



Procurement Department Bid Office  
Customer Center 1<sup>st</sup> Floor, Room 002  
21 W. Church Street  
Jacksonville, Florida 32202

October 16, 2020

ADDENDUM NUMBER: TWO (2)

TITLE: RFP 099-20 Fleet Services Operations Building Renovation Design Services

PROPOSAL DUE DATE: October 27, 2020

TIME OF RECEIPT: 12:00 PM EST

**THIS ADDENDUM IS FOR THE PURPOSE OF MAKING THE FOLLOWING CHANGES OR CLARIFICATIONS:**

- 1. Addition:** An Optional Site Visit has been added for October 20, 2020, Tuesday from 10:30 am to 12:30 pm. Please email William Breadon at [breaawa@jea.com](mailto:breaawa@jea.com) if you plan to attend.
- 2. Addition:** The schedule of values should include the items below as an addition to the project for the Engineering firm to account for solar panel array repair on roof at the Fleet Services Building in their Construction Cost estimate.
  - Electrician Supplemental Work Allowance (SWA) estimated cost of 50 hours to repair solar panel system
  - Electrician HR Rate
  - JEA to provide replacement panels if needed

- 3. Question:** Do the engineering consultants have the same insurance requirements as the Proposer as listed for "Company" in Section 5.1?

**Answer:** The subcontractors should provide their insurance to the primary contractor. The prime contractor is responsible for the insurance requirements, actions and for the entire project. Subcontractors' insurance may be either by separate coverage or by endorsement under insurance provided by the prime Company.

- 4. Question:** The resume requirement in 1.2.7.2. asks for backup resumes for each position except Project Manager. Our proposed structural engineering consultant is a sole proprietor, and has recently worked on another JEA project. Can the backup resume requirement be waived in that case?

**Answer:** Section 1.2.7.2. has been revised with the following language: The Proposer shall provide a maximum of Five (5) resumes of the professional staff to be assigned to perform the Work. The resumes provided shall identify the Project Manager, Architect, Mechanical Engineer, Electrical Engineer and Structural Engineer (collectively, the "Team Members"). The Project Manager and Architect can be the same individual or two (2) different individuals. If you intend to submit one (1) resume for both positions, it should be stated on their resume and in the organizational chart.

- 5. Question:** The project schedule requirement in 1.2.7.3. asks for the Proposer to indicate all envisioned activities, their duration, estimated man hours for each activity and total estimated man hours. Does each team member have to provide the same level of detail, or just the total estimated man-hours per member?

**Answer:** The schedule should show man hours for each phase of design and then totaled up by team member and then at the by the whole project.

- 6. Question:** Under section 1.2.1, it states, the referenced project must also have been completed by the primary project manager who will be assigned to this project. We have completed similar projects in different states by different project managers. How critical is it to provide project examples completed by the primary project?

**Answer:** Provide project examples completed by the primary project Manager for this Project.

7. **Question:** Is there a preliminary estimated construction cost available that can be shared with the proposers? That would be giving them our budget.

**Answer:** \$400,000 construction estimate in FY22 at this time.

8. **Question:** In reference to 099-20 Appendix B – Proposal Form, is the lead project manager’s proximity required to JEA’s head office or to the jobsite location?

**Answer:** JEA Headquarters located at 21 West Church St.

9. **Question:** In reference to the Evaluation Matrix, Is JEA wanting us to also list our Office proximity to the other JEA service territories as well?

**Answer:** No

10. **Question:** In reference to the Evaluation Matrix, will it be revised to exclude Civil Engineer?

**Answer:** Yes

11. **Question:** In reference to 099-20 Appendix C, what is the total gross floor area for the administrative offices and the bay subject to be added to the office area?

**Answer:** Current admin 1180 and New Admin area 1205

12. **Question:** List of subcontractors and shop fabricators: Is this referencing Structural and MEP consultants, the primary is teaming up with? Is JEA wanting us to identify shop fabricators or will this be provided by the awarded general contractor? Please clarify.

**Answer:** No, the List of Subcontractors shall be provided if you plan to subcontract for one of the five team members.

13. **Question:** Under Section 2.3, list of certified subcontractors and shop fabricators. We cannot find it under www.jea.com – we only found the blank forms. Can you please provide?

**Answer:** The blank form shall be used. The List of Subcontractors shall be provided if you plan to subcontract for one of the five team members.

14. **Question:** Will JEA provide the awarded A&E firm with a CAD or Revit file?

**Answer:** We have no current CAD Files for this site.

15. **Question:** Is there a required drafting format by JEA – CAD or Revit? Does JEA require ownership of the CAD or Revit file upon completion of the permit set?

**Answer:** CAD Files, Yes turn over upon completion of permit set.

16. **Question:** Does JEA require as-built plans as part of the project closeout?

**Answer:** Yes, prints and digital files.

17. **Question:** Are there any existing drawings for the 1990 building that the selected team will have access to?

**Answer:** Yes – The drawings can be found at the link below.

[https://jea1.sharepoint.com/:f:/s/Electronic\\_Bids/EmxJbmOnKftOIFjC97SgNOEB\\_GR3nTQoyK0lkmcfhqC0mw?e=epSuVM](https://jea1.sharepoint.com/:f:/s/Electronic_Bids/EmxJbmOnKftOIFjC97SgNOEB_GR3nTQoyK0lkmcfhqC0mw?e=epSuVM)

18. **Question:** Is there any Civil Engineering Scope for this project?

**Answer:** No

**19. Question:** We made a request to confirm section 5 Insurance Indemnity or Risk of Loss to one of our subcontractors. A statement was made during the Pre-Proposal meeting that all of the sub-contractors (Not just the prime) would be required to meet the minimum Insurance Requirements. This will not be possible for many small firms and we may have to look towards larger firms should this be a requirement. Please confirm this in writing.

**Answer:** Please see item #2

**20. Question:** We are working on the 1.2.7.3 Design and Work Plan section, and because of the detailed project schedules required for each team member, we may need to exceed 5 pages. I was wondering if you would consider allowing 7-8 pages.

**Answer:** JEA will allow for seven pages for this section.

**21. Clarification:** GC will provide marked up as built to design firm who will update digital prints with as built, this should be covered under the construction administration portion. We will not require paper copies at each stage of completion – we only need digital copies until the 100% design has been approved.

**22. Revise and Replace Solicitation 1.2.3. with the following language.** The meeting was optional.

### **1.2.3. OPTIONAL PRE-PROPOSAL MEETING IN PERSON OR BY TELECONFERENCE**

There will be an optional Pre-Proposal meeting associated with this Solicitation. All interested Proposers are encouraged to call into the Pre-Proposal meeting.

**Those planning to attend the WebEx or teleconference should email their name and contact information to: [seldel@jea.com](mailto:seldel@jea.com), at least 24 hours prior to the Pre-Proposal meeting to facilitate roll call.** A Proposer shall only sign in representing one company, unless otherwise specified by JEA.

Proposers must be on time to the meeting and must be present at the starting time of the meeting. Proposers not arriving on time for the meeting may have their Proposals rejected and returned unopened.

**Meeting Date:** October 14, 2020

**Meeting Time:** 2:00 PM

Email Elaine Selders at [seldel@jea.com](mailto:seldel@jea.com) 24 hours in advance to receive the WebEx invite by email.

**Meeting URL:** <https://jeameeting.webex.com/jeameeting/j.php?MTID=md9b00572063afd406cb6ca0fa61844a4>

**Meeting number (access code):** 172 265 0514

**Meeting password:** jEGr3gNf7p7

**Dial In** 1-415-655-0001 US Toll

**23. Revise and Replace Solicitation 1.2.7.2. with the following language:**

### **1.2.7.2. PROFESSIONAL STAFF EXPERIENCE (CCNA) - (30 POINTS)**

#### **A. Team Members**

**The Proposer shall provide a maximum of Five (5) resumes of the professional staff to be assigned to perform the Work. The resumes provided shall identify the Project Manager, Architect, Mechanical Engineer, Electrical Engineer and Structural Engineer (collectively, the "Team Members"). The Project Manager and Architect can be the same individual or two (2) different individuals. If you intend to submit one (1) resume for both positions, it should be stated on their resume and in the organizational chart.** Note, the Lead Project Manager must be from the company submitting the Proposal and not a Subcontractor. Persons whose resumes are submitted as a Team Member must actually perform the Work unless Proposer receives prior approval by the JEA Project Manager to use a backup Team

Member. Finally, if Proposer submits a resume of a Subcontractor that is employed by a JSEB firm, please note this on the resume.

At a minimum, each resume shall present the Team Member's name, title, years of service with company, applicable professional registrations, education, and work experience. Resumes shall also identify any specialty or technical process expertise. **Resumes shall be no more than two (2) pages in length, single sided, and on 8.5" by 11" sized paper. If more than two pages are submitted, only the information contained on the first two pages will be evaluated by JEA. No more than five (5) resumes will be evaluated.**

**B. Organizational Chart**

Finally, Proposer shall provide an organizational chart delineating company's personnel responsibilities and functions associated with the Work. If applicable, this chart shall also delineate any responsibilities and functions of subcontractor(s) and/or JSEB firm(s).

**Points will be awarded as described on the Evaluation Matrix attached to this RFP.**

**24. Revise and Replace Solicitation 1.2.7.2. with the following language:**

**1.2.7.3. DESIGN APPROACH AND WORK PLAN (40 POINTS)**

Proposer shall provide an explanation of how it typically manages its engagements to realize project budgetary goals, timetables and quality control objectives. Proposer shall explain, for this specific Scope of Work, how it intends to meet the budgetary goals, timetables and quality criteria established herein. Consideration shall be given for cost effectiveness of potential solution(s), creativity and innovation of proposed solutions and comprehensive utilization of proposed personnel to meet the deliverables.

Proposer shall also provide a project schedule indicating: (i) all the activities envisioned to fulfill the requirements of the Work; (ii) the estimated duration for each activity; (iii) the estimated man-hours for each activity; and (iv) the total estimated man-hours each primary Team Member, identified in the Section titled "Professional Staff Experience", will devote to the Work through completion. Additionally, the project schedule must demonstrate the utilization of any Subcontractors.

**Proposer's response should be limited to no more than seven (7) pages, 1-sided, single-spaced, on 8.5 x 11 sized paper. Please use your own form for this Section. Responses that are longer than seven (7) pages will not be evaluated after page seven (7).**

**ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL FORM.**