



Procurement Department Bid Office
225 N. Pearl St.
Jacksonville, Florida 32202

May 11, 2026

ADDENDUM NUMBER: One (1)

TITLE: 1412157446 (RFP) Grant Administrator for Normandy Village Utility

RESPONSE DUE DATE: ~~May 26, 2026~~ May 27, 2026

TIME OF RECEIPT: 12:00 PM

TIME OF OPENING: 2:00 PM

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

1. JEA is providing the following files for reference:
 - 1412157446 Addendum 1 Appendix B - Response Workbook
2. JEA is extending the bid due date to May 27, 2026.
3. JEA is updating the Solicitation as follows:
 - Revise “Scope of Work” as shown below:

No other funding source is currently identified for this project. All work performed, costs incurred, and reimbursements requested under this Solicitation and resulting Contract must comply with all applicable **CDBG-DR**, HUD, Florida Commerce, and 2 CFR Part 200 requirements.

4. Question: Approximately, how many vendors will the firm who is administering the grant be working with? Basically, will the winner be managing the vendors?

Answer: We do not have an exact number. The contractor who supports the grant admin will be working with the Grants & External Funding team, as well as other internal stakeholders.

5. Question: Regarding the MBE/WBE scoring – is there partial scoring for a Sub-Contractors? Or is the scoring based on the prime consultant?

Answer: As stated in section 1.21 of the solicitation document [emphasis added]:

- 5 points – Firm is a certified MBE or WBE prime; **or** proposes $\geq 15\%$ of total contract value to certified MBE/WBE subcontractors.
- 0 points – No MBE/WBE participation proposed

6. Question: Is there a budget for the respondents?

Answer: The budget will be determined based on the awarded respondent's pricing as provided in the response form/bid workbook.

7. Question: Is JEA looking for an individual or a company?

Answer: We're looking for the experience and the resources needed to carry out the administration for the duration of the contract.

8. Question: Are the 5 example project templates (Appendix B – Response and Minimum Qualifications Form) intended to satisfy the four minimum requirements or are they additional information?

Answer: The project templates included in Appendix B are intended to support and demonstrate the Respondent's ability to meet the Minimum Qualifications. They must be used to satisfy the minimum requirements provided they clearly address the criteria outlined in Section 1.10. Additional project information may also be included if necessary to fully demonstrate compliance.

9. Question: Can we attach pages to directly answer the four minimum requirements?

Answer: Yes, Respondents may attach no more than 2 additional pages as needed to fully address the Minimum Qualifications requirements for each relevant project experience provided.

10. Question: The RFP requires a firm fixed price AND states work will be authorized by purchase order for potentially, "...administrative work only, or with only a portion of the Work...". Will these purchase orders authorize a number of hours or dollars for each task?

Answer: Purchase Orders will be issued based on estimated dollar amounts for each task. If additional funding is required to complete a task, a Change Order will be issued to adjust the Purchase Order accordingly.

11. Question: This type of work is often set up as a milestone-based contract, with specific associated deliverables and timelines for each milestone. Is the City agreeable to set the contract as a firm-fixed price to be paid on a milestone basis, rather than a Time and Materials contract which requires more extensive management and monitoring efforts on the City's behalf.

Answer: Respondents are required to submit firm-fixed pricing as outlined in the Solicitation. JEA may structure payment and authorization of work, including milestone-based approaches, as deemed appropriate; however, pricing must be submitted in accordance with the requirements of the Response Workbook.

12. Question: Task 1.4 - Is attendance at the Pre-bid Conferences and Preconstruction meetings required to be on-site?

Answer: Only when specified by JEA.

13. Question: Task 1.3 - Is the Grant Administrator determining the level of clearance and completing all of the environmental clearance documentation?

Answer: The Grant Administrator is responsible for coordinating environmental review activities, supporting documentation, and ensuring compliance with applicable regulations. This includes preparation and coordination of required documentation; however, coordination with other parties (e.g., environmental consultants and agencies) is expected.

14. Question: Grant Administration Scope of Services - Are all described rehabilitation and construction activities located at a single facility site?

Answer: No. The project involves multiple infrastructure components within the Normandy Village Utility system, including sewer mains, force mains, manholes, and pump stations located throughout the service area. The NVU wastewater treatment facility (WWTF) and collection system serves approximately 1,400 residents and all residents downstream of the Wills Branch Creek. (jea.com/nvu).

15. Question: Task 1.10 - Will the meetings with Florida Commerce be on-site or virtual?

Answer: Meetings may be conducted either virtually or in person, depending on Florida Commerce and JEA requirements. Respondents should be prepared to accommodate both formats.

16. Question: Deliverable 3 - Will the selected engineering design firm also be providing oversight of construction activities? If yes, can you please detail the Grant Administrator's oversight role? Is it limited to compliance activities?

Answer: The engineering firm is expected to perform technical design and construction-related services. The Grant Administrator's role is to provide oversight from a compliance and grant administrative standpoint, ensuring all activities meet CDBG-DR, HUD, and regulatory requirements. This includes monitoring, reporting, and coordination rather than direct construction management.

17. Question: Many tasks in the pricing workbook require multiple labor categories to complete the work, but only one can be entered. How would you like bidders to approach this issue?

Answer: Provided revised Workbook "1412157446 Addendum 1 Appendix B - Response Workbook."

18. Question: Please explain how this calculation is applied, "Other bidders points = 30*(low bidder/Bidder)"

Answer: This formula is used to normalize pricing scores. The lowest priced Respondent receives the maximum points (30). All other Respondents receive a proportionally lower score calculated by dividing the lowest bid by their bid and multiplying by 30.