

## **REQUEST FOR PROPOSALS**

St. Cloud Main Street, Inc. is requesting sealed proposals from Consultants meeting The Secretary of the Interior Professional Qualifications Standards to conduct a survey of historic resources. Proposals will be accepted by the Director at 903 Pennsylvania Ave., St. Cloud, FL 34769 or Paula@stcloudmainstreet.org, until October 20<sup>th</sup>, 2024 @ 5:00 pm. Any proposals received after the time and date specified above will not be considered.

### **Survey of Historical Resources**

#### **Proposal St. Cloud Historic-Grid 2**

#### **Proposal #17-P-44**

### **1. BACKGROUND**

St. Cloud Main Street, Inc. has been awarded a Small Matching Grant #25.h.sm.200.024 by the State of Florida, Department of State, Division of Historical Resources to complete the "St. Cloud Historic District "The Grid". It is expected that the consultant will be completing a minimum of two hundred fifty (250) Florida Master Site File (FMSF) forms and preparing a survey report that conforms to Chapter 1A46, Florida Administrative Code.

The most recent historic survey for the district was completed in 1993, making much of the information in in existing surveys in need of an update. Additionally, there are several structures that may have achieved historical significance since 1993 that are not properly documented.

The St. Cloud Historic District-Grid 2 encompasses a mainly residential area of the City of St. Cloud with a smattering of commercial structures. Structures vary in architectural styles and state of repair. This survey will update the Florida Master Site File data documenting buildings built on or before 1974. A Phase 1 survey of a contiguous area of The Grid was completed in 2024.

### **2. INTENT**

St. Cloud Main Street, Inc. is seeking the services of a duly licensed and qualified consultant capable of conducting a survey of all historical properties within the City of St. Cloud residential District "The Grid" in accordance with Chapter 1A-46 (Archaeological and Historical Report Standards) of the Florida Administrative Code and the Grant Document.

### **3. TERM OF CONTRACT**

The project must be completed on or before June 30, 2025. The final deliverable is to complete and submit a minimum of two hundred and fifty (250) new/updated FMSF forms, including photographs and

maps, and a final survey report, conforming to Chapter 1A-46, FAC, to the Division for review and approval.

#### **4. INFORMATION OR CLARIFICATION**

For information concerning procedures for responding to this proposal, contact Paula Stark, Executive Director at (407) 498-0008 or Paula@stcloudmainstreet.org. Such contact shall be for clarification purposes only.

Material changes, if any to the submittal requirements will be transmitted by written addendum. No interpretation of the meaning of the proposal, any corrections of any ambiguity, inconsistency, or error therein, will be made by any proposer orally. Every request for such interpretation must be in writing addressed to the attention of Paula Stark

All requests for clarification must be received in writing no later than five (5) calendar days prior to the proposal due date. All such interpretations and supplemental instructions will be in the form of written addenda to the proposal. Only the interpretation or correction so given by the Paula Stark, Department representative in writing shall be binding.

#### **5. SUBMITTAL**

Respondent must submit (1) typed and legible copies and one (1) unbound single-sided original of the RFP qualification response in a sealed envelope and/or box or electronically to Paula@stcloudmainstreet.org and must be received no later than 5:00pm local time October 20, 2024. Each submittal envelope/box shall clearly identify the Consultant somewhere on the outside space. The original copy of the response must be clearly labeled "ORIGINAL". The material should be in the same sequence or order as requested in the RFP and all information should be related directly to this RFP. St. Cloud Main Street, Inc. shall not be liable for any cost incident to the preparation of responses, materials, reproductions, presentation, copyright infringement, etc.

Sealed proposal must be clearly marked as follows:

"RFP #25.h.sm.200.024, Survey of Historical Resources" and returned to:

St. Cloud Main Street, Inc.

903 Pennsylvania Ave., St. Cloud, FL 34769

or

Paula@stcloudmainstreet.org

#### **6. SCOPE OF SERVICE**

St. Cloud Main Street, Inc. will be the main point of contact with the Department of State, Division of Historical Resources, but the Consultant shall be responsible for producing all the deliverables listed in the Grant Agreement ([Exhibit A](#)).

The Consultant will meet frequently and maintain close communication with the St. Cloud Main Street, Inc. Project Manager and/or designated representative to assure timely progression and completion of the survey.

## **7. MINIMUM QUALIFICATIONS**

The Consultant shall have and must be able to document the firm's prior experience preparing and providing Historic Property Surveys funded by the Division of Historical Resources. Consultant's proposal shall include documentation demonstrating Consultant's prior experience as well as the experience of any personnel proposed for this engagement.

A. Consultant shall provide the Project Manager a listing of all personnel assigned to this engagement within ten (10) days of the execution of the agreement. Consultant shall not change personnel without the approval of St. Cloud Main Street, Inc.

B. Personnel employed by Consultant shall be qualified for this type of work and hold any required certifications and/or license(s) in effect. Consultant shall staff the project phases with the necessary trained and experienced personnel to accomplish the work in an effective and timely manner.

C. Upon request by the Project Manager, Consultant shall immediately remove and replace employees who do not comply with contract requirements.

D. Consultant shall, at all times, provide adequate supervision of personnel to ensure completed and satisfactory performance of all work in accordance with the specifications in the Scope of Work in addition, the terms of the grant agreement.

## **8. PROPOSAL PREPARATION INSTRUCTIONS**

a. Eligibility. Submittals will be limited to the items listed below. Firms are advised to follow the guidelines and submit only the requested information. A page is one side of an 8 ½" x 11" sheet (minimum font size is 11).

b. Proposal Format. In order to maintain comparability and enhance the review process, it is required that proposal be organized in the manner specified below.

1) Title Page – Show the project name, name of submitting firm, address, telephone number, name of contact person (single point of contact for any future correspondence), signature of person authorized to bind the company, and date.

- Include address and phone number of main office where this contract will be administered.
- Company establishment and history

2) Table of Content – Include a clear identification of the material by section and by page number.

3) Letter of Transmittal

- Briefly state the Proposer's understanding of the work to be done and make a positive commitment to perform the various work activities in a timely manner and in the frequencies specified herein.
- Give the name of the individual authorized to submit proposal and the names of the persons who will be authorized to make presentations for the Proposer, their titles, addresses, telephone numbers, and email contact.

#### 4) Firm Qualifications

- Provide company's experience preparing Historic Property Surveys and Reports funded by the State. Provide details of a minimum 3 and a maximum 5 engagements (preferably within the state of Florida), with identical or similar scope of services described within this RFP. For each engagement, provide project details, contract duration, owner, and contact information.

#### 6) Staff Qualifications

- Identify the personnel who will work on the project
- Provide details of prior or current engagements document the experience for each individual assigned to this project.

#### 7) Project Approach

- Provide a detailed proposal describing how the firm intends to provide the services required herein identifying means and methods, assigned staff, meetings, and timeline for each component of the project scope of services identified herein and overall project duration.
- A draft project schedule shall be submitted and should identify the amount of time required to complete the designated tasks regarding scope for service completion.

8) Compensation Schedule –Provide detailed pricing per task. The price shall be all-inclusive and include, if applicable all salary, materials, equipment, travel, printing costs, graphics/photography, etc. associated directly or indirectly with completing the "Survey of Historical Resources." The State has approved a \$50,000 grant to complete the project

9) References – Provide contact information for a minimum of three (3) references.

### **9. EVALUATION OF PROPOSALS**

St. Cloud Main Street, Inc. reserves the right to award all or any part of the services described in the documents of this RFP. An evaluation committee will evaluate the submittals against the established evaluation criteria stated in the solicitation. The scores of the committee members will be added to determine the best overall proposal. Following their review of proposals received, oral presentations may be requested.

Evaluation factors and scoring:

- |                                      |           |
|--------------------------------------|-----------|
| a. Organization Experience           | 25 points |
| b. Staff Qualifications & Experience | 25 points |
| c. Project Approach                  | 30 points |
| d. References                        | 20 Points |