

# **Request for Proposal and Qualifications (RFP)**

## **SEA Community Help Resource and Cultural Center**

Request for proposal and qualifications (RFP) for architectural/engineering and historic preservation work for the SEA Community Help Resource and Cultural Center renovation in Armstrong, Florida.

### **BACKGROUND AND OVERVIEW**

The Spuds, Elkton, and Armstrong (SEA) Community Help Resource Center endeavors to:

- provide a safe, healthy and educational environment for our children and families.
- preserve and share the area's unique and nationally significant Gullah Geechee heritage, which is in danger of being lost to future generations.
- cultivate and nurture families' sense of worth and quality of life.

Since 2005, the SEA CHRCC has worked out of the First Baptist Church in the Armstrong community of Elkton, Florida. The project seeks funding to create a permanent location for SEA CHRCC in Elkton. It will also create a Gullah Geechee Cultural Center along the St. Augustine-to-Palatka portion of the 260-mile, 4-county, St Johns River-to-Sea Loop bicycle trail that is a part of the larger East Coast Greenway that extends from North Carolina through Florida. It will share this nationally significant heritage with the thousands of trail users each year, seeking places to stop over, grab some refreshments, and get a tour during their trail rides.

### **SCOPE OF WORK**

#### **Project Purpose**

The purpose of the project is to create the SEA Community Help Resource & Cultural Center (SEA HRCC) through renovations of a 1967 concrete block building located in Armstrong, Florida. The SEA Community has roots in the Gullah Geechee culture and is the southern-most location for the Gullah Geechee National Heritage Corridor.

#### **Project Specifics**

Budget: \$264,500

Architectural and engineering plans and construction documents for the following:

- Land clearing and site work
- New parking and drainage
- Clearing pathway to Rails-to-Trails connector
- Upgrade well and septic tank
- Interior demolition of non-historic materials;
- Remove/replace damaged flooring;
- Install seven (7) new doors and replace eleven (11) non-historic windows with historically accurate replicas;
- Repair/replace roof framing and roof;
- Construct new interior floor plan including creating room for an exhibition space meeting space, office, restroom, kitchen prep area (counter, cabinets, and sink), and a utility closet with water heater
- Upgrade electrical systems;
- Install new HVAC
- Paint exterior and interior walls
- Construct new wooden deck

Request for Proposal and Qualifications (RFP), SEA Community Help Resource and Cultural Center HRCC

### Construction Documents

After approval and acceptance of the end product by SEA CHRCC and the Florida Division of Historical Resources grant management, the A/E will be responsible for preparation of the required architectural / engineering drawings and plan documents, e.g. site plan, mechanical, electrical, and structural plan.

After final approval of the architectural drawings and plan documents by SEA CHRCC, as well as the appropriate municipal commissions and other governing bodies, the A/E will create detailed construction and specification documents for bidding purposes.

The final construction documents shall include, as necessary: Floor Plan(s), Exterior Elevations, Framing Plan(s), Details, Door / Window / Room finish / Header / Electrical schedule, HVAC Plans, Electrical Plans, Submittal Worksheets and the project manual including specifications

### Construction Administration & Project Closeout

The A/E shall be a representative of and shall advise and consult with SEA HR CHRCC during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.

- Plan Approvals - The A/E is responsible for the procurement of ALL plan approvals from the local municipality, St. Johns County, and the State of Florida, including, but not limited to HVAC, Mechanical, plumbing and/or Fire Protection.
- Construction Related Services - The A/E will provide on SEA CHRCC's behalf, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, reviewing shop drawings, assisting SEA HRCC with finish material selection, undertaking construction observation, processing certificates for payment to prime contractors, and facilitating preparation of final record drawings, warranty follow-up and project closeout.

### Additional Information

- See Exhibit B, Photographs of Existing Conditions and Appearance.

### **Design Guidelines**

All work must meet the Secretary of the Interior's Standards for Historic Preservation. SEA HRCC will require the A/E to integrate sustainable principles/design into the project.

### **Timeline**

|   |                    |
|---|--------------------|
| RFP issued for SEA Community Help Resource and Cultural Center          | December 16, 2022  |
| Last date to submit questions to SJCC/SEA CHRCC regarding RFP           | January 13, 2023   |
| Proposals due to SJCC/SEA CHRCC   | January 20, 2023   |
| Notification to interview/present                                       | January 30, 2023   |
| Interviews/presentations  | February 2023, TBD |
| Notification of selected firm   | February 2023, TBD |
| Contracts/negotiations finalized and approved by FL Department of State | February 26, 2023  |
| All work completed  | September 2023     |

(RFP continues next page)

## A/E Profile

Respondents to this RFP shall include the following minimum information in their proposal:

- General qualifications: describe the general qualifications of A/E.
- Special qualifications: describe any special or unique qualifications of A/E as they relate to this project including, but not limited to, historic preservation/restoration of mid-20<sup>th</sup> century concrete block homes or in rural areas.
- Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.
- Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services have been provided within the last five (5) years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.

Respondents to this RFP shall include the following minimum information in their proposal:

- Describe how A/E will organize and perform the work described in the Scope of Services section. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided the sub-consultant(s).
- Describe A/E's understanding of the project and the planned approach to achieve the goals of the project. Submittal shall include a listing of contemplated tasks and number of estimated hours by personnel classification/discipline for each phase of the project.
- Describe historic preservation experience, highlighting work in and around St. Johns County.
- Include conceptual time schedules and related expectations/obligations of SEA CHRCC needed to complete the scope of work specified.
- Provide a fee proposal using AIA approved format. Fees shall include ALL meetings needed to successfully complete this project and ALL reimbursable costs other than plan/document printing costs (incurred for this phase of the project) and required plan submittal fees.
- Provide a description of any possible additional related costs and/or fees (not included in your base fee) that SEA CHRCC might incur as a result of this design process.
- Provide a description of monthly status reports, e.g. project timeline, deliverables, costs incurred to date, and costs to project timeline.

(RFP continues next page)

### **Proposal Evaluation/Selection Process / Agreement Award**

The responses will be reviewed by an evaluation panel consisting of individuals selected by SEA CHRCC. Responding A/E(s) will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria /elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP
- Fee Proposal / Cost: Overall fee / billing rates
- Prior experience, qualifications, references, past performance of A/E
- Experience / Expertise with historic preservation and rehabilitation projects

At SEA CHRCC's discretion, to further assist in evaluation, some, one, or all of the responding A/E(s) and/or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given Proposal and explore the approaches that may be used to satisfy all requirements for the project.

A/E(s) shall submit fee proposal using the Fee Proposal Form provided with this RFP. At SEA CHRCC's discretion, it may directly negotiate with the best qualified A/E on final scope and fee.

SEA HRCC *may* also consider alternative proposals to provide A/E services if there is an opportunity for substantive savings (without adversely affecting the project timeline or quality) and other significant benefits (to be clearly articulated by the proposer and be measurable) to SEA HRCC.

SEA HRCC may investigate the qualification of any individual or A/E under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. SEA CHRCC also reserves certain rights, including, but not limited to, the following:

- Reject any or all of the proposals
- Issue subsequent Requests for Proposal
- Cancel the entire Request for Proposal
- Remedy technical errors in the Request for Proposal process
- Appoint evaluation committees to review qualifications and proposals
- Seek the assistance of outside technical experts in evaluation
- Approve or disapprove the use of particular subcontractors
- Establish a short list of A/E(s) eligible for discussions after review of RFP
- Negotiate with any, all, or none of the A/E(s)
- Solicit best and final offers from all, some, or one of the A/E(s)
- Award a contract to one or more A/E(s)
- Waive informalities and irregularities in RFP
- Award without discussion

(RFP continues next page)

Selection will be based upon a determination as to which proposal is in the best interest of the SEA CHRCC.

This RFP shall not, in any manner, be construed to be an obligation on SEA CHRCC to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Award of Agreement. Upon the completion of the selection process, SEA CHRCC shall notify all A/E(s) of the selection and the successful A/E shall enter into AIA Contract Documents required by the Florida Department of State, Division of Historical Resources and SEA CHRCC (the "Agreement"). A/E's Proposal and Fee shall be based on the terms of the Agreement and the modified General Conditions without qualification or exception.

### **Submittal Requirements**

Any questions concerning this RFP must be submitted via e-mail on or before January 13, 2023 at 5:00 PM to: Brenda Swann, Associate Director, St. Johns Cultural Council, working on behalf of the SEA CHRCC.  
E-mail: [brenda@historiccoastculture.com](mailto:brenda@historiccoastculture.com).

Responses to RFP must be received by St. Johns Cultural Council no later than 5:00 PM on January 20, 2023.

Brenda Swann, Associate Director  
St. Johns Cultural Council  
184 San Marco Avenue  
St. Augustine, FL 32084

Via email (preferred method of submittal): [brenda@historiccoastculture.com](mailto:brenda@historiccoastculture.com)

Proposal email subject or mailed correspondence shall be marked "Proposal: SEA Community Help Resource and Cultural Center" and shall clearly identify the A/E submitting the proposal.

Proposals received after the date and time specified will not be accepted. All proposals will become property of SEA CHRCC.