City of Apalachicola
REQUEST FOR PROPOSALS
& QUALIFICATIONS
For Qualified Restoration/Reconstruction Contractor
Harrison-Raney Warehouse
QUALIFIED CONTRACTOR FAMILIAR WITH HISTORIC RESTORATION/RECONSTRUCTION
The City of Apalachicola, Florida is requesting proposals and qualifications from contractors familiar with historic restoration to coordinate and perform restoration and reconstruction of a designated historic landmark, the Harrison-Raney warehouse, in historic downtown Apalachicola. Contractors will be selected from a pool of applicants who can demonstrate previous experience with historically significant project works specifically, State of Florida historic preservation grant-funded projects, and who can enlist the cooperation of sub-contractors and experienced tradespersons with a minimum of 10 years of historical preservation experience in similar project types.

The project requires the interior and exterior repointing of brick, masonry work, replacement of roof drains and exterior repair, floodproofing implementation, installation of storm shutters and window and door restoration. Knowledge of the FEMA flood regulations is also necessary. Additionally, the selected Contractor will be required to demonstrate an in-depth understanding of working within a designated historic building/site/district and will have the capability to manage personnel onsite in a manner consistent with preservation methods as outlined in the Secretary of the Interiors Standards for Rehabilitation as published by the National Park Service.

This Project is Sponsored in part by the Department of State, Division of Historical Resources and the State of Florida. Funding was made possible through an Emergency Supplemental Grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.

The City will evaluate qualifications and quote 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 all persons or firms. The City also reserves the right to reject any or all proposals or to accept any deemed most advantageous, or to waive any irregularities or informalities in the proposals received, and to revise the process schedule as circumstances arise.

Complete construction drawings, structural assessment and funding categories 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.

Sealed Request for Proposals (RFP), qualifications AND SIGNED ATTACHMENTS A-I should be addressed to Bree Robinson, Grant Administrator, City of Apalachicola, to be received on or before Thursday, October 20, 2022 until 4:00 PM local time at the City of Apalachicola, City Hall located at 192 Coach Wagoner Blvd., Apalachicola, FL 32320. RFP’s must be in the City of Apalachicola’s possession on or before the aforementioned date and time (no late submissions will be accepted).

Submittals must be clearly marked:

City of Apalachicola Historic Restoration Contractor Harrison-Raney Warehouse
Submitted to: Bree Robinson
Grant Administrator
192 Coach Wagoner Blvd. Apalachicola, FL 32320
INTENT
Grant funds will be used for restoration of Apalachicola’s Harrison-raney Warehouse. The project requires the interior (where necessary) and exterior repointing of brick, masonry work, replacement of roof drains and exterior repair, floodproofing implementation, installation of storm shutters and window and door restoration, wood rot remediation and repair. See attachment A, structural assessment and construction drawings for details.

BACKGROUND
Hurricane Michael brought extensive wind, rain and storm surge flooding to Apalachicola on October 7, 2018. The 1837 warehouse, often referred to as the Harrion-Raney Warehouse, is currently used as the City’s Center for History, Culture and Art. It is one of many historic buildings damaged during the catastrophic event. During the storm, the building experienced extensive flooding and was inundated with approximately four to five feet of water from the storm surge which also caused interior damage. Hurricane force winds damaged the building’s exterior shutters, windows, doors, brick and roof. Funding from the 2021 Florida Department of State Division of Historic Resources Hurricane Michael Emergency Repair Grant will repair damage incurred during the hurricane and implement mitigation measures to protect the historic resource from future flood and storm damage. Major work items will include repairing interior and exterior damage, repairing roof damage and implementing mitigation measures such as the installation of historically-compatible shutters, repointing and waterproofing of the exterior brick and installing architecturally approved flood prevention coverings.

STANDARD OF SERVICE
Contractors responding to this proposal must have experience using the Secretary of the Interior’s Standards for Rehabilitation and Preservation as reflected in the City’s Historic Design Guidelines (online at Cityofapalachicola.com) and in accordance with structural assessment and construction drawings prepared by the City’s architectural firm working on this project. The specific scope of work can be found in Attachment A. Construction drawings and structural assessment is available online. Those documents can be found online at www.cityofapalachicola.com

ATTACHMENTS IN THIS RFP
A. Itemized Proposal
B. Bidder Information
C. Drugfree Workplace Certification
D. Subcontractors Form
E. Information Sheet for Transactions and Conveyances Corporate Identification
F. Sworn Statement Under Florida Statute on Public Entity Crimes
G. Debarment Certification
H. Lobby Certification
I. Equal Employment Opportunity Form

CONTACT INFORMATION
Bree Robinson, Grant Administrator
City of Apalachicola 850-653-9319
brobinson@cityofapalachicola.com
GENERAL INFORMATION

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.

Right of Rejection
The City of Apalachicola reserves the right to accept or reject any or all submissions as a result of this RFP, 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 RFP 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 RFP.

Request for Interpretation
Any explanation desired by a respondent regarding the meaning or interpretation of this RFP, or any documentation or attachments as part and parcel of the RFP, must be requested in writing to the Grant Administrator of the 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 RFP. No inquiries/question regarding this RFP will be answered if received after 4pm (EST) Monday, October 3, 2022 to allow time for posting of answers and/or amendments to this RFP. 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 RFP, a written agreement pertinent to the RFP, or the awarding of the contract.

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 RFP’s may be requested to make oral presentations as part of the evaluation process.

Right of Retention
The City of Apalachicola reserves the right to retain all RFPs submitted and to use any ideas in a RFP regardless of whether that respondent is selected. Submission of a RFP indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the RFP submitted and confirmed in the contract between the City of Apalachicola and the firm selected. Under no circumstances shall a respondent whose RFP has not been accepted be entitled to any claim for compensation.

Project Duration
It is anticipated that the contract may be up to one (1) year. Negotiated extensions will need to be determined by the State Department of Historical Resources.

City Commission Approval Required
The City of Apalachicola’s City Commission must approve the firm(s) selected to provide the services requested in this RFP. The City reserves the right to authorize contract negotiations to begin without further discussion with firms submitting a response. Therefore, each RFP 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 RFP.

Tax Exemption
The City of Apalachicola is exempt from all city, state, and federal excise tax.
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 RFP from the time the RFP 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 RFP, except submitting technical or clarification questions as indicated in the RFP, from the time the RFP 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 RFP submitted by Respondents. Violation of this provision by the Respondent and/or their agent may lead to disqualification of the Respondent’s RFP from consideration. 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 RFP’s may be requested to make oral presentations as part of the evaluation process.

IMPORTANT DATES
September 22, 2022 Request for Qualifications (RFP) Advertised
October 3, 2022 Deadline for Questions
October 7, 2022 Responses to Questions Posted
October 20, 2022 RFP Opening Date (deadline for receipt is 4:00 p.m.)
November 8, 2022 Notification of Award

SUBMISSION DEADLINE
Deadline for submissions is THURSDAY, October 20, 2022 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 Restoration/Reconstruction Contractor - Harrison-Raney Warehouse

DELIVERY ADDRESS
Bree Robinson
Grant Administrator, City of Apalachicola
192 Coach Wagoner Blvd.
Apalachicola, FL 32320
RFP REQUIREMENTS

Information Required for RFP Submittal
To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the RFP be organized in the manner specified below. RFP shall not exceed twenty (30) 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 Contractor must submit three (3) bound copies and one (1) CD/DVD or USB Flash Drive with PDF images of the RFP for review by the City staff.

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

Table of Contents
Clearly identify the materials by section and page number.

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.

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 that covers: 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 RFP, 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 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 RFP, in the roles indicated in the RFP, 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 RFP. 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 Scope of Services.

Signed Attachments
Signed and notarized (where applicable) Attachments A-I.
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
10. Fully describe firm’s ability to manage the project. 8
11. Fees for services. 8
12. Location of office and personnel to service this account. 8

REVIEW COMMITTEE & REVIEW OF PROPOSALS

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 proposals for technical scoring and compliance with the RFP requirements, using a point formula during the review process to score proposals, 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 proposals. If the review committee deems necessary, no more than three (3) firms will be contacted to participate in an interview.

SELECTION PROCESS

After the Request for Proposal submission deadline, City Staff will review the submitted information.

CONTRACT APPROVAL

Final contract(s) approval will be decided by the Apalachicola City Commission. 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 RFPs in whole or in part, and to reject any and/or all RFPs, and negotiate separately or solicit new RFPs 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 RFP preparation, submittal or review.

EXECUTION OF CONTRACT AND NOTICE TO PROCEED

The awarded Bidder will be required to sign a written Contract. Said Contract will evidence in written form the agreement between the parties and shall include, at a minimum, all provisions of this RFP, and the content of any bid and any presentation provided by the bidder. In the event of any conflict between the provisions of the written Contract, this RFP, and any bid or presentation provided by a bidder, the priority of the documents shall be in the order set forth in this sentence.
INSURANCE REQUIREMENTS

Prior to commencement of services on any work order under the Contract, the Contractor shall, at its sole cost and expense, procure and maintain throughout the term of the Contract, insurance in the types and limits set forth herein, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated by a licensed insurance broker, brokerage, or similar licensed insurance professional evidencing such coverage, and naming the City of Apalachicola, a political subdivision of the State of Florida, its officers, agents, employees and volunteers as a named additional insured, as well as furnishing the City, if requested by the City, with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of the requested insurance policies shall be provided prior to performing services on any work order. Said insurance coverages procured by the Contractor as required herein shall be considered, and the Contractor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self–insurance, available to the City, and that any other insurance, or self-insurance available to the City shall be considered secondary to, or in excess of, the insurance coverage(s) procured by the Contractor as required herein.

A bidder shall provide proof of, or proof of the ability to acquire, and a Contractor shall comply with the provisions of this section, for the types and limits of insurance as follows:

**Commercial General Liability**

1. General Aggregate $1,000,000  
2. Products and Completed Operations Aggregate $1,000,000  
3. Personal and Advertising Injury $1,000,000  
4. Each Occurrence $1,000,000  
5. Fire Damage (any one fire) $ 50,000  
6. Medical Expense (any one person) $ 5,000

**Automobile Liability**

Any automobile–Combined bodily injury/property damage, with minimum limits for all additional coverages as required by Florida law $1,000,000

**Workers Compensation/Employers Liability**

1. Workers Compensation Statutory Limits  
   a. Each Accident $ 100,000  
   b. Disease-Policy $ 500,000  
   c. Disease-Each Employee $ 100,000

**Professional Liability** when required by Contract-per occurrence $1,000,000

Contractor Qualifications and Requirements: The contractor must have a proven track record, extensive experience, and hold a State of Florida Certified Building Contractors License.

The following licensing requirements shall apply when the applicable Florida Statutes mandates specific licensing for contractors engaged in the type of work covered by this solicitation.

a. State of Florida, Department of Professional Regulation, Construction Industries Licensing Board and licensed by other federal, state, regional, county, or municipal agencies having jurisdiction over the specified construction work.

b. Said licenses shall be in the bidder’s name as it appears on the Bid Form. Bidder shall supply a copy of each applicable license showing the appropriate license numbers, with expiration dates as required by the City. Failure to hold and provide proof of proper licensing, certification and registration may be grounds for rejection of the bid and/or termination of the Contract.

c. Subcontractors contracted by a Contractor acting as the prime contractor shall be licensed, certified, or registered in their respective fields as may be required by federal, state, or local statutes, laws, rules, or regulations. Said licenses, certifications or registrations must be in the name of the subcontractor.
ATTACHMENT A
REQUEST FOR PROPOSALS

Scope of Work and Specifications
The Scope of Work includes labor, tools, equipment, PPE, materials, transportation, supervision, fees, and paperwork associated with the permits and insurance necessary to complete the work described in general below. All scope-of-work shall be completed in accordance to manufacture specifications, building codes and applicable industry standards.
Construction drawings and structural analysis are available to review online at www.cityofapalachicola.com

Location: City of Apalachicola Harrison-Raney Warehouse (HCA building)
Address: 86 Water Street, Apalachicola, Florida 32320

Facility Description: A two-story brick structure 80 FT Long x 30 FT Wide.

1. Interior Work: masonry repair/brick repointing on interior.

2. Exterior Work: The project requires the interior and exterior repointing of brick, masonry work, replacement of roof drains and exterior repair, floodproofing implementation, add impact resistant storm shutters- to first floor windows and doors, replace windows, wood rot remediation and repair, and water intrusion mitigation measures to include weather stripping of doors and windows.

3. Water repellent application to exterior brick wall up to 4- 8 feet

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<td>1. Interior Work:</td>
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<td>2. Exterior Work:</td>
<td>___________________________</td>
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<tr>
<td>3. Water repellent application:</td>
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ATTACHMENT B
BIDDER INFORMATION

Failure to complete all fields in all forms, or to provide any additional documentation or information required in the RFP, may result in your proposal being rejected as non-responsive.

NAME: ______________________________________________________
ADDRESS: ______________________________________________________
____________________________________________________
____________________________________________________
TELEPHONE: ______________________________________________________
E-MAIL: ______________________________________________________

Name of Person submitting proposal and authorized to bind contract: __________________________

Title: ______________________________________________________
Signature: ______________________________________________________
Date: ______________________________________________________

If the Firm is a Joint Venture, there must be a clear statement that the Vendor is a joint venture; the joint venture has been in effect for a period of not less than two (2) years, and representation to act as to authority to act. If there is no such statement and representation, Firm will not be evaluated as a Joint Venture and it will be assumed the Contractor shown on the transmittal letterhead will be the prime Contractor with whom the City would contract, with all other Contractors being considered as sub-contractors.
ATTACHMENT C
DRUG FREE WORKPLACE CERTIFICATION

The undersigned in accordance with Section 287.087, Florida Statutes hereby certifies that the Firm/Bidder does the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or no contest to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this Firm/bidder complies fully with the above requirements.

___________________________________  _____________________________________
Firm/Title
ATTACHMENT D
SUBCONTRACTORS FORM

Bidders must provide a list of any subcontractors they intend to use in the performance of services under this Contract. In the event that a Contractor desires to hire a subcontractor for the performance of services of any particular work order that has not been provided on this form, that Contractor must obtain prior written approval for each such subcontractor.

__________________________________________
Firm/Bidder Name

Bidders are required to submit subcontractor information, if any, in the spaces below. Attach additional sheets, as necessary. The City of Apalachicola reserves the right to approve/disapprove any proposed subcontractor.

Company Name: ____________________________________________________________
Address: ___________________________________________________________________
Contact Name(s): ____________________________________________________________
Phone: _____________________________________________________________________
Email: _____________________________________________________________________

Description of Work: _________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Company Name: ____________________________________________________________
Address: ___________________________________________________________________
Contact Name(s): ____________________________________________________________
Phone: _____________________________________________________________________
Email: _____________________________________________________________________

Description of Work: _________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Company Name: ____________________________________________________________
Address: ___________________________________________________________________
Contact Name(s): ____________________________________________________________
Phone: _____________________________________________________________________
Email: _____________________________________________________________________

Description of Work: _________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

_____________________________________	________________________________
Authorized Signature	Title
ATTACHMENT E
INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION

The following information will be provided to City of Apalachicola for incorporation in legal documents. It is; therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state of federal government.

(Please Circle One)

Is this a Florida Corporation: Yes or No

If not a Florida Corporation,
In what state was it created: ________________________________
Name as spelled in that State: ________________________________
What kind of corporation is it: “For Profit” or “Not for Profit”

Is it in good standing: Yes or No

Authorized to transact business in Florida: Yes or No

State of Florida Department of State Certificate of Authority Document #: ___________________

Does it use a registered fictitious name: Yes or No

Name of Officers:
President: __________________________ Secretary: __________________________ Vice President: __________________________
Treasurer: __________________________ Director: __________________________
Other: __________________________

Name of Corporation (As used in Florida):
(Spelled exactly as it is registered with the state or federal government)

Corporate Address:
Post Office Box: __________________________ City, State, Zip: ________________________________
Street Address: __________________________ City, State, Zip: ________________________________
(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

Federal Identification Number: ________________________________
(For all instruments to be recorded, taxpayer’s identification is needed)

Name of individual who will sign the instrument on behalf of the company: ________________________________
(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded Consultant shall submit a copy of the resolution together with the executed contract to the Office of Purchasing).
(Spelled exactly as it would appear on the instrument)

Title of the individual named above who will sign on behalf of the company:
____________________________________________________________________________________
ATTACHMENT F
SWORN STATEMENT UNDER FLORIDA STATUTE SECTION 287.133 (3) (A)
ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for ______________________________.

2. This sworn statement is submitted by (entity), _______________________________ whose business address is, ________________ and (if applicable) Federal Employer Identification Number (FEIN) is _____________________________ (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).

3. My name is ____________________________ and my relationship to the entity named above is _______________________________ (title).

4. I understand that a “public entity crime” as defined in paragraph 287.133(1) (g) Florida Statute, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other state or with the United States including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or public subdivision of any other state or of the United States and involved antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

5. I understand that “convicted” or “convicted” as defined in paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1) (a), Florida Statutes, means: A predecessor or successor of a person convicted of a public entity crime; or an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

9. Neither the entity submitting this sworn statement, nor any officers, directors, executive, partners, shareholders, employees, member, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

10. The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

11. The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

12. The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken, or pending with, the department of General Services)

I understand that the submission of this form to the contracting officer for the Public Entity identified in paragraph 4 above is for that Public Entity only, and that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the Public Entity prior to entering a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two of any change in the information contained in this form.

____________________________
Signature Date

STATE OF FLORIDA
COUNTY OF: ________________________________
(1) The prospective contractor, ____________________________________________, of the Sub-Recipient certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the Sub-Recipient’s subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

Contractor Name: ____________________________________________________________

By: ______________________________________________________________________

Signature: __________________________________________________________________

Name and Title: __________________________________________________________________

Street Address: __________________________________________________________________

City, State, Zip: __________________________________________________________________

Date: ______________________________________________________________________
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid).

The undersigned certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

____________________________________________
Signature of Contractor’s Authorized Official

____________________________________________
Name and Title of Contractor’s Authorized Official

____________________________________________
Date
ATTACHMENT I
EQUAL EMPLOYMENT OPPORTUNITY

Throughout the performance of any work under this Agreement, CONTRACTOR (hereinafter “CONTRACTOR”) agrees to abide by the following clauses and requirements:

1. Equal Employment Opportunity. During the performance of this Agreement, the CONTRACTOR agrees as follows:
   a. CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
   b. CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
   c. CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers’ representatives of CONTRACTOR’s commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
   d. CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
   e. CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
   f. In the event of CONTRACTOR’s noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
   g. The CONTRACTOR will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event that CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

2. Compliance with the Davis-Bacon Act and the Copeland “Anti-Kickback” Act. As required by Federal program legislation:
   i. In accordance with the statute, CONTRACTOR is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, CONTRACTOR shall pay wages not less than once a week. CONTRACTOR agrees that, for any Task Order to which this requirement applies, the Contract is conditioned upon CONTRACTOR’s acceptance of the wage determination.
   b. CONTRACTOR agrees that it shall comply with the Copeland “Anti-Kickback” Act (40 USC 3145), as supplemented by the Department of Labor regulations (29 CFR Part 3, “CONTRACTORs and Subcontractors on Public Building or Public
Work Financed in Whole or in Part by Loans or Grants from the United States”) and are incorporated by reference into this Agreement.

i. Contractor. The CONTRACTOR shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this Agreement.

ii. Subcontracts. The CONTRACTOR or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

iii. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a CONTRACTOR and subcontractor as provided in 29 C.F.R. § 5.12.

3. Compliance with the Contract Work Hours and Safety Standards Act.

a. Overtime requirements. The CONTRACTOR or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall not require nor permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

b. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the CONTRACTOR and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, the CONTRACTOR and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a) of this section, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (a) of this section.

c. Withholding for unpaid wages and liquidated damages. The CITY shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the CONTRACTOR or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such CONTRACTOR or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b) of this section.

d. Subcontracts. The CONTRACTOR or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a) through (d) of this section and a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime CONTRACTOR shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a) through (d) of this section.

4. Rights to Inventions Made Under a Contract or Agreement. As required by Federal program legislation, CONTRACTOR agrees to comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA.

5. Clean Air Act and Federal Water Pollution Control Act. As required by Federal program legislation: CONTRACTOR agrees to comply with the following federal requirements:

a. Clean Air Act.

i. The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. (2)

ii. The CONTRACTOR agrees to report each violation to the City and understands and agrees that the CITY will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

iii. The CONTRACTOR agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

b. Federal Water Pollution Control Act

i. The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal
Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

ii. The CONTRACTOR agrees to report each violation to the CITY and understands and agrees that the CITY will, in turn, report each violation as required to assure notification to State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

iii. The CONTRACTOR agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

6. Suspension and Debarment.
   a. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the CONTRACTOR is required, and will, verify that neither CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), nor its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
   b. The CONTRACTOR will comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters.
   c. CONTRACTOR’s certification is a material representation of fact relied upon by the CITY. If it is later determined that the CONTRACTOR did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to State of Florida the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
   d. The CONTRACTOR agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart Cand 2 C.F.R. pt. 3000, subpart C throughout the period this Agreement. The CONTRACTOR further agrees to include a provision requiring such compliance in its lower-tier covered transactions.

   a. The CONTRACTOR certifies to the CITY that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. The required Certification is provided as an addendum to this Agreement.
   b. CONTRACTOR will also ensure that each tier of subcontractor(s) shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures will be forwarded from tier-to-tier up to the CITY.

8. Procurement of Recovered Materials. As required by federal program legislation, CONTRACTOR agrees to the following:
   a. In the performance of this contract, the CONTRACTOR shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
      i. competitively within a timeframe providing for compliance with the contract performance schedule;
      ii. meeting contract performance requirements; or
      iii. at a reasonable price.
   b. Information about this requirement, along with the list of EPA-designate items, is available at EPA’s Comprehensive Procurement Guidelines website, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program.

9. DHS Seals, Logos, and Flags. The CONTRACTOR shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

10. Compliance with Federal Law, Regulations, and Executive Orders. The CONTRACTOR acknowledges that FEMA financial assistance will be used to fund the contract only. The CONTRACTOR will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.
11. No Obligation by Federal Government. “The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, CONTRACTOR, or any other party pertaining to any matter resulting from the contract.

12. Program Fraud and False or Fraudulent Statements or Related Acts. The CONTRACTOR acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the CONTRACTOR actions pertaining to this Agreement.

________________________________________________________
Name and Title of Contractor’s Authorized Official
Date ________________________________________________
City of Apalachicola Harrison-Raney
Cotton Factor & Exchange Building
Table of Contents

1. Project Scope and Overview

2. Abbreviated History of the City and the Subject Buildings

3. Existing Conditions Assessment Report

4. Renovation/Rehabilitation Recommendations

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1. Project Scope and Overview

The scope of the project consists of the following services delivered in a task order format as designated by the Project Manager for the City of Apalachicola in compliance with the City’s master services agreement with the State of Florida, Division of Historic Resources (herein after referred to as “DHR”) and the United States National Park Service (herein after “NPS”). These two agencies having jurisdiction are the providers of grant funding for the preservation and rehabilitation of the two (2) historic buildings involved in the project work. The first of the two buildings to be assessed in this scope of services are as follows:


1. Project Scope and Overview

The building will be assessed by means of an architectural and structural engineering evaluation of the existing conditions, including a photographic investigation and structural engineering opinion for potential required renovations and appropriate maintenance or further preservation necessary for the long term sustainability of the building. The building will be field measured and updated as-built drawings will be provided in order to provide adequate base plan and elevation documentation for future rehabilitation work. All As-builts will be based on accurate field measurements as of the date of this study. Any changes or potential adaptive reuse scenarios will be vetted by the City Administration with the long term preservation and protection of these important constructed historical assets as the basis for decision making. All Proposed preservation activities will be directed in concurrence with the State of Florida Division of Historical Resources. All preservation consulting work will be accomplished consistent with the Secretary of the Interiors Standards for Rehabilitation and established renovation and best practices for reconstructive processes for historic masonry buildings in order to achieve the desired outcome for each of the individual buildings in this study.

The Harrison–Raney Cotton Factor & Exchange building is located on Water Street along the riverfront in the designated downtown historic district in Apalachicola, Florida. The two buildings, the Harrison–Raney and Middlebrook Cotton warehouses stand approximately 120 feet apart in the east-west direction. The Harrison–Raney building is immediately adjacent to its only surviving “sister” building, the Middlebrook Cotton Exchange and Warehouse located at 1 Avenue “E” in Apalachicola, Florida.
1. Project Scope and Overview (continued)

The subject buildings are separated by Avenue ‘E’, a wide two lane boulevard with adjacent on-street parking. The Harrison-Raney is addressed directly on Water Street opposite the city docks at the base of Avenue “E”. These two historic Cotton era buildings represent the last two remaining examples of what was recorded as originally being 43 or 44 completed brick masonry buildings designed and built specifically to serve the cotton industry of the mid nineteenth century (1835-1860) time period. All of the building were designed as cotton merchant graders (called factors) and as warehouses and cotton exchange buildings with the purpose of trading in high quality raw or baled cotton primarily grown in upriver Georgia and Alabama. These mostly three story brick buildings once lined multiple blocks of historic Water Street. The Harrison–Raney building is located approximately 40 feet farther east of the intersection at Avenue “E”, indicating that there was at least one additional platted lot and presumably a previously existing 30’ x 80’ brick structure originally located on the lot located adjacent to the intersection. For many years a small wooden shrimping trawler occupied that site as an artifact that paid homage to the bay fishing industry.
For many years a wooden “bay trawler”
Occupied the lot adjacent to the Harrison-Raney Cotton Exchange or HCA Building in Apalachicola

Both Assessment and preservation projects have similar if not identical project goals and scopes of work (herein after “SOW”). Both the Middlebrook Cotton Warehouse and the Harrison-Raney Exchange similar require the same level of investigation and assessment and architectural investigation prior to recommending appropriate preservation measures. It should be noted at the outset that much less work will be required on the Harrison-Raney (HCA) building due to more recent and ongoing restoration work and improved general overall facility maintenance.

The scope of work (S.O.W.) includes the following: recording of existing conditions in narrative and photographic form, preparation of As-built existing condition drawings, specification of necessary preservation and repairs of primarily interior] damage caused by previous flooding caused by Hurricane Michael on October 10, 2018.
Rear Elevation Harrison-Raney Cotton Factor & Exchange
Building 86 Water Street, Apalchicola, Florida
1 Project Scope and Overview

The scope specifically addresses removal of damaged historic and non-historic building materials including mechanical and electrical systems, recommendations for rehabilitation and adaptive reuse, including replacement and relocation of the electrical systems in a manner consistent with storm hardening for prevention of future catastrophic damage. The Harrison-Raney Cotton Factor & Exchange building is more commonly referred to as the Apalachicola Center for History, Culture and Arts or “HCA” building on Apalachicola. The Building was purchased by a private entity and restored utilizing current preservation best practices of the early and mid-1990’s when it was acquired. The building was “adaptively reused” or repurposed as a museum site containing the archeologic remains of a significant Apalachee Indian “dug out” log canoe, nearly fifty feet in length. The City of Apalachicola acquired the building in 2005 with a grant from the Florida Communities Trust Fund. The building currently serves as a Community meeting space, Art gallery and Cultural Events planning center. It provides sufficient space for exhibition of local art and repository for local historical artifacts. The Center of “HCA” also hosts an Art school and Plein Air Art exhibit annually.

Other work will be suggested in the recommendation section of this report will be provided in order to ensure the long term preservation of this important building. This scope of work for the interiors includes potential re-elevation work on the riverfront exposure to harden and protect the building from future catastrophic storm damage, and relocation or raising of electrical outlets, switches, and panels above the flood plain as well as repointing of deteriorating mortar and application of a transparent waterproofing membrane, a chemically based sealant that will not change or obfuscate the interior or exterior appearance of the historic brick masonry walls.

Based on these observations and assessment of existing conditions, it is not likely that the Harrison-Raney Building will require much in the way of repairs. Rather, the scope for the Harrison-Raney will be more appropriately categorized as preventive and on-going preservation treatments. As previously mentioned, these include the brick repointing referred to as “tuck-pointing” and application of supplemental transparent water-proofing sealant in order to prevent water intrusion in the event of future flooding from the river on the Water Street corridor. The building has already been provided with the addition of an interior reinforcing steel frame, used to stabilize the exterior masonry walls of the Harrison-Raney Building. This steel bracing component replaced the historic wood framed second floor which had been compromised by age and insect damage and other miscellaneous wood destroying organisms (“WDO’s”).
1. Project Scope and Overview

Since the strategic removal of these original wooden floor framing members, the steel frame accomplishes a variety of purposes. These include supporting the second floor and roof structure as well as providing for needed lateral support by including an interior and exterior steel plate at each column location that behave in the same manner as tie rods by clamping the exterior walls together between two plates and bolting them to the added columns.

Second Floor Steel trusses and 2x 16 wood rafters as a “Memory” or historic reference of the former wood framed roof support system

The vertical columns are designed to support the second floor, roof and span the entire former warehouse floor space hereby creating an interior “rigid frame” which resists deflection and sagging caused by gravity, or exterior impacts including violent weather conditions. All interior brick masonry will be repointed, and a transparent waterproofing compound applied to diminish leaking and seepage in flood conditions. The exterior work will include the potential replacement of two (2) non-historic first floor French doors located at either end of the first floor facade.
2. Abbreviated History of the City and the Description of Subject Buildings

Grant funds include professional design and historic preservation consulting services for an Architectural assessment and photographic documentation including as-built measured drawings and a proposal for preservation services necessary to storm harden the building(s). Grant management and grant administration will be performed by personnel from the City of Apalachicola. The required update to the National Register and update of the Florida Master Site File documentation will also be provided by City of Apalachicola grant administration personnel. The scope of the Architectural and Structural Engineering services do not include redesign services for any adaptive reuse proposal.

The following narrative is derived primarily from the November successful 1980 National Register nomination and the Florida Master Site File documentation which resulted in the placement of the Apalachicola Historic District on the National Register of Historic Places.

*Water Street, Apalachicola, FL- Cotton Warehouses circa 1858*
2. Abbreviated History of the City and the Description of Subject Buildings

Both the Middlebrook and the Harrison-Raney Cotton Exchanges and Warehouse buildings were built on one of fifty (50) originally platted waterfront lots created by the Apalachicola Land Company following the Forbes Purchase title settlements. Each lot was scaled to serve an individual warehouse structure of uniform size and construction. All lots were platted without setbacks or alleys, dimensioned 30 feet wide by 80 feet in depth from the street face on Water Street.

All of the warehouses were intended to face the riverfront along Water Street. However, not all of the buildings are or were addressed on Water Street. Water Street runs parallel to the riverfront and lots recorded along 6-7 blocks between existing streets of the platted town plan. Each block contained 5-7 warehouse of factors. The variety of buildings had varying widths of one-to-three 30 foot wide bays. The platting was completed and construction began in 1836. By 1839, an impressive row of wharf-fronting brick and granite buildings existed, each intentionally designed to resemble those along the New York City waterfront. The same brick exterior wall construction with thick pre-cut granite lintels, supported two and three story buildings with heavy timber interior floor frames were built to support the cotton trade. The granite lintels or horizontal stone spanning members were quarried in Quincy Massachusetts. The brick is reported to have been transported to Apalachicola by ship from a brickyard and foundry in Baltimore, Maryland.

Cotton was king in the south, and it brought prosperity to Apalachicola. The cotton trade brought a rich booming economy to many port cities in the cotton growing states of the pre-civil war south. These remaining two masonry Warehouses and Cotton Factor buildings continue to serve as a visual reminder of the close economic and social connection between this once thriving cotton port and the waterfront portion of the city and commercial district of New York.

The end of the cotton era came in 1860 Apalachicola, and with it came the shuttering of most of the cotton stores and the merchant businesses that supported them. Many of the Warehouses were simply vacated. Forty of the original 43 or so masonry warehouse buildings were eventually demolished and the core timber and brick materials reallocated for uses in other buildings in Apalachicola’s evolving need to determine its economic survival.

The City of Apalachicola owes its early prosperity, especially as it relates to the cotton industry, to its strategic coastal location at the mouth of three rivers. The tri-river system, the confluence of the Flint, Chattahoochee and Apalachicola Rivers, all of which extend hundreds of miles north into eastern Alabama and south and western Georgia.
2. Abbreviated History of the City and the Description of Subject Buildings

Originally named Cottonton, the City of Apalachicola served as an important shipping port particularly from 1800 until the early nineteen-teens. The mid nineteenth century port of Apalachicola was the third largest port on the Gulf of Mexico. From 1830-1860 it was the virtual center of Cotton trade and shipping, and was surpassed only by New Orleans, Louisiana and Mobile, Alabama. In 1828, the City of Cottonton (“Cotton-Town”) was re-incorporated as the City of “West Point”. The town on the opposite side of the Apalachicola River was, and still remains named East Point. The port city was again renamed Apalachicola after the river itself, in 1831. The Cotton boom period had begun and by 1836, demand for more infrastructure in the form of Warehousing, Cotton Factors and Exchanges and Ships Chanderies at the rivers landing was high.

The Harrison-Raney and the Middlebrook buildings are believed to have been two of the first of fifty planned Cotton service structures. Eventually 43 or 44 of these warehouses/exchanges were actualized. All of the 43 plus documented warehouses were completed in Apalachicola between 1836 and 1840. Both of the remaining buildings have been repurposed multiple times; both at different times have been abused, repaired, damaged, restored, flooded and renovated again and on at least four well documented occasions, nearly destroyed. Major flooding and weather events, common to the Florida panhandle during the summer and early fall “Hurricane Season” are typically followed by down river flooding brought on by these naturally occurring seasonal weather events. Seasonal Hurricanes have been disasters in waiting for decades. These powerful storms are yearly spawned off the Eastern Coast of Africa, several eventually wandering into the northern Gulf of Mexico.

Occasionally, these powerful storms follow historically common trajectories winding up the western peninsula of Florida, and making landfall somewhere along the expansive coast of the Florida panhandle. These storms carry with them high velocity wind speeds and are laden with water causing heavy precipitation in the form of flooding rainfall. These storms are typically intensified by the relatively shallow and very warm Gulf water. Even near misses by hurricanes create heavy tropical rain storms common to North Florida. These heavy rain events tend to cause moderate to severe tidal related flooding along the geographically low portions of the Florida Coastline. The aptly designated “Water Street” is derives its namesake from its New York City counterpart in the historic South Street Seaport. This low lying area of Apalachicola’s waterfront district has been known to have at times, been almost 4 feet underwater. From 1836 through until the late 1850’s, large bales of field picked cotton often filled Water Street. The first floor of all of the nearly uniform masonry warehouse buildings were typically used to store compressed bales or rolled cotton shipped up river from inland cities in Georgia and Eastern Alabama. These cargos were intended for shipment to New Orleans, New York, and Boston; and then on to foreign ports.
The street level of each warehouse is generally thought to have behaved as a “factor” or merchants exchange; essentially a “storefront” for the grading, evaluation of quality and quantity and the selling or trading of large quantities of raw baled cotton. Each building was also used for other mostly trade related purposes; as a place to sell or manage the selling of other goods and wares. The two upper floors more often supported the primary business aspects of the exchange service, record keeping, storage of tools and supplies or alternatively, supported other necessary trades required for the port of Apalachicola.
2. Abbreviated History of the City and the Description of Subject Buildings

Well before the Civil War, downriver cotton and other agricultural trade from the cotton-rich Deep South states flowed freely. States just north of the Florida line produced the highest quality of cotton and dominated the economy of the South. This trickled down to the port city of Apalachicola. Apalachicola became Florida's largest cotton exporting sea port. The decade between the early-1840's and late-1850's were the city's most active years with cotton exports reaching or exceeding 150,000 bales in 1845 and 1853 respectively.

Over those years, the business was focused on cotton trading and shipping. Seldom were revenues dedicated to building maintenance and upkeep. Many of the third floor roofs were made of the locally durable long leaf pine cut into shakes for roofing. These wooden shakes hewed from local tree stock were weather hearty, and held up to the rains, but fire and sun and salt air were not well tolerated. Over time, the primarily wood roofing systems installed over the majority of the dedicated warehouse buildings deteriorated in the hot and humid salt air environment. Harsh weather, and relentless river water reflected sunlight caused several of the upper-most third floors to deteriorate to a point of questionable structural integrity, sometimes partially collapsing. These upper or third level floors were often dismantled or “cannibalized” for parts to reinforce the lower two levels in order to continue to maintain the businesses on the two lower levels. The second floors were simply roofed over at the former third floor level and the second level became the “top floor”.

Cotton Bales on river front in Apalachicola.
2. Abbreviated History of the City and the Description of Subject Buildings

Between 1860 and the turn of the century, many of the original brick warehouses burned, or were raised for the quality brick building materials contained in them. Most were repurposed to construct new buildings more advantageous to the changes in the city’s evolving economy. Some ended up as ships ballast on trade vessels leaving the port city. As the business in the cotton trade began to decrease, so did the overall economy of Apalachicola. The down turn was primarily due to the increase in the availability and more extensive use of the expanding railroads in the south for transport of goods and products across Georgia and Alabama, in lieu of shipping goods down-river.

The onset of the Civil War and the subsequent Union naval blockades of most southern port cities from 1860-63 marked the end of the cotton era and the significant prosperity in Apalachicola. The vacant cotton warehouses (sometimes referred to as “exchanges or factors”) were used for a variety of business purposes other than cotton warehousing. Typical riverfront uses included including ships’ chandleries - the suppliers of ships stores, the most notable being the nearby Grady Market Building. Other former cotton warehouses buildings found new purposes serving a variety of needs as other useful maritime enterprises and support facilities including saloons, hardware stores, a local bee-honey warehouse, general purpose stores and timber storage. Some were usurped for port related services including ship repairs, saloons and other shipping support businesses including fishing supplies.

When they were erected, many of the Cotton Exchanges and Warehouses were jointly owned by large Cotton plantation owners, and local cotton merchants or their trade representatives. The Harrison-Raney Cotton was co-owned by Planter George Harrison in partnership with local Businessman and Cotton trader David G. Raney. This 1837 brick masonry warehouse has had a more gentile adaptation and has been carefully rehabilitated prior to its acquisition by the City in 2005. In the early 1990’s, the building as purchased by a private individual and completely renovated.

The development of railroads in the upper reaches of the Apalachicola River Basin, the outbreak of the Civil War, and the consequent imposition of the Northern blockade all contributed to the rapid decline of Apalachicola's cotton economy during the 1860’s. However, with the development of the area’s vast lumber resources in the 1870’s, the city’s economy began to recover rapidly. Apalachicola was especially attractive for lumber interests because of the ease with which cut timber could be floated downriver to be milled and shipped to domestic and global markets. A number of lumber companies opened and operated in the Apalachicola area.
2. Abbreviated History of the City and the Description of Subject Building

Throughout the 1870’s, 1880’s, and 1890’s; the local timber industry seems to have been dominated by the Cypress Lumber Company which operated between 1883 and 1930. Pine, particularly north Florida native Long Leaf Pine, and River or deep water Cypress products were the major exports marketed in Europe and South America, as well as in the “re-united” United States by way of nearby New Orleans.

Because of the port town’s location, a local fishing industry has always been an intrinsic part of Apalachicola’s economy. Fishing and in particular, oyster “fishing”, or tonging, along with locally harvested and processed sponges were marketed from Apalachicola since its earliest years of existence.

With the perfection of safe and reliable canning techniques, many of which were patented in the late nineteenth century, the seafood processing industry became a major part of the Apalachicola Bay area’s economy. A number of canneries were established in Apalachicola the 1880’s and 1890’s. The seafood industry has continued to the present day, and experienced heighten growth during most of the nineteenth and early twentieth centuries.

As previously noted, most of the original former Cotton Warehouse buildings were taken or claimed for the land beneath them, some were eventually destroyed by hurricanes, neglect, fire and lack-of-use or purpose.

3. Existing Conditions Assessment Report

Harrison-Raney Cotton Warehouse (Apalachicola Center for History, Culture and Arts)

The Harrison-Raney Cotton factor & Exchange Building is not specifically “hardened” for weather resilience but remains in better overall condition than its companion structure, the Middlebrook Warehouse. According to a recent Sea Level Rise and Flood Mitigation Study, both structures will require substantial additional storm resilience measures, along with most of the buildings on the Water Street right-of-way with river front exposures.

The existing conditions of the Harrison-Raney Cotton Warehouse (City of Apalachicola Center for History, Culture and Arts Building) is in generally very good condition. The building, having been substantially rehabilitated in the early 1990’s provides a very strong rehabilitation result due to an effective preservation methodology and renovation ethic. With regard and the use of preservation specific methodologies and procedures as prescribed by the Secretary of the Interiors Standards for Rehabilitation guidelines. The building has technically been adaptively reused, having been re-purposed while retaining a substantial portion of the original historic building material or fabric.
3. Existing Conditions Assessment Report

**Harrison-Raney Cotton Warehouse (Apalachicola Center for History, Culture and Arts)**

Most of the character defining historic building fabric remains intact with the exception of the then non-salvageable second floor and roof timber framing. The original second floor and roof have been demolished and rebuilt utilizing more modern materials in a manner consistent with and representational of the original historic materials.

*2nd floor of Harrison-Raney Exchange adaptively reused as local center for character History, Culture and Arts*

*Steel trusses and lumber roof frame provide appropriate historical*
3. Existing Conditions Assessment Report
Harrison-Raney Cotton Warehouse (Apalachicola Center for History, Culture and Arts)

The original second floor wood framing has been replaced by a series of welded steel columns and beams which support a wooden framed second floor and roof frame above steel spanning girders and steel trusses. These new interior steel members also provide lateral stabilizing plates and through-wall bolts welded to the interior vertical columns to support the historic exterior masonry wall structure. This system provides more than adequate structural capacity to carry the live and dead loads required for various community events, exhibits and meetings. This also provides for internal circulation via a new stairway from the first floor to second floor. The first floor provides excellent open space allowing for appropriate curation of the historical artifacts and other spaces for art and cultural exhibits. The stair for the HCA building is a located within its interior while the access stair for the Middlebrook building is a wooden stairway located on the west side exterior of the building. It is not accessible from the interior first floor. The four double French style doors of the Harrison-Raney Building present an inherent weakness to storm resiliency and weather resistance. Historic photographs suggest that these are not historically accurate and could be redesigned to add some higher level of storm resistance based on minor reconfiguration of the entry sequence.

Renovated Harrison-Raney Cotton Factor & Exchange. Currently the Apalachicola Center for history, Culture and Art.
3. Existing Conditions Assessment Report
Harrison-Raney Cotton Warehouse (Apalachicola Center for History, Culture and Arts)

The 1992-1994 renovation of the Harrison–Raney building provided for both interior and exterior brick repointing and any sign of previous storm damage has been cleaned, repaired and/or renovated and repainted. No exterior windows face on the Avenue “E” elevation, preventing damaging flood waters. No opening exist with the exception of the front and rear facades, the rear elevation eighty feet farther south. The only public points of entry that exist are the four pairs of six foot wide, seven feet tall French doors that open to the Water Street elevation. Storm mitigation proposals for the river front elevation will be proposed, however, recent storm surge and sea level rise projections indicate that the probable water crest projections will exceed the allowable height limitations of most currently available storm protection technology.

4. Renovation/Rehabilitation Recommendations

This section of the assessment report will provide for recommendations for renovations, rehabilitations or repairs necessary for each of the subject building. As previously noted, the Harrison-Raney building will require significantly less work in terms of rehabilitative work or any other specific remedy to a noted or perceived building defect. The building has been subject to a robust previous preservation effort. It currently has a defined and specific civic purpose, it has been regularly used and well maintained by the City of Apalachicola as Owners or the property.

As previously noted, the Harrison-Raney Cotton Exchange Building requires only repointing of both the interior and exterior brick masonry walls and the recommended coating of a transparent waterproofing sealant application to the interior and exterior masonry. It may require some relocation of existing electrical systems in the form of switching and outlet locations and consideration of adding a more substantial and robust form of storm resistance protection, particularly along the Water Street exposure.

Providing for a usable and safe building will be accompanied by recommendation for storm and flood prevention mechanisms that can be applied up to the eight-foot height. Sea level projections indicate storm surge in worse case scenarios to be 10-12 feet. It is generally agreed that only a series of interconnected flood mitigation and flood deterrent devices including a substantial sea-wall located along the river’s edge, in conjunction with storm water abating retention vessels ("holding tanks") and pumping equipment designed to pump flood water back into the river included with a series of other building specific flood barriers will ultimately be capable of mitigating current water high water level projections for virtually all of Water Street, and a significant portion of the historic downtown district.
4. Renovation/Rehabilitation Recommendations

Recommended rehabilitation procedures for the Harrison–Raney Exchange, or City of Apalachicola Center for History, Culture and Arts is far less extensive than the proposals for continued rehabilitation of the adjacent Middlebrook Cotton Warehouse Building. The existing through wall three-to-four brick wythe masonry brick exterior walls should be carefully repointed from the interior and exterior where possible. Some of the brick exterior has been stucco coated, utilizing a technique that proposed a unifying exterior encapsulation effort will provide for a desired level of homogeneous structural reinforcing. Repointing is the most appropriate, albeit more time consuming process for historic masonry renovation. This process involves the painstaking process of carefully removing deteriorated mortar from the original joints of a masonry wall and replacing it with new highly adhesive, non-porous mortar material. Specialized tools exist that will allow for deep joint “tuck-pointing” and the grout will need to be carefully color matched. Additionally, care will need to be taken to utilize new grout without contaminants including clean water and sand mixing components in the replacement grout mixture. Epoxies may be used to reinforce internal joint voids. Care must be taken as the epoxies tend to expand in the joints and the existing joints have no tolerance for expansive movement. The repointing will occur on exposed interior and exterior surfaces on all four elevations of the existing building.

Upon inspection, neither building appear to require re-roofing. The documented date of the last reroofing for the Harrison-Raney building is unknown to the investigators.

![Roof surface of Harrison-Raney building, 86 Water Street Apalachicola, Florida](image)
4. Renovation/Rehabilitation Recommendations

The roof surface of the Harrison-Raney Building has been re-roofed with a pale blue, standing seamed metal roof of dense aluminum with a concealed spline and fastener system. This roof material and fastening system is considered to be superior for hurricane and weather resistance. The pitch is low at approximately 3/12-4 /12. The metal surface of the Harrison Raney building also provides significant fire protection for buildings and fire resistance. This fairly common coastal roofing installation provides for a durable and long lasting roof surface with no exposed fasteners which might corrode or become loose due to high winds. While not consistent with historical photographs that indicate that the roofing for nearly all of the completed Water Street cotton Warehouses and Exchanges were originally wooden shakes, this metal roof provides a low maintenance and a 50 year wearing surface. The roof is hidden behind a crenulated parapet and barely visible form the street level on any elevation.
4. Existing Floor Plans and Elevations – Harrison-Raney Building
Floor Plans
4. Existing Floor Plans and Elevations – Harrison-Raney Building

Elevations
4. Conclusion

In summary, the Harrison-Raney cotton Factor & Exchange building exists in contrast to the neighboring Middlebrook Cotton Warehouse & Exchange Building. Both subject buildings were constructed within approximately sixteen months of each other between 1836 and 1837. They occupied two of the most centrally located lots of fifty originally platted river front lots created by the Apalachicola Land Company following the Forbes Purchase title settlements. Each lot was scaled to serve an individual warehouse structure of uniform size and construction. All lots were platted without setbacks or alleys, 30 feet wide by 80 feet in depth from the street face.

The Harrison-Raney Building sits on a second tier lot, inset one lot from the intersection of Avenue “E” and Water Street. The Middlebrook Exchange, thought to be the first masonry cotton Exchange and Warehouse built in 1836, is located on the corner lot opposite the Harrison-Raney building on the west side of the same intersection.

The Harrison-Raney Cotton Factor & Exchange Building was purchased privately and rehabilitated in the mid 1990’s. The Middlebrook Warehouse & Exchange building has seen fairly constant use as a city owned facility, housing first, a Cotton exchange, then alternatively serving as several shipping merchant services, the city jail, city administration building and finally city hall. The Building was evacuated by the City of Apalachicola following the significant flooding caused by Hurricane Michael which made landfall nearby in Mexico Beach on October 10, 2018.

The Harrison-Raney building endured the storm in better fashion and requires little in the way of current rehabilitation. The Building has been renovated including installation of new steel framed interior structural system which simultaneously provides stiffening and reinforcement of the existing historic masonry side walls, a new second floor mezzanine level over a full width steel spanning frame and has a new roof structure and insulation, including updated mechanical and electrical system and new roofing. The Harrison- Raney needs only an interior and exterior masonry repointing or “tuck-pointing” of the existing historic interior and exterior masonry walls, application of a liquid applied waterproof coating with a highly effective transparent chemical sealant and consideration of future flood proofing and storm hardening. Every effort should be made to not further modify the exterior appearance, however, most available technologies for storm hardening will produce an exterior visual compromise of the historic shell in favor of providing an adequate storm protection solution. Roll-down hurricane shutters, removal of two of the four sets of six foot wide French doors and replacement of the two end doors are all viable options independently or in some combination.

END
REHABILITATION AND ADAPTIVE REUSE OF
HARRISON AND RANEY COTTON WAREHOUSE
86 WATER STREET
APALACHICOLA, FL.

FLORIDA PRODUCT APPROVAL:
Contractor shall make available to the Building Inspector documentation necessary to verify that all components requiring product approval per FS 553.842 are in compliance with product approval installation Requirements.
**HRW FIRST FLOOR**

**REPLACE AND REPLACE WITH ALUMINUM OVER WOOD DOUBLE HUNG W/ STORM WINDOWS - FIRST FLOOR ONLY**

**HRW SECOND FLOOR**

**EXISTING DOUBLE HUNG WINDOWS TO REMAIN INTACT, IN PLACE - SECOND FLOOR ONLY**

**REINFORCED FIBERGLASS IMPACT RESISTANT STORM SHUTTER BY SEA SHUTTER TO COVER WINDOWS 1 EACH SIDE - SECOND FLOOR ONLY**
EXTERIOR DEMOLITION AND REHABILITATION NOTES – HARRISON-RANEY BUILDING

1. Power Wash all exposed exterior surfaces from grade to roofline; for purposes of definition, Power wash means "Soft Wash" all surfaces of the historic building exterior elevations, historic brick masonry, stucco surface overlays, granite lintels, adjacent concrete surfaces, existing windows, trim, and doors.

2. Maintain medium to low pressure so as not to damage any historic masonry or wood surfaces/finish. Use Chlorine Bleach or other Chemical detergents suitable for use on historic masonry walls. Extreme care MUST BE TAKEN not to damage the exterior firing glazing on masonry.

3. Carefully hand sand any imperfections or foreign debris to face of original masonry brick surface. DO NOT use any abrasives.


5. On the east and rear elevations, carefully clean any stained / mildewed surfaces. Use matching brick for exterior veneer infill locations. Use matching brick for exterior veneer infill locations.

6. Remove six (2) lower level doors. Infill lower section of openings with 8" x 8" x 16" concrete masonry units with brick veneer. Use matching brick for exterior veneer infill locations. Utilize pressure treated lumber and new windows to minimize flood ingress and provide storm hardening per specifications. Each door shall be detailed consistent with the drawing and specifications for weather resistance. Install shutters as shown.

7. Form new window openings and install new weather rated windows in color, size and mullions/muntin pattern detailed on the drawings.

8. Clean new windows. Sills shall be dust free. Provide interior trim to match adjacent doorway trim.

9. Apply Air and Water REPELLENT in a specified sample area of a minimum 4' x 4' section for approval by Preservation Architect and City personnel having authority, PRIOR TO FINAL APPLICATION. Allow to dry for 48 hours. Rejected samples will be placed in areas unnoticeable.

10. Approved Air and Water Repellant shall be PENETRATING compound as specified. Use NO Film-Forming air and water barriers. ONLY approved samples will be applied to areas visible to public.

11. Clean and sweep each floor daily for prevent build up dust and debris.

12. No smoking, chewing, "dipping" or consumption of any tobacco or narcotic products including prescribed CDB/TCH containing products will be allowed on the premises.