

LEGAL ADVERTISEMENT

City of Winter Garden

Request for Qualifications
RFQ PLN20-001

Architectural Survey Professional Services

REQUEST FOR QUALIFICATIONS (RFQ) NO. PLN20-001 – FOR A QUALIFIED CONSULTANT TO PREPARE AN UPDATED ARCHITECTURAL SURVEY OF APPROXIMATELY 500 STRUCTURES WITHIN THE CITY OF WINTER GARDEN’S DOWNTOWN HISTORIC DISTRICT AS WELL AS APPROXIMATELY 25 ADDITIONAL STRUCTURES CITY-WIDE; AND TO CREATE NEW MAPS DESIGNATING NEW STRUCTURES INCLUDED IN THE UPDATED SURVEY AS WELL AS CREATE INDIVIDUAL SITE FILES FOR ALL NEWLY INCLUDED STRUCTURES; AND TO PROVIDE A HISTORY OF THE SURVEY AREA; AND TO PROVIDE PROJECT MANAGEMENT AND GRANT ADMINISTRATION SUPPORT.

The City of Winter Garden, in partnership with the Winter Garden Heritage Foundation (heretofore referred to as the Survey Project Team), is requesting statements of qualifications from firms qualified to prepare an architectural survey of structures within the City’s historic downtown district and beyond. For the purpose of the RFQ, a qualified firm is one that demonstrates experience in conducting architectural surveys, with awareness of current state and federal guidelines, as well as compliance with Title 36 Code of Federal Regulations: Part 61, Procedures for State, Tribal, and Local Government Historic Preservation Programs. In determining whether a firm is qualified, the City shall consider such factors as experience and past performance, resources and equipment of the firm, legal action against the firm, the firm’s current workload, and location. Preference will be given to consultants who fulfill the United States Department of the Interior’s “Historic Preservation Professional Qualification Standards” regarding the following areas of expertise: Architectural History, Historic Architecture, Historic Preservation Planning, and Historic Preservation. The consultant shall not include its proposed compensation in its statement of qualifications.

Interested firms may secure a copy of the RFQ documents at City Hall, 300 West Plant Street, Winter Garden, FL. The documents are also available online on the Bids & Contracts page of the City’s website (<http://www.cwgd.com/business/bids/>).

No pre-submittal conference is scheduled for this RFQ. Qualification packages must be received no later than **Monday, August 24, 2020, at 12:00 pm**. Any qualification packages received after this time will not be accepted under any circumstances. Any uncertainty regarding the time a qualification package is received will be resolved against the respondent. Qualification packages submitted after this designated time will be returned unopened.

Interested firms or companies shall submit (6) hard copies and one digital PDF on CD or jump drive of their qualifications to the Winter Garden Heritage Foundation reception desk by the submission deadline to the attention of:

Winter Garden Heritage Foundation
21 East Plant Street
Winter Garden, FL 34787
Attn.: Jim Crescitelli

No faxed or electronic submissions will be accepted.

The Survey Project Team, through written inquiries directed to Jim Crescitelli, will receive questions regarding the RFQ. Please send such inquiries via email to Mr. Crescitelli at jcrescitelli@wghf.org. The deadline for receipt of written inquiries is **Friday, August 7, 2020 by close of business.**