



**OCEAN HIGHWAY & PORT AUTHORITY**  
Nassau County, Florida

**Peck Center**  
**Willie Mae Ashley Auditorium**  
**516 S 10<sup>th</sup> Street**  
**Fernandina Beach, FL 32034**

**AGENDA**  
**March 25, 2026**

1. **Public Meeting Call to Order, 6:00 PM** – Chairman
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call:** Miriam Hill, Sec/Treasurer-District 1; Scott Moore, Vice Chair-District 2; Justin Taylor, District 3; Ray Nelson, Chair-District 4; Mike Cole, District 5
5. **Welcome Guests (Chair)**
6. **Public Comments** on non-agenda items (Comments submitted prior to the meeting, limit 3 minutes per speaker)
7. **Old Business** (Public comments permitted. Limit 3 minutes per speaker)
  - a. Website Redesign (Updates, Deliverables for Action item)
  - b. Fabric Warehouse (Update, surveys/permits from Operator)
  - c. Renegotiation of Operating Agreement (Update, MOU)
    - Court Order
    - Notice of Appeal
  - d. Maintenance Dredging (Funding, Updates)
  - e. Delinquent Reimbursement/Funding
    - Legal services Reimbursements (Board direction requested)
  - f. Extended Layberthing and Handling Agreement (Update, Port Operator)
  - g. Shrimp Fest (Selection, Action item)
8. **New Business** (Public comments permitted. Limit 3 minutes per speaker)
  - a. Fender Replacement (Invoice, Funding, Grant G2437 Reimbursement)
  - b. RFB Crane Refurbishment (Action item)
  - c. Tangible Personal Property Tax (Discussion)
9. **Port Commissioner Items** (Other business to come before the Board)
  - Bamboo fence (Update)
  - FDOT on site (Photos of fenders, March 26)
  - Port of Fernandina Annual Meeting (Questionnaire submit prior to April 21)
10. **Adjournment**

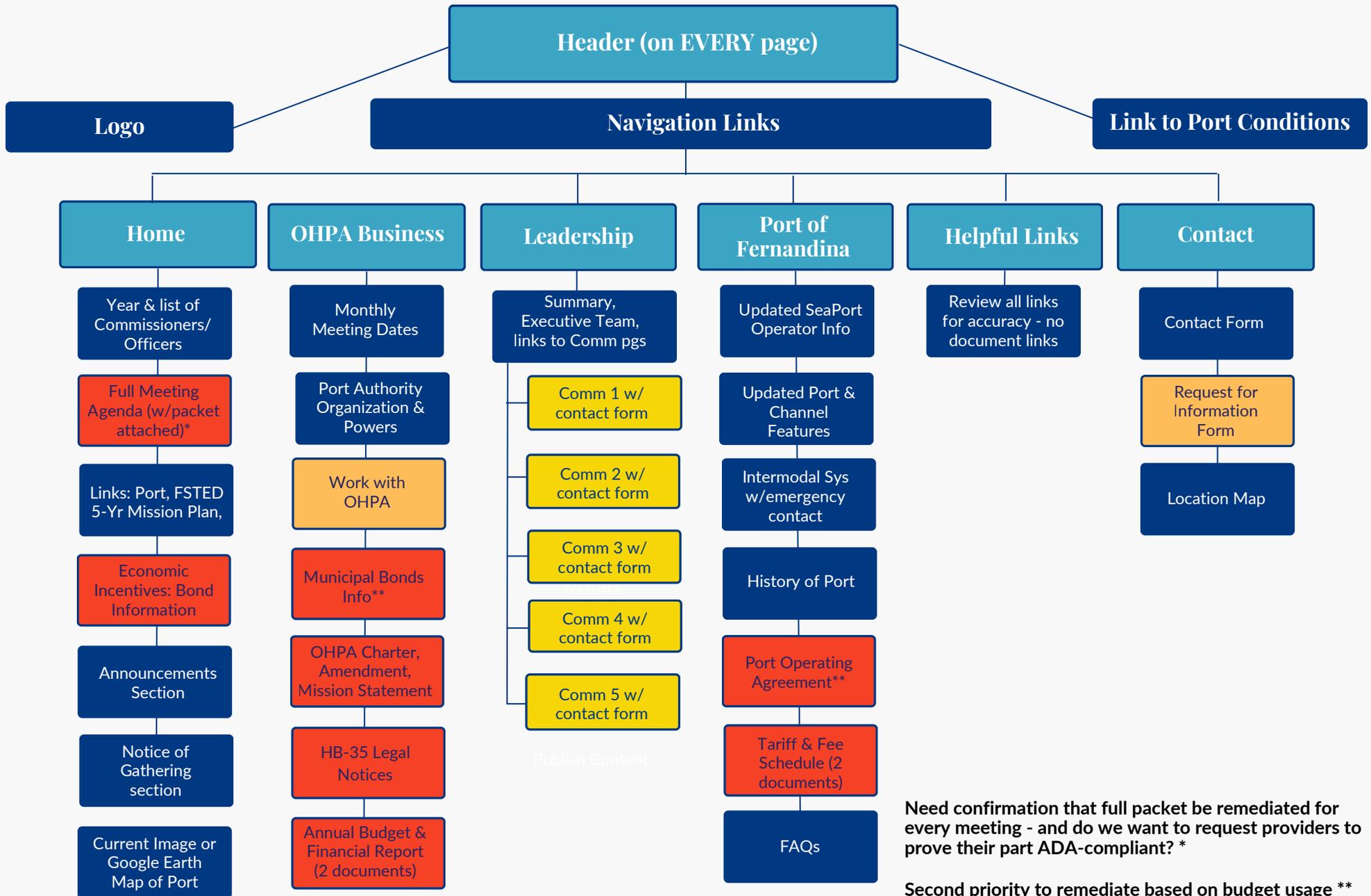
If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Fla. Stat. § 286.0105.



# Old Business



**Website  
Redesign Updates**



Need confirmation that full packet be remediated for every meeting - and do we want to request providers to prove their part ADA-compliant? \*

Second priority to remediate based on budget usage \*\*

## Footer (on EVERY page)

Mission Statement & Fiscal Year

Search Site

Logo

Port Operator/  
Operations  
Contact Info

Links to top pages  
& Document  
Request form

Main Office  
Contact Info  
(no map)

General Contact  
Info

Legal Statement & Privacy Policy

Copyright / BizBolster link

## Legend

Sections & Pages

Info on the Pages

Sub-Pages (listed on  
Navigation)

On-page Anchor listed  
in Navigation

Documents to be  
Arbitrated for Accessibility

## **Pages / Files / General Information Planned to NOT Include on New Website:**

### **Sections/Pages:**

- View of the Port's Crane (out-of-date)
- View of the Port (out-of-date)
- Panoramic view of the Port (out-of-date)
- Map to old office
- Port Employment
- Economic Development (info being kept is being moved to OHPA Business)
  - Project History
  - Development Team
- OHPA Partners (under Leadership)

### **Files/Documents (that will be remediated & provided upon request):**

- Past Meetings & Agendas - All will be archived
- Monthly Tonnage Report
- Monthly Financial Report
- Quarterly Financial Report
- Code of Ethics
- Port Waste Plan 2023
- Special District
- Handbook
- Resiliency Plan 2024



**PORT • COMMERCE • COMMUNITY**



**Project Layup**  
**Memorandum of Understanding (MOU)**

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (this “MOU”) is made and entered into as of this \_\_\_ day of March, 2026 (the “Effective Date”), by and between the Ocean Highway and Port Authority of Nassau County, a body politic and corporate and a political subdivision under the constitution and laws of the State of Florida (“OHPA”), and Nassau Terminals LLC (d/b/a Relay Terminals), a Delaware limited liability company (“Relay”). OHPA and Relay are sometimes referred to individually as a “Party” and collectively as the “Parties” to this MOU.

### RECITALS

**WHEREAS**, the OHPA is the owner of certain port and terminal facilities located in Nassau County, Florida (the “Facility”);

**WHEREAS**, OHPA and Relay are parties to that certain Operating Agreement (as amended, restated, amended and restated, or otherwise modified from time to time, the “OHPA Operating Agreement”), pursuant to which OHPA has granted Relay certain rights to occupy, use, and operate the Facility;

**WHEREAS**, Relay desires to enter into a berthing and/or service agreement (the “Service Agreement”) with a third-party (the “Customer”), pursuant to which Relay may agree to (i) provide certain berthing, vessel fueling, vessel maintenance, cargo and gear handling and storage, and other services to and/or for Customer at the Facility and (ii) make certain improvements to an existing office building at the Facility and lease such office building to the Customer as an administrative office; and

**WHEREAS**, Relay has requested that OHPA authorize Relay to finalize commercial negotiations with the Customer and consent to Relay’s entry into the Service Agreement with the Customer, and OHPA is willing to provide such authorization and consent on the terms and conditions set forth in this MOU.

**NOW, THEREFORE**, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, OHPA and Relay agree as follows:

**1. Consent to Service Agreement.** OHPA hereby authorizes Relay to finalize commercial negotiations with the Customer and to negotiate, execute, deliver, and perform under the Service Agreement. OHPA acknowledges and agrees that Relay’s entry into and performance under the Service Agreement will not be a violation, default under, or breach of the OHPA Operating Agreement. To the extent that Relay’s entry into or performance under the Service Agreement could be deemed to conflict with any provision of the OHPA Operating Agreement, OHPA hereby waives any right to assert a default, claim, or remedy against Relay arising in connection therewith.

**2. Definitive Agreement.** In consideration of the consents and agreements of OHPA as set forth in this MOU, Relay agrees to negotiate in good faith with OHPA to enter into a mutually acceptable definitive agreement pursuant to which Relay would remit to OHPA, on an

annual basis, an amount equal to ten percent (10%) of gross dockage revenue derived from the Service Agreement.

**3. No Amendment; Limited Purpose.** This MOU is intended solely to evidence OHPA's consent and acknowledgment as set forth herein and, except as expressly provided in this MOU, does not amend, modify, or waive any other provision of the OHPA Operating Agreement.

**4. Confidentiality.** Each Party agrees that the terms of this MOU, the Service Agreement, and any non-public, proprietary, or confidential information disclosed by one Party to the other in connection herewith or therewith (collectively, "Confidential Information") shall be kept confidential and shall not be disclosed to any third party or any other person or entity without the prior written consent of the disclosing Party, except to such Party's affiliates, attorneys, lenders, auditors, and other representatives who have a need to know such information and are bound by confidentiality obligations similar to those set forth herein. Notwithstanding the foregoing, a party may disclose Confidential Information (a) as required by applicable law, regulation, or legal process, or (b) to comply with any requirement of a governmental authority having jurisdiction over such party or the Facility, provided that, to the extent permitted, such party gives prompt notice to the other party and cooperates in seeking confidential treatment.

**5. Multiple Counterparts.** This MOU may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this MOU delivered by facsimile, DocuSign, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this MOU.

**THUS DONE AND SIGNED** on the dates set forth below in multiple counterpart originals, but effective as of the Effective Date set forth above.

**THE OCEAN HIGHWAY AND PORT  
AUTHORITY OF NASSAU COUNTY**

**NASSAU TERMINALS LLC (D/B/A  
RELAY TERMINALS)**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



New Business



**Crane Modernization  
Request for Proposals**

## **REQUEST FOR PROPOSAL (RFP)**

### **CRANE 10 INFRASTRUCTURE MODERNIZATION & LIFE-CYCLE EXTENSION**

ISSUING AUTHORITY: Ocean Highway and Port Authority (OHPA) of Nassau County

PROJECT LOCATION: Nassau Marine Terminal, Fernandina Beach, FL

PROJECT MANAGEMENT: Direct Oversight by Terminal Operator (Relay Terminals) and OHPA.

RFP TYPE: Multi-Prime / Independent Section Solicitation

---

#### **1. PROJECT OVERVIEW & NARRATIVE**

The Ocean Highway and Port Authority (OHPA) is soliciting formal proposals for the vital refurbishment and technical modernization of Crane 10 at the Nassau Marine Terminal. As the primary asset supporting the terminal's breakbulk and container operations, Crane 10 requires immediate intervention to ensure its structural integrity and operational reliability.

To ensure the highest level of specialized quality control and to maintain operational agility, the OHPA has elected to utilize a Multi-Prime Procurement Strategy. The Terminal Operator will serve as the Project Manager (with oversight from OHPA), providing direct oversight and day-to-day coordination of all site activities.

Bidders must submit independent proposals for one or more of the specific sections outlined below. The OHPA is not seeking a General Contractor; each section will be awarded as a standalone contract reporting directly to Terminal Management.

---

#### **2. SUBMISSION DEADLINE & SCHEDULE**

The solicitation period for this RFP officially opens on April 1, 2026. All proposals must be submitted electronically or in person to the OHPA office no later than April 30, 2026. Late submissions will not be considered for evaluation.

---

#### **3. PRIMARY EVALUATION CRITERIA: VELOCITY & VALUE**

The OHPA is balancing two critical factors for this award. Bidders must address both in their executive summary:

**Project Velocity (Highest Priority):** Minimization of lead times is the paramount concern. Bidders must provide a guaranteed timeline for component procurement and onsite execution. Proposals demonstrating the fastest lead times for critical components and the most aggressive mobilization schedules will be given preferential weighting.

**Price Competitiveness:** While speed is the primary driver, the OHPA remains committed to fiscal responsibility. Price competitiveness is a significant factor in the selection process. Bidders are encouraged to submit their most competitive best and final pricing, reflecting the specialized nature of the port environment while maintaining cost-efficiency.

---

## **4. INDEPENDENT SCOPES OF WORK**

### **SECTION A: MECHANICAL SYSTEMS & POWER PLANT OVERHAUL**

The contractor shall provide all labor, supervision, and specialized rigging to execute a comprehensive mechanical refurbishment of the crane's drive train and power systems.

- **Component Extraction:** Disconnect and extract (1) Trolley Gearbox, (2) Trolley Motors, (1) Drum Motor, and (1) Drum Gearbox from the mechanical room. Extract (8) Drive Motors and Generator assemblies from the crane base.
- **Component Restoration:** Perform full clean and bake service on the 960 kW AC Generator and GE DC Motors, including megger, surge, and polarization index testing.
- **Power Plant:** Provide a full service or rebuild of the KTA50-G2 engine to ensure reliable power generation for intensive breakbulk operations.
- **Mechanical Alignment:** Refurbish hydraulic cylinders and perform precision realignment of trolley wheels.

### **SECTION B: DIGITAL CONTROL SYSTEMS & ELECTRICAL INFRASTRUCTURE**

This section covers the modernization of the crane's legacy DC drive systems and the implementation of a fiber-optic control backbone.

- **Drive Retrofit:** Replace Main Hoist and Gantry electronics with Advanced Firing Modules (AFM). Install new DC0360 drive assemblies for the Trolley and Boom.
- **Control Architecture:** Furnish and program an RX3i PLC controller and a desktop-based CMS (Crane Management System) for advanced diagnostics.

- Festoon & Lighting: Replace the Trolley and Machine House festoons. Install high-output LED lighting arrays across the Boom, Sill Beam, and Machine House.
- Lead Time Commitment: Bidders must specify the fastest delivery window for long-lead electrical components.

### **SECTION C: STRUCTURAL PRESERVATION & PROTECTIVE COATINGS**

The contractor shall execute a targeted Spot Prep and Coat program to arrest corrosion and protect the structural steel of the crane. It is estimated that 5-10% of the crane will need to be treated.

- Surface Preparation: Solvent wipe and power tool cleaning to SSPC SP3 standards in all failed coating areas.
- Coating System: Application of a two-coat system: Sherwin Williams Macropoxy 646 (5-10 Mils DFT) and Acrolon 218 HS in International Orange (3-6 Mils DFT).
- Coverage Areas: Wheel housing, legs, machine house, main boom structure, and catwalks.

---

## **5. ADMINISTRATIVE REQUIREMENTS**

- Independent Bidding: Proposals must be submitted as separate, line-item bids for Sections A, B, and C.
- Oversight: Successful bidders will report directly to Terminal Management. Contractors are responsible for providing their own tools, storage, and specialized access equipment (e.g., 135' JLG manlifts).
- Work Schedule: To meet the priority of project velocity, bidders should base their labor costs on accelerated shifts (4x10 or 5x10).
- Safety: All contractors must comply with OSHA standards and terminal-specific safety protocols during the duration of the project.