – August 2025; Permitting End – August 2025; Construction Start – September 2025; Construction Substantial Completion – August 2026; and Closeout and Final Inspection – September 2026. As of the date of this addendum, no response to the Change Request has been received.

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

**ANSWER:** Under Attachment "G", Section 5, page RLI-2, the Required Limits for Insurance for Professional Liability states \$3,000,000. \$2,000,000 will not be in compliance for meeting this requirement.

Qb. Do Subconsultants have to meet these requirements as well?

**ANSWER:** The Required Limits for Insurance (RLI) applies only to the Prime Consultant.

Qc. If so, do Subconsultants need to provide proof of documentation to include in the submittal of their insurances?

**ANSWER:** Under Attachment "G", Section 5, page RLI-2, it also states:

**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.

6. 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. The remaining 60% can be delegated at the Prime's discretion.

7. 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.

8. Qa. In Section 5-6, Evaluation Criteria (J) "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.

9. In Section 5-6 "Evaluation Criteria" (G) PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND MINORITY BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE '(b)' could you please elaborate on what you are asking when you state, "Provide Sub-Consultant Firm contract language to be utilized."

**ANSWER:** The language that will be used in the Agreement between the Prime Consultant and the Sub-Consultant's Firm promoting its commitment to diversity within its community and beyond.