

REQUEST FOR QUALIFICATIONS



**For Professional Historical Architectural/Engineering Services
City of Apalachicola**

Sealed Statements of Qualifications (SOQ) addressed to Leo Bebeau, Finance Director, City of Apalachicola, will be received on **Tuesday, October 19, 2021 until 4:00 PM** local time at the City of Apalachicola, City Hall located at 192 Coach Wagoner Blvd., Apalachicola, FL 32320. SOQ's must be in the City of Apalachicola's possession on or before the aforementioned date and time (no late submissions will be accepted).

Historical Architectural/Engineering Services

Request for Qualifications (RFQ) for a professional historic preservation consulting firm with a strong record in historic building restorations and rehabilitations. The City desires to hire an architect to prepare structural evaluation reports, to write the scope of work for the construction activities, to create construction documents, to consult on the construction and rehabilitation activities, obtain a window conservatorship if determined to be necessary, and to create a maintenance document that outlines proper maintenance techniques for preserving the historic structures outlined.

SOQ's received past the aforementioned deadline will not be considered. The City will evaluate SOQ's and make a selection based on the firm's technical ability, experience, and ability to perform the work. The City will not provide compensation or defray any costs incurred by any firm related to the response to this request. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all SOQ's, or to accept any deemed most advantageous, or to waive any irregularities or informalities in the SOQ's received, and to revise the process schedule as circumstances arise.

The complete Request for Qualifications may be downloaded from the City's website at www.cityofapalachicola.com. It is the downloader's responsibility to check the website for addendums and additional information.

Submittals must be clearly marked: **City of Apalachicola Historical Architectural/Engineering Services**

Submitted to: Leo Bebeau
Finance Director
City of Apalachicola
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

A. Intent

Grant funds will be used for restoration of two historic buildings, the Old City Hall – Montgomery Cotton Warehouse and the Harrison-Raney Warehouse. The City desires to hire an architect to prepare structural evaluation reports, to write the scope of work for the construction activities, to create construction documents, to consult on the construction and rehabilitation activities, obtain a window conservatorship if determined to be necessary, and to create a maintenance document that outlines proper maintenance techniques for preserving these buildings. All repairs and maintenance practices will utilize the Secretary of the Interior Standards for Historic Properties. The cost of the project as described in the budget, which includes architectural services and construction activities, will not exceed \$399,916 for Old City Hall – Montgomery Cotton Warehouse and \$281,884 for the Harrison-Raney Warehouse.

B. Background

The Old City Hall – Montgomery Cotton Warehouse is a granite and brick Greek revival building that was the first of more than fifty identical three-story warehouse structures built here on Water Street in the 1830's to accommodate the burgeoning Port of Apalachicola. In recent years and especially in 2018 when Apalachicola experienced Hurricane Michael, the building has suffered significant water damage. While the building is currently vacant due to its condition, the City plans to restore and make use of the building once again.

The Harrison-Raney Cotton Warehouse is one of the two remaining granite and brick Greek revival buildings built along Apalachicola's Water Street when "Cotton Was King." Originally, there were more than fifty three-story buildings, with granite posts and lintels defining the entrances, similar to buildings still found today on Water Street in New York. The Harrison-Raney Cotton Warehouse is also in need of repair due to age and Hurricane Michael damage.

Historic Apalachicola Design Guidelines:

http://www.cityofapalachicola.com/uploads/pdf/apalachicola_historic_guide.pdf

C. Architectural Scope of Services

The City is issuing a request for proposals for Historical Architectural/Engineering Services for multiple historic structures. Architects responding to this proposal must have experience using the Secretary of the Interior's Standards for Rehabilitation and Preservation. The services the City will require include:

1. The creation of a structural evaluation report of the buildings that measures the extent and causes of damage. The structural evaluation report will include a damage assessment that will also allow the Architect to prepare a scope of services for construction activities.
2. The creation of a construction document that would detail the scope of work for the

construction activities. Utilizing the damage assessment, the Architect and City will agree upon the extent of reroofing activities, masonry repair, the type of materials that will be used for the repairs, the methods to be used for the cleaning of the masonry, and the formula of a water repellent coating for the masonry if needed. They will also obtain a window conservatorship if determined to be necessary. Because this building is protected under the City's historic preservation ordinance and on the National Register of Historic Places, the guidelines for masonry as defined by the Secretary of the Interior's Standards and Guidelines for Historic Properties will be used for all construction activities.

3. City staff will use the construction documents and scope of work to advertise a request for proposal for contractors with historic preservation experience. City staff will receive all bid documents for construction activities and present the lowest bid to the City Commission for approval.
4. The Architect will periodically consult with City staff during the completion of construction activities identified in the construction document. Anticipated consulting activities will take place upon 30%, 60%, and 90% completion of construction activities.
5. Lastly, this scope of work also require the Architect to complete a management plan for the building. The plan should focus on proper maintenance of the exterior of the building utilizing the Secretary of Interior Standards for Historic Properties.

D. Attachments in this RFP:

1. Estimated Budgets
2. Submittal Requirements & Evaluation Criteria

E. City of Apalachicola Contact Information

Please contact for any questions.

Leo Bebeau
Finance Director
City of Apalachicola
850-653-9319
lbebeau@cityofapalachicola.com
www.cityofapalachicola.com
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

GENERAL INFORMATION

1. **Addendum and Supplements to Request** - If it becomes necessary to revise any part of this request or if additional data is necessary to enable an exact interpretation of provisions of this request, revisions will be posted to the City's website. It is the downloader's responsibility to check the website for addendums and additional information.
2. **Right of Rejection** - The City of Apalachicola reserves the right to accept or reject any or all submissions as a result of this RFQ, to negotiate with all qualified sources, or to cancel in part or its entirety if found to be in the best interest of the City. The RFQ does not commit the City to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a submission in response to this RFQ.
3. **Request for Interpretation** - Any explanation desired by a respondent regarding the meaning or interpretation of this RFQ, or any documentation or attachments as part and parcel of the RFQ, must be requested in writing to the Finance Director of City of Apalachicola.

Such correspondence shall be submitted with sufficient time allowed for the City to evaluate and reply to all prospective respondents before the deadline for submitting a SOQ as stated in this RFQ. No inquiries/question regarding this RFQ will be answered if received after 4pm (EST) Tuesday, October 5th, 2021 to allow time for posting of answers and/or amendments to this RFQ.

Any non-written representations, explanations, or instructions given by City staff or City agents are not binding and do not form a part of, or alter in any way, the RFQ, a written agreement pertinent to the RFQ, or the awarding of the contract.

For technical questions or additional information related to this RFQ, please contact:

Leo Bebeau
Finance Director
City of Apalachicola
850-653-9319
lbebeau@cityofapalachicola.com
www.cityofapalachicola.com
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

4. **Clarification or Additional Information Requested** - During the evaluation process, the

City of Apalachicola reserves the right, where it may serve Apalachicola's best interest, to request additional information or clarifications from respondents, or to allow corrections or errors omissions. At the discretion of the City of Apalachicola, firms submitting SOQ's may be requested to make oral presentations as part of the evaluation process, as indicated below.

1. **Right of Retention** - The City of Apalachicola reserves the right to retain all SOQ's submitted and to use any ideas in a SOQ regardless of whether that respondent is selected. Submission of a SOQ's indicates acceptance by the firm of the conditions contained in this RFQ, unless clearly and specifically noted in the SOQ submitted and confirmed in the contract between the City of Apalachicola and the firm selected. Under no circumstances shall a respondent whose SOQ has not been accepted be entitled to any claim for compensation.
2. **Project Duration** - It is anticipated that the contract may be up to one (1) year so that the results may be discussed as part of the City's budget process for the following fiscal year, which begins in October. The project's schedule will be negotiated with the selected firm before signing a contract.
3. **City Commission Approval Required** - The City of Apalachicola's City Commission must approve the firm(s) selected to provide the services requested in this RFQ. The City reserves the right to authorize contract negotiations to begin without further discussion with firms submitting a response. Therefore, each RFQ should be submitted as completely and accurately as possible. The City reserves the right to request additional data, oral discussions, or presentations in support of the written RFQ.
4. **Tax Exemption** - The City of Apalachicola is exempted from all city, state, and federal excise tax.
5. **Restrictions on Communications** - Respondents or their representatives are prohibited from communicating with any City of Apalachicola officials to include City Commission members and their staff regarding the RFQ from the time the RFQ is released until it has been acted upon by the City Commission. Respondents or their representatives are prohibited from communicating with City employees regarding this RFQ, except submitting technical or clarification questions as indicated in the RFQ, from the time the RFQ is released until the contract is awarded. This includes "thank you" letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the RFQ and/or SOQ submitted by Respondents. Violation of this provision by the Respondent and/or their agent may lead to disqualification of the Respondent's SOQ from consideration.

Attachment A

Estimated Project Budget

City of Apalachicola Old City Hall – Montgomery Cotton Warehouse \$399,916

Scope of Work:

Grant funds will be used for restoration of the Old City Hall – Montgomery Cotton Warehouse, including the repair of the interior drywall and paneling; replacement of baseboards and flooring in accordance with SOI Historic Preservation Standards; replacement of six interior doors; installation of insulation, repair and water intrusion mitigation for seven first floor windows and hardware; mold remediation; masonry repair, replacement of three exterior doors; rot remediation and prevention; weather stripping of doors and windows; roof replacement/repair; replacement of electrical system; water intrusion mitigation measures including joint sealants, painting, brick repointing, and water proof brick coating; and general mitigation measures including window/door protection, flood gate system, historically compatible flood and wind protection measures, installation of a sump pump, and utility relocation. Grant funds will also be used for architectural/engineering services, window conservator if determined necessary by architect, grant and project management and administration, a new/updated Florida Master Site File form, and an update to the National Register of Historic Places (NRHP) district listing.

Budget

1	Repair interior damage: <ul style="list-style-type: none"> • repair of the interior drywall and paneling press board • replacement of flooring and baseboards according to SOI Historic Preservation Standards • replacement of (6) interior doors • removal of old and installation of new insulation 	31,098
2	Repair exterior damage: <ul style="list-style-type: none"> • repair 7 first floor windows and hardware • mold remediation • masonry repair to include brick repointing • repair/replace 3 first floor exterior doors • rot remediation and prevention • water intrusion mitigation measures to include weather stripping of doors and windows 	98,000
3	Replace roof	\$40,000
4	Window/door protection	\$83,249
5	Floor gate system	\$12,700
6	Waterproof clear coating of exterior brick wall up to 4 feet	\$4,000
7	Sump pump	\$3,000
8	Utility relocation	\$15,000
9	Replace electrical systems	\$31,330

10	Grant and project management and administration	\$19,044
11	Architecture/Engineering services/window conservator if determined necessary by historic architect	\$50,000
12	NRHP listing update and new/updated Florida Master Site File form	\$12,495
		\$399,916.00

Deliverables

	Deliverable Description	Documentation	Payment Amount
1	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed, and a project timeline to the Division for review and approval.	One (1) electronic copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed; One (1) project timeline	\$99,979
2	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed, and the professional historic preservation specialist/consultant's credentials to the Division for review and approval.	One (1) electronic copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed; Credentials of professional historic preservation specialist/consultant	\$99,979
3	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, and a draft update to the NRHP listing, conforming to NRHP Bulletin 16a or 16b as appropriate to the Division for review and approval.	One (1) electronic copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed; One (1) electronic copy of the draft update to the NRHP listing, conforming to NRHP Bulletin 16a or 16b as appropriate	\$99,979
4	Complete and submit a final update to the NRHP listing, conforming to NRHP Bulletin 16a or 16b as appropriate, and a new/updated Florida Master Site File form to the Division for review and approval.	One (1) electronic copy of the final update to the NRHP listing, conforming to NRHP Bulletin 16a or 16b as appropriate; One (1) new/updated Florida Master Site File form	\$99,979

Attachment B

Estimated Project Budget

Harrison-Raney Warehouse Repair and Resilience \$281,884

Scope of Work:

Grant funds will be used for architectural/engineering services and preparation of a structural evaluation report of the Harrison-Raney Warehouse; development and implementation of flood proofing measures; installation of removable storm shutters on seven (7) windows; roof repairs and replacement of roof drains; repointing of exterior brick and stone; and restoration of seven (7) windows, one (1) single door, and four (4) double doors, including painting. Grant funds will also be used to update the Apalachicola Historic District National Register of Historic Places (NRHP) listing, conforming to NRHP Bulletin 16a or 16b at appropriate, and to prepare a new/updated Florida Master Site File form.

Deliverables

Deliverable Number	Deliverable Description	Documentation	Payment Amount
1	Complete and submit a draft structural evaluation report and 50% complete construction documents to the Division for review and approval.	One (1) electronic copy of a draft structural evaluation report; one (1) set of 50% complete construction documents.	\$56,376
2	Complete and submit the final structural evaluation report and 100% complete construction documents to the Division for review and approval.	One (1) electronic copy of the final structural evaluation report; one (1) set of 100% complete construction documents.	\$56,376
3	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project complete, to the Division for review and approval.	One (1) electronic copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed.	\$56,376
4	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project	One (1) electronic copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing	\$56,376

	complete, and a draft update to the NRHP listing, conforming to NRHP Bulletin 16a or 16b as appropriate, to the Division for review and approval.	at least sixty percent (60%) of the project completed; one (1) electronic copy of the draft update to the NRHP listing, conforming to NRHP Bulletin 16a or 16b as appropriate.	
5	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project complete, a new/updated Florida Master Site File form, and a final update to the NRHP listing, conforming to NRHP Bulletin 16a or 16b as appropriate, to the Division for review and approval.	One (1) electronic copy of a complete Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed; one (1) new/updated Florida Master Site File form; one (1) electronic copy of the final update to the NRHP listing, conforming to NRHP Bulletin 16a or 16b as appropriate.	\$56,380

Budget

Description	Grant Funds
Architectural/Engineering Services and Structural Evaluation Report	\$35,000
Repointing of Exterior Brick and Stone	\$23,500
Replacement of Roof Drains	\$14,500
Roof Repairs	\$34,500
Development and Implementation of Flood Proofing Measures	\$52,500
Installation of Removable Storm Shutters	\$78,862
Window and Door Restoration	\$25,500
NRHP Listing Update and Florida Master Site File Form	\$12,495
Grant and Project Management and Administration	\$5,027
Total	\$281,884

Attachment C

Information Required for RFP Submittal

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the SOQ's be organized in the manner specified below. SOQ's shall not exceed twenty (20) pages in length (excluding letter of transmittal, resumes, title page(s), table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" piece of paper. **The Consultant must submit three (3) bound copies and one (1) CD/DVD or USB Flash Drive with PDF images of the SOQ for review by the City staff.**

Sealed Statements of Qualifications (SOQ) addressed to Leo Bebeau, Finance Director, City of Apalachicola, will be received on **Tuesday, October 19, 2021 until 4:00 PM** local time at the City of Apalachicola, City Hall located at 192 Coach Wagoner Blvd., Apalachicola, FL 32320. SOQ's must be in the City of Apalachicola's possession on or before the aforementioned date and time (no late submissions will be accepted). SOQ's submitted by facsimile transmission (fax) or by electronic mail (email) will not be accepted.

SOQ:

1. Cover Page

- Show the subject, the name of your firm, address, telephone number(s), name of contact person, and date.

2. Table of Contents

- Clearly identify the materials by section and page number.

3. Letter of Transmittal (Limited to one page)

- Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- The letter must be signed by a corporate officer or other individual who has the authority to bind the firm and the project manager.

4. Contents

- **Project Approach/Project Management Plan.** An in-depth representation of the firm’s understanding of the Request for Qualifications and project scope of work, and proposed approach, including a detailed work plan covering: project schedule indicating key milestones and indicators of progress; interaction and coordination skills with City stakeholders, agencies, private entities, and political subdivisions of the federal, state, and municipal government. Respondents should demonstrate their awareness of the project requirements under this subsection. Respondents should demonstrate their knowledge of City business and work practices under this subsection. This subsection should include any specific thoughts, enlightenments or recommendations that the respondent desires to bring forward which are not necessarily discussed in this RFQ, and that will further demonstrate that their firm's capabilities exceed that of mutually competing firms.
- **Key Project Personnel Qualifications and Experience.** Specific qualifications and past experience of the assigned project manager, key project personnel on the team, including the project manager, architectural historian, other discipline leads and sub-consultants that will provide services on behalf of the firm. Resumes (maximum of two pages) should be included for each of the individuals and sub consultants referenced. An organizational chart showing personnel that will be assigned to the project with their roles to be performed under the contract; a statement of staff availability, which includes the project manager, commitment to the project, and staff location. Based upon the proposed project schedule, note any and all conflicts regarding the availability and location of the project manager and key personnel during performance of the contract. This category also includes a discussion of the project manager's past performance on recent City projects. The successful Firm shall use the team members indicated in the SOQ, in the roles indicated in the SOQ, on the project.
- **Firm Qualifications and Experience.** Describe specific qualifications of the firm and experience on similar projects in the past with emphasis on historic district design guidelines. This information should demonstrate the firm's qualifications and similar experience in the type of work contained in this RFQ. This category also includes a discussion of the firm's past performance on recent City projects.
- **Consultant Location.** Describe the key personnel’s location where the primary services are to be provided and the ability of the project team to meet in person with the City staff or conduct in field work and site visits when required during the performance of the contract.
- **Fees for Services.** Rates for services as described in the Architectural Scope of Services.

EVALUATION CRITERIA

Statements of Qualifications will be evaluated and ranked on the following criteria and point range respectively.

Name:	Max Points	
1. Capability to perform all or most aspects described in the Scope of Work section of this document.	15	
2. Key personnel’s professional background and caliber and availability for the proposed project.	8	
3. Past and present performances and experience by firm/team with rehabilitation and restoration projects.	15	
4. Current workload.	5	
5. Demonstrated ability to meet schedules or deadlines.	5	
6. Capability to complete projects without having major cost escalation or overruns.	6	
7. References.	6	
8. Demonstrates ability to follow and adhere to the Secretary of the Interior’s Historic Preservation Standards and Guidelines.	10	
9. Fully describes and disclose any sub-contractor relationships or joint ventures.	6	
6. Fully describe firm’s ability to manage the project.	8	
7. Fees for services.	8	
8. Location of office and personnel to service this account.	8	

TOTAL POINTS	100	
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SELECTION PROCESS

After the Request for Qualifications submission deadline, City Staff will review the submitted information. If a decision cannot be made based solely on the statement of qualifications, the City of Apalachicola may select and invite up to three (3) firms to participate in an interview. Selected candidates shall be prepared to make a 30 minute presentation regarding their SOQ and answer related questions. Each interview will last approximately 45 minutes.

The contract will be awarded to the most responsible firm(s) whose Statement of Qualifications will be, on an overall basis, most advantageous to the City of Apalachicola. Qualifications, experience, and performance factors will be considered as elements of a responsible Statement of Qualifications at the sole discretion of the City of Apalachicola. The City of Apalachicola selection decision is not subject to recourse action. The City of Apalachicola reserves the right to accept SOQ's in whole or in part, and to reject any and/or all SOQ's, and negotiate separately or solicit new SOQ's to better serve its interests. This Request for Qualifications does not commit the City of Apalachicola to award a contract or to pay for any costs incurred by successful or unsuccessful consultants or their firms during the SOQ preparation, submittal or review.

September 16, 2021 Request for Qualifications (RFQ) Advertised

October 5, 2021 Deadline for Questions

October 8, 2021 Responses to Questions Posted

October 19, 2021 RFQ Opening Date (deadline for receipt is 4:00 p.m.)

October 25, 2021 Notification of Interviews

1. Submission Deadline

Deadline for submissions is **TUESDAY, October 19th, 2021** until **4:00 PM (EST)**, at the Apalachicola City Hall, 192 Coach Wagoner Blvd., Apalachicola, Florida. No late submissions will be accepted.

Submittal should be clearly marked with: **City of Apalachicola Historical Architectural/Engineering Services**

Address Delivery: Leo Bebeau

Finance Director
City of Apalachicola
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

2. Review Committee & Review of SOQ's

A Review Committee will be established to review the statements of qualifications, select finalists, and work with the selected team on this project. The individuals serving on this committee will consist of members of City Staff, a Grant Consultant and/or the City Commission.

The Review Committee will review all SOQ's for technical scoring and compliance with the RFQ requirements, using a point formula during the review process to score SOQ's, and will prepare a preliminary score of all responding firms. A composite preliminary rating will be developed which indicates the committee's collective ranking of the SOQ's.

3. Presentation Dates

If the review committee deems necessary, no more than three (3) firms will be contacted to participate in an interview. Candidates will be notified prior by October 25, 2021 if chosen for an interview. Interviews are expected to be conducted during the week of October 25-29, 2021. A selection(s) will then be made based on the results of the interview. Immediately following, City staff will recommend the selection(s) to Commission for approval.

4. Contract Approval

Final contract(s) approval will be decided by City Commission.