



Headquarters - Procurement Department
225 North Pearl Street
Jacksonville, Florida 32202

June 28, 2024

ADDENDUM NUMBER: Two (2)

TITLE: Land Surveying Services

JEA SOLICITATION NUMBER: 1411771046

BID DUE DATE: July 16, 2024

TIME OF RECEIPT: 12:00 PM

TIME OF OPENING: 02:00 PM

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

1) The Bid Due Date has been changed from July 9, 2024 to July 16, 2024. The time of receipt and opening remain the same.

2) Question: What is the typical survey work type we are talking about and what is the response time you are looking at?

Answer: Typical work would be associated with utility projects for property acquisition and project design. Scope and completion time will depend on project size and complexity.

3) Question: Section 1.4 – Zycus Instructions #6 references Pricing Tables? Where can we find these?

Answer: Please disregard. In Zycus you will enter a “0” for pricing.

4) Question: May we include a cover and back cover?

Answer: Yes

5) Question: May we include a table of contents?

Answer: Yes

6) Question: May we include section dividers?

Answer: Yes

7) Question: May we provide a cover letter?

Answer: Yes

8) Question: Do we need to include firm licensure? If so, within which section?

Answer: The firm licensure is not required but a copy can be provided with the response. A copy of the principal surveyor's license is required for the Minimum Qualifications and shall be submitted with the Response.

9) Question: I didn't see any mention of an organizational chart. Can you confirm we don't need to include this in our submittal?

Answer: An organizational chart is not required but it could be submitted if it would be helpful to provide the information for your design approach and workplan.

10) Question: Section 1.16 – Design Approach and Workplan – The description of requirements states we should use our own form for this section. Should I use another form for the other sections? For company experience, I plan to include some project profiles. Is there a specific form I should use for these?

Answer: The Design Approach and Workplan response can be submitted in your own format as well as the resume for staff experience and company experience.

11) Question: We need to provide the percent utilization for our selected subcontractor. The form includes the dollar amount and converts it to a percentage. I want to confirm we have completed this correctly for the submittal.

Answer: If the Company intends to subcontract a portion of this scope of work to a JSEB they shall provide a percentage on the Subcontractor form instead of a dollar amount. This percentage will also be scored in section 1.15.5 of the solicitation. If the company submitting a response is a JSEB the amount would be 100%. The form has been revised as Addendum 2 – Appendix B – Subcontractor Form.

12) Question: In section, Professional Staff Experience (CCNA) requesting resumes, it is unclear whether we are required to submit resumes for subcontractors in addition to the principal surveyor and additional staff of our company. Can you please clarify this requirement?

Answer: Only one resume for the principal surveyor will be required. Section 1.15 has been amended.

13) Question: In the Subcontractor Form, can you clarify how we should determine the dollar amount for each subcontractor? Should we enter an estimated value of their services, or is there a standard fee established by JEA?

Answer: Refer to the answer to question 11 and use the addendum 2 form which requests a percentage instead of a dollar amount.

14) Revise and Replace Appendix B – Subcontractor Form with Addendum 2 - Appendix B – Subcontractor Form.

15)Revise and Replace Appendix B – Response Form with Addendum 2 - Appendix B – Response Form.

16)Revise and Replace Appendix B – Minimum Qualifications Form with Addendum 2 - Appendix B – Minimum Qualifications Form.

17)Revise and Replace Solicitation section 1.8 with the following language:

1.8)Minimum Qualifications

Respondent must meet the following Minimum Qualifications to be considered eligible to have its Response evaluated by JEA. Respondent must complete and submit the Minimum Qualification Form provided in this Solicitation. JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements.

JEA will reject Responses from Respondents not meeting all of the following Minimum Qualifications:

- I. The Respondents principal surveyor shall have a minimum of three (3) years of land surveying experience and a current State of Florida land surveyor license. The respondent shall document the years of experience **and attach evidence of a current license to the Minimum Qualification Form.**
- II. The Respondent shall have an office located in the state of Florida. The address shall be listed on the Minimum Qualification Form.

18)Revise and Replace Solicitation section 1.15 with the following language:

1.15)Professional Staff Experience (CCNA)

Maximum score for this criterion is: 15 POINTS

Team Members

The Respondent shall provide a (1) resume of the principal surveyor from the responding Company to be assigned to perform the Work.

At a minimum, the resume shall present the name, title, years of service with company, applicable professional registrations, education, and work experience. The resume shall also identify any specialty or technical process expertise. The resume 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. Points will be awarded as described on the Evaluation Matrix attached to this Solicitation.

Acknowledge Receipt of this Addendum on the Response Form (Appendix B)