

AMELIA ISLAND FERNANDINA RESTORATION FOUNDATION

FERNANDINA BEACH, FLORIDA

Request for Qualifications Architectural, Engineering & Design Services for the Renovation and Rehabilitation of The Historic Post Office Building

General

The Amelia Island Fernandina Restoration Foundation of the City of Fernandina Beach is issuing this Request for Qualifications (RFQ) for an architectural, engineering and design services firm with a strong record in successfully designing and providing construction administration for renovation and adaptive reuse projects involving architecturally significant historic properties. Responding firms should be technically qualified and licensed to provide design, inspection, and administrative services using federal, state and local funds.

Project Background

The Fernandina Post Office is one of the cornerstone civic buildings in the nationally registered historic district of Fernandina Beach. Built during Fernandina's "golden age", at the corner of 4th and Centre Streets in the heart of downtown, the three story 18,800 square foot structure with a full basement and unfinished attic, displays the splendid architectural details of the early 1900's. The City of Fernandina is now concluding negotiations to acquire the building from the United States Postal Service. John Knox Taylor, Supervising Architect of the United States Treasury Department, chose an Italian Revival architecture style popular in Florida during the early twentieth century. Mr. Taylor, a relative of President Zachary Taylor, is well known for his emphasis on high quality construction, building monumental federal buildings that would become lasting structures of beauty in their communities. In addition to its historic architectural splendor, this federal building is a key structure in the downtown Fernandina Beach Historic District and located across from the street from the Historic Court House (circa 1898) and next door to the pre-Civil War Victorian Lesesne House (Circa 1859). Federal offices were gradually relocated in the late 1930s or early 1940s. The post office now occupies the first floor. Until the late 1990s, some space on the second and third floors was occupied by local businesses. The deterioration of the building and lack of elevator, however, caused these businesses to relocate. The building was listed in 2009 as one (1) of eleven (11) endangered historic structures by the Florida Trust for Historic Preservation. Archival photographs of the Post Office are available on line from the Amelia Island Museum of History.

Project Scope

The project, in general, will be to stabilize the structure to prevent further deterioration, to restore and adapt the building for reuse as City of Fernandina Beach administration offices, council chambers and a smaller branch Post Office while maintaining and restoring as much of the period architectural detailing as possible.

The scope of the design services should at a minimum include, but is not necessarily limited to, the items outlined below:

- Existing Conditions Analyses
- Recommendations for Stabilization
- Architectural Programming/ Cost Model
- Site Evaluation and Development
- Measured Drawings of Existing Conditions
- Schematic Design services
- Design Development services
- Construction Document services
- Construction Administration services
- Structural Design services
- Mechanical, Electrical, and Plumbing, Fire Protection Services

- Mechanical Load Studies
- Interior Design/ Furnishing & Equipment Selection
- Signage/ Graphics services
- Code Review and Compliance
- ADA Review and Compliance
- Budgeting/Detailed Cost Estimates
- Project Scheduling
- Value Analyses/ Life Cycle Cost Analyses
- Commissioning Support
- Coordination with consultants hired by Owner

Evaluation

Procedures for selection of an individual or firm will be in accordance with local government requirements. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, and capacity to perform. Local government experiences and qualifications desired include, but are not limited to, rehabilitation of historic properties and publicly funded construction contract management services. Past performances on local government construction projects will also be assessed in terms of timeliness, completing work within budget, quality of work, and other factors, such as knowledge of community.

Administration

The initial qualification review for the project will be administered by the Amelia Island Fernandina Restoration Foundation of City of Fernandina Beach. Project funding will be provided by The City of Fernandina Beach.

Information Required

The statement of qualifications shall contain the following:

- A. A general description of the firm, including any firms to be included as subcontractors. The lead firm must be clearly identified.
- B. Names, qualifications, locations, and availability of principal staff whom would be assigned to the project.
- C. Fee schedules (hourly) for key personnel and reimbursable expenses.
- D. Capabilities of the firm or firms to carry out the proposed work.
- E. Recent experience of the firm with similar projects involving all aspects of the project.
- F. References directly related to the requirements of this project.
- G. A brief description of the firm's general approach to the proposed project and a tentative schedule.
- H. Any other information that the vendor wishes to submit for consideration.

Selection Process

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by the Amelia Island Fernandina Restoration Foundation. An invitation to design the project will be issued to the selected firm. All RFQ respondents will be notified of selection or non-selection.

Schedule

July 31, 2009	Request for Qualifications Published
September 30, 2009	Qualification statements received (deadline)
October 30,, 2009	Firm List prepared
December 18, 2009	Firm review and selection

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of The Amelia Island Fernandina Restoration Foundation and/or City of Fernandina Beach.

Procedures for Submission of Statement of Qualifications

Statements of qualifications must be received at the Amelia Island Fernandina Restoration Foundation no later than 5:00 p.m. E.S.T. September 30, 2009. Late submissions will be returned unopened. Facsimile submittals will not be accepted. Statements of qualifications (4 copies) should be sent directly to:

Adam Kaufman

Vice President, Amelia Island Fernandina Restoration Foundation

Post Office Box 7

Fernandina Beach, FL 32035

adkresolve@comcast.net.

The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary contractor and any subcontractors. It should be signed by officers of the prime and subcontractors with the authority to submit a statement of qualifications from their respective firms.

General questions regarding the building or the project can be emailed to: adkresolve@comcast.net.

Small Business Participation

The Amelia Island Fernandina Restoration Foundation and the City of Fernandina Beach strongly encourages small, minority and/or women owned firms or joint venture firms to submit proposals.

Laws, Ordinances, Rules, Regulations, Permits, and Licenses

The Firm shall observe and obey all the laws, ordinances, rules, regulations, and policies of the City of Fernandina Beach and the federal and state governments which may be applicable to the Firm's operation and shall, at the sole cost of the Firm, obtain and maintain all permits and licenses necessary to comply with such requirements and standards.

Confidentiality

Firms are hereby notified that any part of the Statements of Qualifications, or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Chapter 119, Florida Statutes (Public Records Law).

Miscellaneous Provisions

Neither the Amelia Island Fernandina Restoration Foundation nor the participating government shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.

All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated to all firms responding to this RFQ.

All such materials shall remain the property of the Amelia Island Fernandina Restoration Foundation and will not be returned to the respondent.

All respondents to this RFQ shall hold harmless the Amelia Island Fernandina Restoration Foundation, the City of Fernandina Beach, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. The Amelia Island Fernandina Restoration Foundation and/or the City of Fernandina Beach reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The Amelia Island Fernandina Restoration Foundation and/or the City of Fernandina Beach also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the Amelia Island Fernandina Restoration Foundation and/or the City of Fernandina Beach shall have no liability to any respondent for any costs or expenses in connection with this RFQ.

END OF RFQ