



RFQ No. 26-26-42001
Professional Planning Consultant Services

Release Date: July 22, 2026
Addendum No. 01

This Addendum contains the following:
Questions and Responses
Pre-Submission Conference Attendance List

Question #1. The Evaluation of Statements of Qualifications section in the RFQ indicates that 'Part A: Mandatory Minimum Qualification' is assessed as a Pass or Fail criterion. However, we have not been able to locate the Mandatory Minimum Qualifications within the RFQ. Would you please advise where these can be found?

Response: **There are not any Mandatory Requirements for this solicitation. Part A of that section can be disregarded.**

Question #2. The section on Evaluation of Statements of Qualifications (on page 18 of the RFQ) identifies that submittals should include a "Part A: Mandatory Minimum Qualification." However, the RFQ does not clearly define the minimum qualifications. Please identify what the mandatory minimum qualifications are and how this information should be presented in the proposal.

Response: **There are not any Mandatory Requirements for this solicitation. Part A of that section can be disregarded.**

Question #3. The section on Scope of Services (on page 13 of the RFQ) states, "A team of subconsultants should not be presented in the Statement of Qualifications due to the unknown scope of work to be assigned," while Section 6 (Small Business Enterprise Commitment on page 17) indicates that respondents may list subconsultants, and Section 7 (Local Preference Program on page 17) references local preference points for firms that subcontract with a local firm. Please clarify whether respondents should identify proposed subconsultants in their SOQ and, if so, to what extent.

Response: **JAA will not require Respondents to submit SBE Forms 1-4. Respondents may list their subconsultants if they choose, but are not required to list them at this time. Nevertheless, Respondents must make a statement as to whether or not they will adhere to or exceed the 7% goal during the course of this contract.**

Question #4. We understand that this is a primes only contract, but does JAA want responders to list firms that we would sub with, including local SBE's?

Response: **JAA will not require Respondents to submit SBE Forms 1-4. Respondents may list their subconsultants if they choose, but are not required to list them at this time. Nevertheless, Respondents must make a statement as to**



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whether or not they will adhere to or exceed the 7% goal during the course of this contract.

Question #5. Section 5 – References: says to list all relevant projects and that JAA will reach out to all of them for references. Then later it says to list at least three projects to send reference questionnaire for submittal. Can you clarify this? Will all project references be contacted?

Response: JAA may contact references for verification. The Reference Form, attached to the RFQ as Appendix 4, must be submitted to JAA from a minimum of three references, and they need to be received from the individual completing the reference questionnaire. These reference forms will be part of the evaluation for Section 5. The forms will need to be sent to JAA by the submittal deadline of Tuesday, August 11, 2026 at 2:00 PM (EST).

Questions are due by Monday, July 27, 2026 at 5:00 PM (EST).

Submission Due Date is Tuesday, August 11, 2026 at 2:00 PM (EST).



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Pre-Submission Conference Attendance List

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Attendance Record
Pre-Submissions Conference
Date: July 20, 2026

Professional Planning Consultant Services;
RFQ No. 26-26-42001

COMPANY	NAME & EMAIL	PHONE
JAA	Name: Samantha Smid Email: Samantha.smid@flyjacksonville.com	Office: 904-741-3209 Cell (Optional):
JAA	Name: Ashley Shorter  Email: ashley.shorter@flyjacksonville.com	Office: 904-741-2228 Cell (Optional):
JAA	Name: Will Watts Email: willie.watts@flyjacksonville.com	Office: 904-741-3542 Cell (Optional):
JAA	Name: Alison Doran Email: alison.doran@flyjacksonville.com	Office: 904-741-2744 Cell (Optional):
AECOM	Name: Fin B. Bonset  Email: fin.bonset@aecom.com	Office: 321-604-5720 Cell (Optional):
AECOM	Name: Clint Laaser  Email: Clint.Laaser@aecom.com	Office: Cell (Optional):
CMT	Name: David Long  Email: dlong@cmtengr.com	Office: Cell (Optional):
CMT	Name: Greg Heaton  Email: gheaton@cmtengr.com	Office: Cell (Optional):
CMT	Name: Kyle Stevens  Email: kstevens@cmtengr.com	Office: 727.767.9446 Cell (Optional):

Attendance Record
Pre-Submissions Conference
Date: July 20, 2026

Professional Planning Consultant Services;
RFQ No. 26-26-42001

COMPANY	NAME & EMAIL	PHONE
Garver	Name: Nathan Polsgrove <i>NP</i> Email: NRPolsgrove@GarverUSA.com	Office: Cell (Optional):
Kimley Horn	Name: Josh Cockriel <i>JL</i> Email: josh.cockriel@kimley-horn.com	Office: Cell (Optional):
RS&H	Name: Will Newton Email: william.newton@rsandh.com	Office: 904-250-2261 Cell (Optional):
Jacobs	Name: Lasa Ennis Email: Lasa.Ennis@jacobs.com	Office: Cell (Optional): 352-339-0271
JAA	Name: Matthew Jackson Email: on file	Office: Cell (Optional):
RS&H	Name: Natalie Heath Email: natalie.heath@rsandh.com	Office: Cell (Optional): (954) 463-4213
RS&H	Name: David Ascens Email: David.Ascens@rsandh.com	Office:  Cell (Optional): 904-307-7049
JAA	Name: Yetunde Oyewole Email: yetunde.oyewole@ JAA	Office: Cell (Optional):
	Name: flyjacksonville.com Email:	Office: Cell (Optional):
	Name: Email:	Office: Cell (Optional):

