

## **Request for Qualifications for Architectural Consulting Services Monticello City Council**

**THE MONTICELLO CITY COUNCIL SOLICITS QUALIFICATIONS FROM ARCHITECTS, LICENSED BY THE STATE OF FLORIDA, WHO ARE QUALIFIED AND EXPERIENCED IN NEW CONSTRUCTION AND PROPERTY RENOVATION TO PROVIDE ARCHITECTURAL CONSULTING SERVICES TO THE CITY. SPECIFIC EXPERIENCE IN HISTORIC PRESERVATION, INCLUDING HISTORIC WINDOW CONSERVATION AND RESTORATION, IS REQUIRED**

The City of Monticello has received funding assistance from the State of Florida's Department of State, Division of Historical Resources, for window restoration and minor exterior repair of Monticello City Hall, located at 245 S. Mulberry Street, Monticello, Florida 32344. This building was designed and constructed in approximately 1909 and is located within the City Historic District. The renovation of the City Hall Building must be in accordance with "The Secretary of the Interior's Standards for Rehabilitation." Interested architects should demonstrate their experience with historic preservation projects, and their ability to meet the Divisions of Historical Resources grant guidelines and timetable. Services to the City will include preparation of the Scope of Work, development of schematic drawings and/or other project construction detail, assistance with bidding and recommendation of selection of a qualified contractor experienced in historic window restoration, contract preparation, and inspection and final grant reporting services.

Interested firms or individuals should submit four (4) copies of their qualifications to City Clerk Emily Anderson no later than 3:00 p.m. on Monday, September 18, 2017, located at City Hall, 245 S. Mulberry Street, Monticello, FL 32344. Please mark the outside of the sealed envelope, "Attn: Architectural Qualifications."

Firm(s) or the individual(s) may be selected for interviews by committee based on written information submitted. The criteria and submissions for selection for interviews and final selection include:

- formal letter of interest
- resumes of specific staff assigned to the project
- list of 6 similar historic window rehabilitation/restoration projects
  - o include historic preservation projects funded through local, state or national grant programs
- brief project descriptions and reference contacts for the above
- demonstrated ability of firm to complete projects on schedule
  - o provide a proposed schedule for meeting the grant timeline
- demonstrated ability of firm to complete projects within budget
- proof of required licenses/certifications/academic or professional training

**THIS PROJECT HAS BEEN FINANCED WITH HISTORIC PRESERVATION ASSISTANCE PROVIDED BY THE BUREAU OF HISTORIC PRESERVATION, DIVISION OF HISTORICAL RESOURCES, FLORIDA DEPARTMENT OF STATE. TIME IS OF THE ESSENCE. THE GRANT IS CURRENTLY SCHEDULED TO CLOSE BY JUNE 30, 2018.**

All questions should be submitted in writing or via email to Emily Anderson, City Clerk, at 245 S. Mulberry Street, Monticello, FL 32344 or eanderson@mymonticello.net.