

## **Request for Proposals**

Exterior Rehabilitation of the St. Augustine Light Station Keepers' House  
St. Augustine Lighthouse & Maritime Museum  
St. Augustine, Florida

- A. General Information
  - 1. RFP Purpose
  - 2. St. Augustine Light Station's Keepers' House Background
  - 3. Procurement Schedule
  - 4. Proposal Deadline & Submittal Requirements
- B. General Scope of Work
  - 1. General Elements
  - 2. Scope of Work as Outlined by the Grant Contract
  - 3. Grant Deliverables as Outlined by the Grant Contract
  - 4. Additional Special Conditions
- C. Proposal Requirements
  - 1. Transmittal Letter
  - 2. Introduction
  - 3. Project Approach and Schedule
  - 4. Project Team and Qualifications
- D. Basis of Selection
  - 1. Evaluation Criteria
  - 2. Evaluation Committee
  - 3. Fee Proposal
- E. Proposal Conditions
  - 1. Execution of Agreement
  - 2. Contract Termination

### **General Information**

#### **1. RFP Purpose**

The St. Augustine Lighthouse & Maritime Museum has received a Special Category Grant from the State of Florida, Department of State, Division of Historical Resources. The grant number is 25.h.sc.100.035 and will fund the *St. Augustine Light Station Keeper' House Exterior Restoration*. The Museum requests proposals for project management services for an architect qualified in historic preservation for the Keepers' House, part of the St. Augustine Light Station, listed on the National Register of Historic Places.

Grant funds will be used to restore the St. Augustine Light Station's Keepers' House in St. Augustine. Work items include: repair or replace woodwork including porch decking,

rails, eight (8) sets of stairs, ramp and eaves; repair or replace twenty-five (25) windows; repair or replace twelve (12) doors; repair or replace mortar, stucco and brickwork; repair or replace fifteen (15) historical exterior lighting fixtures; repair or replace four (4) security lights; repair or replace two (2) HVAC units; and paint exterior woodwork. Grant funds will also be used for architectural/engineering services and grant administration.

The scope of the project must address the reality of wear and tear from over 240,000 visitors per year on a historic structure of the Keepers' House. The scope of the original and subsequent restoration and repair projects reflected substantially less visitor traffic.

## **2. St. Augustine Light Station's Keepers' House Background**

The 1876 Keepers' House is one of the oldest masonry residential structures in St. Augustine, Florida. Built in 1876, the building served as the quarters for the Head Keeper and family, First Assistant Keeper and family and the Second Assistant Keeper (usually a bachelor). A fire in 1970 gutted the building with St. Johns County purchasing the property the following year with plans to demolish it. In 1980, the Junior Service League of St. Augustine began a grassroots effort to restore the building and adjacent Lighthouse tower. Both were restored and opened to the public, one of the first Lighthouse restoration projects in the country.

The Keepers' House is the central location used to educate guests about the daily life of the Keepers and their family members. The programs offered by the Museum include interpretive programs led by staff and volunteer docents, the Museum's camp program, lectures and presentation, and exhibits featuring stories and artifacts from the community's maritime history. In *At Home with the Harns*, the Museum recreates the parlor and dining room of the Head Keeper's quarters during the time of William Harn, Head Keeper from 1875 to 1889. The Wrecked! exhibit displays artifacts and information related to a Revolutionary War shipwreck excavated by our maritime archaeologists. Lastly, the shrimping industry exhibit how the industry developed in St. Augustine. The last major restoration work on the building took place in 2014, and since then, weather events ranging from tropical storms to the daily effects of salt air have contributed to wear and tear on the exterior. With annual visitation of over 240,000 guests and inclement weather, the porches on both sides of the structure and exterior staircases show sagging and wear. In 2022, the Museum applied and received a Collections Assessment for the Preservation Grant through the Foundation for Advancement in Conservation with an award for both a collection and building assessor. Both assessments took place on May 22 & 23, 2023. Several items discussed with the Building Assessor have been included in the scope of work.

### **3. Procurement Schedule**

The projected schedule for selecting an architect for this project is:

RFP Proposals due to the Museum: February 28, 2025

Review of RFP Proposals: March 3-14, 2025

Optional Interviews of Finalists: March 17-28, 2025

Selection of architect: April 1, 2025

### **4. Proposal Deadline & Submittal Requirements**

One electronic copy of the proposal must be received no later than 5:00 PM on February 28, 2025. Direct all submittals to:

Jason Titcomb

Interim Executive Director

St. Augustine Lighthouse & Maritime Museum

81 Lighthouse Avenue

St. Augustine, FL 32080

Direct email inquiries to: [jasontitcomb@staugustinelighthouse.org](mailto:jasontitcomb@staugustinelighthouse.org).

Direct phone inquiries to: 904.829.0745 ext. 211

## **General Scope of Work**

### **1. General Elements**

- a. Complete site reviews as well as design and construction documents needed for the project in partnership with the Museum's project team.
- b. Release the project for contractor bidding and provide support for the bidding process including all necessary AIA documents and contracts for the contractors as well as reviewing submittals (in partnership with Museum's project team). Documents must be approved by the State of Florida, Division of Historical Resources prior to being made public.
- c. Construction administration services to include at least four (4) site visits, attending a pre-construction meeting with the selected contractor(s), and follow-up visits to inspect and sign-off on work. Ensure photographic documentation of the project activity is maintained and submitted to the Grants Manager on a regular schedule.
- d. Provide timely and detailed accounting of time and resources spent on the project. All requests for payment must include proper documentation and evidence of work completed.
- e. Make one punch list inspection and assist with project closeout.

- f. Outline plans for all surface preparatory work required for exterior painting, including the cleaning and removing all peeling paint from the exterior of the Keepers' House.
- g. Outline plans for all masonry, wood and metal surfaces and components. These need to include specifications of material including the type of wood, mortar and hardware.
- h. Detail plan for window and door repair/replacement work as part of the project. This includes window and door repair as well as carpentry work required.
- i. Define any required hardware restoration, repair or replacement as needed.
- j. Some of the restoration work will require outside experts or consultation to complete including the mortar testing and structural engineering. These contracts or agreements will be developed in partnership with the Museum's project team.

## **2. General Scope of Work as Outlined by Grant Application**

This grant application will provide funds to contract with a historic preservation architect. This application pertains to the exterior only and includes the wooden decks, porches, and staircases that have required upkeep and maintenance regularly. Additionally, the application will provide funds to have inspections completed on these portions of the building and carry out work to repair or replace compromised portions of the wooden exterior of the Keepers' House and adjoining kitchens.

The proposed rehabilitation of the Keepers' House and adjoining kitchens:

- a. Restoration and repair of wood components: Wood replacement and repair include the porch decking, eaves, window sills, and interior upper gallery ceiling; mill and replace porch decking; mill and replace or repair porch railings throughout. This includes work on three staircases that connect the upper level of the house from the lower porches as well as five main-level porch stair sets and a ramp to the main level of the house. While repairs and previous work have been done on the porches and associated staircases, spindle posts need major repair and require replacement.
- b. Since previous repair or replacement of wood rot in eaves has occurred, some of this work may only require small repairs. However, based on past projects, it is anticipated that some eave replacement due to wood rot will be required. In addition to exterior wood repair, mold abatement will be completed with the exterior woodwork and will include complete paint work.
- c. This project will replace windows as some are from the original restoration of the Keepers' House and kitchens.

- d. Improve the building envelope: will require repairs and replacement of doors and entrance repair. This includes twelve (12) doors that will need repair or replacement and total hardware replacement for door locks, hinges, and handles.
- e. All exterior surfaces will be cleaned to eliminate stains and any biological growth such as lichens following acceptable standards for historic preservation. This will include cleaning and prepping surfaces for brick-and-mortar repair. Most of the brickwork will focus on mortar repair. Mortar portions will be repaired and tuckpointed as needed to preclude water intrusion. There is also some stucco on areas of the foundation that need cleaned and repaired. Before any mortar or stucco repair, the project will review previous mortar analysis and conduct further testing if needed to size the proper mixture for any repairs.
- f. Work includes security and safety lighting improvements for the Keepers' House. The lighting replacement includes porch lights currently located on the upper and lower porches, fixtures attached to the front and rear entrances to the house and kitchens, and four security spotlights located adjacent to the Keepers' house. The project will also replace two older HVAC units. The current lighting fixtures on the upper and lower porches as well as the front and rear entrances to the house and kitchens are historic reproductions and not original to the building. The fixtures that will replace the current ones will also be historic reproductions.

**3. Grant Deliverables as Required by State of Florida:**

- a. All deliverables will be submitted by the Museum's Grants Manager per State Grants requirements. Documentation required from Architect and Contractors must be submitted in a timely fashion to the Grants Manager.
- b. **Deliverable 1:** Provide a copy of the professional architectural/engineering consultant's credentials, a project timeline, and an executed Restrictive Covenant filed with the County Clerk to the Division for review and approval (will be completed by Museum staff)
- c. **Deliverable 2:** Complete and submit a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed for review and approval; photographic documentation of installed project identification sign with Grant Funding Acknowledgement.
- d. **Deliverable 3:** Complete and submit one (1) copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract

Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed.

- e. **Deliverable 4:** Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, including all retainage amounts paid, for review and approval. In addition, a new or updated FMSF form (for previously extant structures over 50 years old) for the property shall be submitted prior to final payment; a Single Audit Form shall be completed by the Grantee and submitted along with the Final Progress Report prior to final payment; documentation to support all paid expenditures including detailed paid invoices, bank records and canceled checks.

#### **4. Additional Special Conditions**

- a. All project work must be in compliance with the Secretary of the Interior's Standards and Guidelines available online at [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm).
- b. Photographic documentation must be maintained of the restoration activity.
- c. If construction documents are not appropriate (as determined by the State of Florida Division of Historical Resources), the architect will provide written material specifications for the tasks identified in the scope of work.
- d. In the instance that some of the items identified in the scope of work do require drawings and others do not, the architect will provide drawings for the scope items for the instances when it is required and provide material specifications in instances when drawings are not required.
  - i. It should be evident in the drawings any and all alterations being made to historic buildings structures and sites. These final documents must include details of all repair work to historic fabric, including details on repair methodology and material, as well as all replacement materials for historic fabric that cannot be repaired. Details and product sheets for all exterior finishes (windows, doors, lighting, exterior wall material, etc.) must be included.
- e. In addition to the review submissions indicated above, a copy of the construction contract must be submitted to the State of Florida Division of Historical Resources for review and approval prior to the final execution. Procurement documentation supporting maximum open competition must be submitted to the Division of Historical Resources for review and approval prior to the execution of project contracts.
- f. Ground disturbance around historic buildings or elsewhere on the site shall be minimized, thus reducing the possibility of damage to or destruction of significant archaeological resources.

- g. Expenditures shall in compliance with the State of Florida guidelines for allowable project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures (revised 11/01/2019), which are incorporated by reference and are available online. Please consult the Museum's Grants Manager for assistance.

## **Proposal Requirements**

### **1. Preparation of Bids or Proposals**

- a. Proposals shall be submitted on the form provided and must be signed by the Bidder or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.
- b. Any questions or inquiries must be submitted in writing and must be received by Museum's Grants Manager no later than three (3) calendar days before the Request for Proposal due date to be considered. Any changes to the Record for Proposal will be provided to all bidders of record.
- c. Contact Information for the Museum's Grant Manager:  
Jay Smith  
St. Augustine Lighthouse & Maritime Museum  
81 Lighthouse Avenue  
St. Augustine, Florida 32080  
Email: [jsmith@staugustinelighthouse.org](mailto:jsmith@staugustinelighthouse.org)  
Phone: 904.829.0745 ext. 245
- d. Proposals must be submitted as directed in the Notice of Qualified Firms and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person; proposals that are emailed will not be accepted.
- e. Proposals may be withdrawn before the opening date and time upon written request of the Proposer. Negligence on the part of the Proposer in preparing his or her proposal shall not constitute a right to withdraw a proposal after the proposal has opened.

### **2. Proposal Requirements**

#### **a. Transmittal Letter**

Including the following: firm name, address, primary contact person and contact's phone number and email. Please include a statement expressing willingness to negotiate a mutually agreeable start date for the project. Completion should be within six (6) months of start date (if proposing a longer schedule, please explain rationale).

#### **b. Introduction**

Provide a synopsis of the firm's background, history and services provided (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements.

**c. Project Approach and Schedule**

Please give a detailed description of the proposed methodology, techniques and procedures to be used in carrying out the components of the scope of work, specifically noting any suggested additions or deletions to the requested scope. Include a time line that specifies the projected completion date for each project task, a projected delivery date for each of the project deliverables, and a project final project completion date. Please allocate time for applicable documents to be reviewed by the State of Florida Division of Historical Resources.

**d. Project Team and Qualifications**

- i. Resume: a resume for each person on the team with a detailed description of related project experience.
- ii. Firm References: please list the client name, contact person, title of contact person and telephone number of at least three (3) clients for whom similar work has been performed in the past.
- iii. Fee: please provide a not-to-exceed cost for all services including all fees and expenses. Also, please provide a fee schedule for any supplemental charges that may be charged for additional unforeseen work tasks, if such services should be required.

**Basis of Selection**

**1. Evaluation Criteria**

The evaluation committee will review and evaluate the submitted proposals based on the following criteria:

1. Adherence to required proposal format
2. Understanding of project goals
3. Project approach and proposed methodologies
4. Experience and knowledge of the team members
5. Have the necessary expertise, organization, technical and professional qualifications, skills and facilities to complete the project
6. Possess adequate financial resources for performance or have the ability to obtain such resources as required during the project

**b. Evaluation Committee**

The evaluation committee will consist of:

1. Jason Titcomb, Interim Executive Director
2. Lee Capitano, Director of Sales and Administration
3. Jay Smith, Development and Grants Manager
4. Jason Smith, Facilities and Operations Manager
5. Susan Mills, Controller



**c. Fee Proposal**

The St. Augustine Lighthouse & Maritime Museum will consider fees in the overall evaluation of proposals, but the lowest cost is not necessarily the sole final criterion. Submittals will be evaluated and scored based upon to above selection criteria for those firms that have complied with the minimum requirements. The Museum may or may not choose to invite firms for an interview before making a final selection.

**Proposal Conditions**

1. **Execution of Agreement:** the successful bidder shall sign (execute) the necessary agreement(s) for entering into the contract and return such signed agreements to the Museum within ten (10) calendar days form the date mailed or otherwise delivered to the successful bidder.
2. **Contract Termination:** if at any time the proposer fails to provide proper services during the contract period, the Museum will have the option to terminate the contract at any time without notice.