

**Request for Qualifications
For Professional Architectural Services
City Hall, Phase V – Life Safety Renovation
WCRA RFQ 26-01**



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WAUCHULA COMMUNITY REDEVELOPMENT AGENCY

REQUEST FOR QUALIFICATIONS For Professional Architectural Services PHASE V – LIFE SAFETY RENOVATION - HISTORIC CITY HALL

The Wauchula Community Redevelopment Agency (the “WCRA”) will accept sealed qualifications from architects or architectural firms **on or before 2:00 PM EST on Wednesday, April 1, 2026** to provide architectural services for the City of Wauchula’s Historic City Hall, Phase V – Life Safety Renovation.

Sealed Statements of Qualifications must be marked “WCRA RFQ 26-01, Architectural Services Phase V – Life Safety Renovation – Historic City Hall” and received by the WCRA, by mail or hand-delivery, at 107 E. Main Street, Wauchula, Florida 33873 no later than 2:00 PM local time on Monday, April 1, 2026 (“Closing Time”), at which time the Statements of Qualifications will be opened and considered by the Evaluation Committee. A pre-opening meeting will not be held for this Request for Qualifications (“RFQ”). Statements of Qualifications received after the Closing Time will not be accepted.

Attached are important instructions and specifications regarding responses to this Request for Proposals. Failure to follow these instructions could result in disqualification.

QUESTIONS: Questions regarding this RFQ **must** be in writing and delivered to Jessica Newman, CRA Director, City of Wauchula, 107 East Main Street, Wauchula, FL 33873, or by email: jnewman@cityofwauchula.com. All questions must be received by 5:00 PM, Tuesday, March 24, 2026. Responses to questions will be issued in the form of an Addendum and posted to <https://www.cityofwauchula.gov/wauchula-community-redevelopment-agency/pages/cra-rfps-rfqs>.

Prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposals with the WCRA Board or any employee of the City of Wauchula, other than the WCRA Director in writing as specified above. Unauthorized communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

Proposals may be mailed, express mailed, or hand delivered to:

**Wauchula Community Redevelopment Agency
Jessica Newman, CRA Director
107 E. Main Street
Wauchula, Florida 33873**

Request for Proposals
For Professional Architectural Services
Rehabilitation of Wauchula Historic City Hall

A. Introduction

The Wauchula CRA, a dependent special district of the City of Wauchula, a political subdivision of the State of Florida seeks a qualified architect or architectural firm to work in conjunction with a Construction Manager (CM) for the planning and design of Life Safety Renovations of the City of Wauchula Historic City Hall. The contract shall be awarded pursuant to the Consultants' Competitive Negotiations Act (CCNA), Florida Statutes Section 287.055, et seq. Project renovations, which are funded by a State of Florida Department of Commerce grant, include:

- Design/engineering and construction management services as related to the rigging system, HVAC upgrades, seating redesign, and sprinkler system.
- Replace original counterweight rigging system with current code compliant system
- Replace main and leg curtains with fire rated material
- Repair the damaged stucco and trim and repainting with modern, code-compliant materials
- Install sprinkler system in auditorium
- Upgrading to a modern HVAC system to ensure consistent heating and cooling, improved humidity control, and code-compliant ventilation, integrating advanced filtration to reduce airborne contaminants, contributing to healthier indoor conditions for all building occupants.
- Reconfigure seating to meet current life-safety requirements
- Front steps handrail
- ADA compliant front door
- Electrical upgrades
- ADA chair lift
- Roof repairs
- Stage and dressing room fire alarm system

B. Architectural Scope of Services

1. Provide preliminary schematic design, floor plans, and elevations necessary for successful bidding of CM services.
2. Work with CM to provide architectural documents suitable for bidding and permitting of Project elements requiring said documents.
3. Work with CM for Project Closeout

The selection process is in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiation Act. The WCRA reserves the right to determine, at its sole discretion, whether the proposal satisfactorily meets the criteria established in this RFQ, and the right to seek clarification from any proposer(s). During the review process, and until the final selection has been made by the CRA Board, proposers are prohibited from meeting with or discussing a submittal with any member of the selection committee or the WCRA Board.

All interested parties must submit the requested information within the time frame provided herein. Proposals shall be prepared with the utmost attention to fair, ethical evaluation standards.

It is the intent of the WCRA to select and negotiate a contract for services with one (1) Vendor based upon the pricing for products and services, references of similar projects, location of vendor (and subs), time to complete the project.

The selected architect or architectural firm will be expected to enter into one or more contracts with the CRA for the purchase of services outlined in this RFQ. The CRA reserves the right to negotiate for a change in terms of the contract during the term of the contract and to make adjustments relative to the implementation of a change that reduces or modifies the services needed. If the parties are unable to agree on a revised contract, the CRA may seek new proposals and, upon a minimum of ten (10) calendar days written notice from the CRA, may terminate the unexpired portion of the contract. The CRA shall not be liable under this section for any cost beyond the contract price during the period in which the service was actually provided.

In the event that the CRA elects to expand or decrease the scope and nature of this project, it may do so at any time. The CRA reserves the right to pursue said expansion or decrease with the vendor deemed most qualified under this RFP or they may elect to issue a new RFQ altogether.

If the Selected architect or architectural firm fails to execute an agreement with the CRA within a reasonable amount of time from the award of this RFQ, the CRA may elect to cancel the award and award the contract to the next highest ranked vendor.

C. Background

Built in 1926, the Historic City Hall auditorium was the first significant fine arts venue in Hardee County, with a 20 musician orchestra pit and original seating capacity of 859. It was the site of every high school graduation from the 1930's until the 1980's, as well as home to community theater and recitals, traveling performances, political appearances, civic fundraisers, and much more. The facility truly was the hub of cultural activity in its prime. The auditorium has hosted nationally famous performers, including Roy Acuff and Mel Tillis. The architect, M. Leo Elliot of Tampa, has numerous buildings listed on the National Register. The architecture of the building is a classic example of the Mediterranean Revival style of the 1920's.

The facility was built as part of the city hall which housed city offices, commission chambers, and the city's fire department. The building is located within a National Register of Historic Places Historic District and is noted as being historically significant to the district.

D. Information Required for RFQ Submittal

Submittals shall not contain information in excess of that requested, must be concise, and must specifically address the requirements issues of this RFQ. Pages may can be either single or double sided. It is requested that the Responses shall be in the same order as listed below and shall include the following:

1. Name of firm and complete contact information and firm overview
2. Resumes of personnel who will be working on this project.
3. Copy of architect license/certification(s)
4. Proof of Insurance
5. A general statement of qualifications and three (3) examples of similar projects involving historic rehabilitation that have been completed by the firm or personnel who will be working on the project.
6. Fee Schedule
7. Response Form included in the RFQ.
8. Submission Deadline: April 1, 2022 @ 2:00 PM

E. Criteria for Evaluation

Criteria for Evaluation	Maximum Possible Points	SCORE
Firm Experience	25	
Personnel Experience	25	
Similar Projects	25	
Fee Schedule	25	
TOTAL	100	

Response

Interested parties or firms shall submit one (1) original proposal marked “ORIGINAL” and one (2) copies of the proposal marked “COPY”, in a sealed envelope to the WCRA Director. The envelope should be labeled ““WCRA RFQ 26-01, Architectural Services Phase V – Life Safety Renovation – Historic City Hall”.” Proposals may be mailed or delivered to:

Wauchula Community Redevelopment Agency
Jessica Newman, CRA Director
107 E. Main Street
Wauchula, Florida 33873

Submittals shall be received by the CRA only at the above address prior to 2:00 P.M. EST., Wednesday, April 1, 2026.

Delivery of the submittal on or before the above date and prior to the specified time specified above is solely the responsibility of the proposer.

The submittal may be withdrawn either by written notice to the WCRA Director or in person, if properly identified, at any time prior to the above submittal deadline.

F. General conditions

CONTACT

After the issuance of any Request for Proposals (RFQ), prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the RFQ with the WCRA Board or any employee of the City of Wauchula, other than the WCRA Director as directed in this RFQ. This prohibition begins with the issuance of any RFQ and ends upon execution of the final contract. Such unauthorized communications initiated by a proposer **shall** be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

INSURANCE AND INDEMNIFICATION

Insurance Requirements. Before any work commences, the selected firm, if any, shall, without in any way altering their liability, obtain, pay for, and maintain insurance for the coverages and amounts of coverage not less than those set forth below, and shall provide to the WCRA Director original Certificates of Insurance satisfactory to the WCRA to evidence such coverage. As the WCRA is a dependent special district of the City of Wauchula, the City of Wauchula shall be an additional

named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation policy shall contain a waiver of subrogation in favor of the City of Wauchula. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the WCRA. The WCRA requires thirty (30) days written notice of cancellation and ten (10) days written notice of non-payment. In the event of any failure by the firm to comply with the provisions; the WCRA may, at its option and on notice to the firm, suspend the project for cause until there is full compliance. Alternatively, the WCRA may purchase such insurance at the firm's expense, provided that the WWCRA shall have no obligation to do so and if the WCRA shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverage.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverage:

Premises and Operations and Products/Completed Operations;
Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverage;

Independent Contractors; Delete Exclusion relative to Collapse, Explosion and Underground Property Damage Hazards; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, exclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

Indemnification. In addition to any other obligation to indemnify the WWCRA and the City, and to the fullest extent permitted by law, the Consultant shall indemnify, protect, defend (by counsel reasonably acceptable to the WWCRA and the City), and hold harmless the WWCRA, the City, their agents, elected officials, and employees from and against any and all claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, expenses, costs (including, without limitation, attorney's fees and cost during negotiation, through litigation, and all appeals therefrom), including but not limited to claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting therefrom, or any other damage or loss arising out of or resulting from or claims to have resulted in whole or in part from (i) the failure of CONSULTANT to comply with applicable non-conflicting laws, rules or regulations; (ii) any actual or alleged act or omission of the consultant, or breach by CONSULTANT of its obligations under this Agreement; (iii) any claim for trademark, patent or copyright infringement arising out of the scope of CONSULTANT's performance of this Agreement; (iv) the negligent act, errors or omissions, or intentional or willful misconduct, of

CONSULTANT, its sub-consultants, agents, employees and invitees; or (v) liens, claims or actions made by the consultant or any subcontractor or other party performing the work; provided, however, that CONSULTANT shall not be obligated to defend or indemnify the WWCRA or the CITY with respect to any such claims or damages arising out of the WWCRA's or the CITY's negligence.

PUBLIC ENTITY CRIMES STATEMENT, SECTION 287.133(3)(a), FLORIDA STATUTES.

The proposer certifies, by submission of a signed proposal or execution of a contract or contract renewal, that neither it nor an affiliate have been placed on the convicted vendor list following conviction for a public entity crime. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a vendor, supplier, subvendor, or vendor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Discrimination, Section 287.134, Florida Statutes.

The proposer certifies, by submission of a signed proposal or execution of a contract or contract renewal, that neither it nor an affiliate have been placed on the discriminatory vendor list. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity

EQUAL OPPORTUNITY

The WCRA, as a dependent special district of the City of Wauchula, is an equal opportunity employer. The WCRA is committed to equal opportunity employment effort, and expects firms that do business with the WCRA to have a vigorous affirmative action program.

WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

The WCRA hereby notifies all Proposers that W/MBE's are to be afforded a full opportunity to participate in any request for proposal by the WCRA and will not be subject to discrimination on the basis of race, color, sex or national origin.

Scrutinized Companies, Section 287.135, Florida Statutes.

The respondent certifies, by submission of a signed proposal and execution of a contract or contract renewal, that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria, and that the respondent is not participating in a boycott of Israel. Respondent shall immediately notify WCRA if its certification set forth in this paragraph changes at any point during the proposal process or term of any contract. WCRA may terminate any contract if respondent is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria or is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

DEVELOPMENT COSTS

Neither the WCRA nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFQ. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFQ.

APPLICABLE LAWS AND COURTS

This RFQ and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Hardee County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals, and the responses thereto, and any communications with the City or the WCRA related thereto are in the public domain and constitute public records. Proposers are requested, however, to identify any specifically any information contained in their submittals that they consider to be trade secrets as defined in section 812.081, Florida Statutes, and which they believe to be exempt from disclosure, citing specifically the applicable exempting law and including narrative explaining the applicable legal exemption as it relates specifically to the purported trade secret information ("Confidential Information"). All materials that the Proposer contends qualify for exemption under Chapter 119, Florida Statutes, or other applicable law must be submitted in a separate envelope, clearly identified "EXEMPT FROM PUBLIC DISCLOSURE UNDER CH. 119, FLA. STAT." with Proposer's name marked on the outside. The City and WCRA will NOT accept submissions labeled as exempt from public disclosure in their entirety. Proposers acknowledge that the designation of information as exempt under Ch. 119, Florida Statutes, may be challenged in court by any person or entity. By designation of material as exempt from public disclosure, the Proposer agrees to indemnify and defend the City and the WCRA (and its employees, agents, and elected and appointed officials) against all claims and actions (whether or not a lawsuit is actually filed in a court of law) related to the Proposer's designation of materials as exempt from disclosure, and further agrees to hold the City and the WCRA (and its employees, agents, and elected and appointed officials) harmless from any award to a plaintiff for damages, costs, and attorney's fees incurred by reason of any claim or action related to Proposer's designation of material as exempt from disclosure.

All proposals received from proposers in response to this Request for Proposals will become the property of the WCRA and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the WCRA.

E-Verify

Effective January 1, 2021, public and private employers, contractors, and subcontractors must require registration with, and use of the E-Verify system in order to verify the work authorization status of all newly hired employees, as more specifically set forth in the Continuing Services Agreement included with this RFQ.

LIMITATIONS

This request does not commit the WCRA to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFQ. The WCRA reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be

included in a contract; 4) obtain information for use in evaluating submittals from any source; and 5) reject all submittals. No contract or agreement is binding until is reviewed and accepted by the WCRA Board and executed by all parties. Contractor purchase orders are not binding on the WCRA.

The conditions and terms set forth herein are not exhaustive; additional terms and conditions will be required and shall be specified in the contract negotiated with the firm selected.

REQUEST FOR QUALIFICATIONS #26-01

Architectural Services Phase V – Life Safety Renovation – Historic City Hall

RFQ RESPONSE FORM

By signing below, I certify, on behalf of myself and for the firm that I represent, that:

- (A) I have read and understand the specifications, conditions, and instructions contained in this Request for Qualifications and the following addenda:

ADDENDA #:	ADDENDA DATE:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- (B) I am in a position to authorize and carry out said conditions, specifications, and instructions and to bind my firm; and (C) the statements set forth in the RFQ as to debarment and suspension, public entity crimes, discrimination, and scrutinized companies are true and correct. I understand that only qualified respondents will be ranked, and that contracts will be negotiated only with the highest-ranking respondent(s) as more specifically set forth in the RFQ. Furthermore, if a contract is not successfully negotiated in a timely manner, then negotiations will terminate. In the event a contract for continuing services is successfully negotiated and executed, it DOES NOT GUARANTEE AWARD OF A SPECIFIC PROJECT NOR EXCLUSIVITY TO PERFORM SERVICES FOR ANY SPECIFIC PROJECT. By signing below, I warrant for myself and my firm that the CRA reserves the right to cancel the recommended award of any contract at any time before the execution of said contract by all parties without any liability against the CRA. The respondent, by submitting its Statement of Qualifications, expressly waives any claim to damages, of any kind whatsoever, in the event the CRA exercises its rights provided for in this paragraph.

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE
NUMBER: _____

EMAIL ADDRESS: _____

***AUTHORIZED
SIGNATURE:*** _____

Print Name: _____

Title: _____

Date of Submittal: _____