Request for Proposals

St. Cloud Lakefront Historic Structures Survey

St. Cloud Main Street, Inc.
Grant No. 27.h.sm.200.068

St. Cloud Main Street, Inc. requests proposals from qualified historic preservation consultants meeting the Secretary of the Interior's Professional Qualification Standards for Historian and/or Architectural Historian to conduct the St. Cloud Lakefront Historic Structures Survey.

Proposals must be received by November 30, 2026, at 5:00 p.m. Eastern Time. Proposals received after the specified date and time will not be considered.

Submit proposals by email or physical delivery to:
Paula Stark, Executive Director
St. Cloud Main Street, Inc.
903 Pennsylvania Ave.
St. Cloud, FL 34769
Paula@stcloudmainstreet.org
407-498-0009

1 Background and purpose

St. Cloud Main Street, Inc. has been awarded a $50,000 Small Matching Grant, No. 27.h.sm.200.068, by the State of Florida, Department of State, Division of Historical Resources (Division), for the St. Cloud Lakefront Historic Structures Survey. The project will document historic resources within the survey area identified in Attachment A and provide updated information to support historic preservation planning.

The consultant shall prepare a minimum of two hundred (200) new or updated Florida Master Site File (FMSF) forms, including photographs and maps, and a survey report conforming to Chapter 1A-46, Florida Administrative Code (FAC). St. Cloud Main Street will make available existing documentation relevant to the survey, as available.

2 Survey area

The survey boundaries and properties to be considered are defined by the survey boundary description and map in Attachment A. The consultant shall use this attachment to guide property selection and coordinate with St. Cloud Main Street and the Division to complete the required minimum of 200 new or updated FMSF forms.

3 Scope of service

St. Cloud Main Street, Inc. will serve as the main point of contact with the Division. The consultant shall be responsible for the technical work and consultant deliverables required by the Grant Award Agreement and this RFP.

Project coordination and meetings

The consultant shall meet with St. Cloud Main Street staff and board as required to establish project goals, review progress, and discuss findings. Dates and times will be determined during the project. The consultant shall maintain close communication with the designated Project Manager to assure timely progression and completion of the survey.

Research and documentation

The consultant shall review available existing documentation and relevant Division and FMSF records, conduct necessary historical research, and complete field documentation within the attached survey boundaries. Research and fieldwork shall support the survey report, resource descriptions, photographs, maps, and evaluations required for the project.

The consultant shall prepare new or updated FMSF forms for a minimum of 200 resources, including required photographs and maps, in accordance with applicable Division and FMSF requirements. Work shall follow the historic structure survey guidelines referenced in the Grant Award Agreement and applicable Secretary of the Interior's Standards and Guidelines.

Required deliverables and review

- Consultant credentials and a survey timeline for Division review and approval.
- Five completed FMSF forms, including maps and photographs, for Division review and approval, and an outline of the survey report for review and comment.
- One electronic copy of the complete draft survey report, conforming to Chapter 1A-46, FAC, for Division review and comment by April 1, 2027.
- A minimum of 200 completed new or updated FMSF forms, including maps and photographs, and a final survey report conforming to Chapter 1A-46, FAC. Provide one electronic and one hard copy of each required final submission.

The consultant shall address review comments and provide revisions and related supporting materials necessary to complete the agreed scope. All final deliverables and required revisions shall be completed and submitted by June 15, 2027. St. Cloud Main Street retains responsibility for its grant administration, financial reporting, and audit forms.

4 Term and project schedule

Work will begin following proposal review and contract execution. Proposers shall submit a project timeline identifying research, fieldwork, meetings, interim deliverables, Division review periods, revisions, and final submission. The schedule must meet the April 1, 2027 draft report deadline and June 15, 2027 final deliverables deadline. Interim submission dates will be established in the approved project timeline.

5 Information and clarification

For information concerning procedures for responding to this RFP, contact Paula Stark, Executive Director, at 407-498-0009 or Paula@stcloudmainstreet.org. Such contact shall be for clarification purposes only.

All requests for clarification must be submitted in writing and received no later than November 16, 2026. Material changes to submittal requirements, interpretations, corrections, and supplemental instructions will be issued by written addendum. Only written interpretations or corrections issued by St. Cloud Main Street shall be binding.

6 Submittal requirements

Proposals must be typed and legible and received no later than November 30, 2026, at 5:00 p.m. Eastern Time. Respondents may submit electronically to Paula@stcloudmainstreet.org or by physical delivery to St. Cloud Main Street, Inc., 903 Pennsylvania Ave., St. Cloud, FL 34769.

Physical submissions shall include at least two total copies, including one unbound, single-sided original clearly labeled “ORIGINAL,” in a sealed envelope or box. The outside shall identify the consultant and be clearly marked “Grant No. 27.h.sm.200.068 — St. Cloud Lakefront Historic Structures Survey.” Email submissions shall identify the same grant number and project title in the subject line.

The proposal shall follow the sequence requested in this RFP, and all information shall relate directly to this project. St. Cloud Main Street, Inc. shall not be liable for any costs incident to the preparation of responses, materials, reproductions, presentations, or copyright infringement.

7 Minimum qualifications and personnel

The consultant shall document qualifications under the Secretary of the Interior’s Professional Qualification Standards for Historian and/or Architectural Historian and prior experience preparing historic property surveys and reports funded by the Division. Proposals shall demonstrate familiarity with Florida historic resources, FMSF documentation, and Division survey standards, and include the experience of personnel proposed for this engagement.

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

B. Personnel employed by the consultant shall be qualified for this type of work and hold any required certifications and/or licenses in effect. The consultant shall staff project phases with the trained and experienced personnel necessary to accomplish the work effectively and on time.

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

D. The consultant shall provide adequate supervision to ensure satisfactory completion of all work in accordance with the scope and terms of the grant agreement.

8 Proposal preparation instructions

Submit only information relevant to the requested services. Pages shall be 8½ × 11 inches with a minimum font size of 11 points. Organize the proposal in the following order:

1 Title page

Include the project name, submitting firm, address, telephone number, contact person, signature of a person authorized to bind the company, and date. Identify the main office that will administer the contract and briefly describe company establishment and history.

2 Table of contents

Identify proposal sections and page numbers.

3 Letter of transmittal

State the proposer's understanding of the work and commitment to complete it within the required schedule. Identify the individual authorized to submit the proposal and persons authorized to make presentations, with titles and contact information.

4 Firm qualifications

Describe experience preparing historic property surveys and reports funded by the State. Provide details for at least three and no more than five similar engagements, preferably in Florida, including scope, contract duration, client, and contact information.

5 Staff qualifications

Identify personnel who will work on the project. Provide credentials and relevant prior or current engagements documenting each individual's experience.

6 Project approach and schedule

Describe proposed means and methods, research, fieldwork, assigned staff, meetings, quality control, and coordination with Main Street and the Division. Include a draft schedule meeting all required deadlines and allowing time for review and revisions.

7 Compensation schedule

Provide detailed pricing by task. The price shall be all-inclusive and include, as applicable, salaries, materials, equipment, travel, printing, graphics, photography, and other costs associated directly or indirectly with completing the survey. The State has approved a $50,000 grant to complete the project. The total available project budget is $50,000.

8 References

Provide contact information for a minimum of three references familiar with comparable services.

9 Evaluation of proposals

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

Evaluation factor	Points
Organization experience	25
Staff qualifications and experience	25
Project approach	30
References	20
Total	100

10 Contract and grant coordination

Selection will be followed by development of a contract describing the services, contract amount, and project timeline. The consultant shall comply with applicable provisions of Grant Award Agreement No. 27.h.sm.200.068 and cooperate with St. Cloud Main Street and the Division in review and approval of project work. Procurement documentation and the proposed survey contract shall be submitted to the Division for review and approval before execution, as required by the grant agreement.

The project timeline shall allow at least fourteen (14) days for Division review of draft work and completion of required revisions. Copyright and use of grant-funded materials shall follow the Grant Award Agreement. Required funding acknowledgments shall be included in applicable project materials.

11 Attachments

Attachment A — Survey boundary description and map, provided separately.
Attachment B — Grant Award Agreement No. 27.h.sm.200.068, provided separately.

This project is sponsored in part by the Department of State, Division of Historical Resources and the State of Florida. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Florida Department of State or Division of Historical Resources and should not be interpreted as representing the opinions or policies of the Department, Division, or State of Florida, or governmental endorsement of any position taken herein.