

WAUCHULA COMMUNITY REDEVELOPMENT AGENCY

REQUEST FOR QUALIFICATIONS

CRA RFQ 26-02

Construction Manager at Risk (CMAR) Services

Historic City Hall Phase V – Life Safety Renovation Project

Issued by:

Wauchula Community Redevelopment Agency

107 E. Main Street | Wauchula, Florida 33873 | Phone: (863) 767-0330

jnewman@cityofwauchula.com

MILESTONE	DATE
RFQ Release Date	Tuesday, June 9, 2026
Mandatory Pre-Submittal Site Visit	Friday, June 19, 2026 @ 2:00 PM
Deadline for Written Questions	Friday, June 26, 2026 @ 5:00 PM
Responses to Questions Issued	Wednesday, July 1, 2026 @ Noon
Submittal Deadline	Tuesday, July 7 2026 @ 2:00 PM
Anticipated Selection / Ranking	Monday, July 13, 2026

Statements of Qualifications must be submitted by the deadline above to be considered.

SECTION I — INTRODUCTION AND GENERAL INFORMATION

1.1 Background / Existing Conditions

The Wauchula Community Redevelopment Agency (“WCRA”) seeks qualifications from experienced Construction Management (CM) firms to provide Construction Management at Risk preconstruction and construction services for the Historic City Hall Phase V – Life Safety Renovation Project located in Wauchula, Florida. Contract(s) shall be awarded in accordance with the requirements of Section 287.055, Florida Statutes, the Consultants Competitive Negotiation Act (“CCNA”).

Constructed in 1926, Historic City Hall is a historically significant civic structure located within the Wauchula National Register Historic District. The facility historically served as the center of civic and cultural activity within the community and includes an auditorium/performance venue that hosted graduations, performances, community events, and civic functions for decades. The building was designed by noted architect M. Leo Elliott, whose work includes numerous historically significant civic structures throughout the State of Florida.

The WCRA has previously completed a qualifications-based selection process for architectural and engineering services and has retained an Architect and Engineering consultant team for the Project. The selected Construction Manager will be expected to work collaboratively with the Owner, Architect, specialty consultants, and regulatory agencies throughout all phases of the project.

Drawings, reports, and documentation from previous phases of work at Historic City Hall can be located here: [Auditorium Documents](#) for reference and coordination purposes. Respondents are encouraged to review all available background documentation and incorporate consideration of existing conditions and prior improvements into their qualifications and project approach.

The Phase V Life Safety Renovation Project is funded in part through State of Florida grant funding through the Florida Department of Commerce and focuses on addressing critical life-safety, accessibility, building systems, and operational deficiencies within the existing historic facility. Anticipated improvements include, but are not limited to:

- Replacement of the original stage rigging system with a modern code-compliant system
- Replacement of existing stage curtains with fire-rated assemblies
- Installation of fire sprinkler systems
- HVAC system upgrades and associated ventilation improvements
- Auditorium seating reconfiguration to meet current life-safety and egress requirements
- ADA accessibility improvements
- Electrical and fire alarm upgrades
- Roof and building envelope repairs
- Exterior stucco and trim restoration and repainting
- Stage and dressing room life-safety improvements

The project involves work within an existing historic structure and an active civic facility. Existing conditions may include concealed construction, undocumented systems, hazardous materials, and other unforeseen conditions typical of historic rehabilitation projects. The selected Construction Manager shall demonstrate experience evaluating and managing complex existing condition environments and implementing work in a manner that protects historic materials and minimizes disruption to ongoing operations.

The selected Construction Manager will work collaboratively with the Owner, Architect, specialty consultants, and regulatory agencies throughout all phases of the project. The project delivery method is anticipated to be Construction Manager at Risk (CMAR).

The WCRA reserves the right to reject any and all responses or portions thereof; waive minor irregularities; request clarification of information submitted; negotiate modifications to responses; and award to the respondent whose qualifications are determined to be in the best interest of the WCRA.

WCRA does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of WCRA's functions, including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodations as provided for in the Americans with Disabilities Act or Section 286.26 of the Florida Statutes should contact Jessica Newman, WCRA Director at 863-767-0330, or by email at jnewman@cityofwauchula.com. Request for CART or interpreter services should be made at least 24 hours in advance for coordination of the service.

1.2 Point of Contact

All inquiries regarding this RFQ shall be submitted in writing to:

Jessica Newman, CRA Director

Wauchula Community Redevelopment Agency

107 E. Main Street, Wauchula, Florida 33873

Email: jnewman@cityofwauchula.com

Phone: (863) 767-0330

Responses to questions will be issued in the form of an Addendum and posted to all registered respondents. Questions submitted by other means or directed to anyone other than the CRA Director will not receive an official response and will not be binding on the CRA.

Prospective respondents shall not contact, communicate with, or discuss any matter relating in any way to this Request for Qualifications with the CRA Board, City Commission, or any employee of the City of Wauchula, other than the CRA Director in writing as specified above. Unauthorized communications initiated by a respondent shall be grounds for disqualifying the offending respondent from consideration for award of this RFQ and/or any future solicitation. (See Section 7.1)

1.3 Submission of Statements of Qualifications

Three (3) copies of the Statement of Qualifications shall be submitted in a sealed envelope or package, clearly marked on the outside:

CRA RFQ 26-02 – Construction Manager at Risk (CMAR) Services: Historic City Hall Phase V

Sealed submissions must be physically received no later than the date and time specified on the cover page. Submissions may be hand-delivered or sent via courier to:

Wauchula Community Redevelopment Agency

107 E. Main Street

Wauchula, Florida 33873

Electronic submissions will NOT be accepted unless the CRA issues a written addendum authorizing such submissions and specifying the acceptable format and delivery address.

Late submissions will not be accepted or evaluated, regardless of the reason for delay. The CRA assumes no liability for costs incurred by respondents in preparing or submitting Statements of Qualifications. See Section V for additional submittal requirements. Failure to follow submittal instructions and provide required documents could result in disqualification.

1.4 Questions and Addenda

All questions regarding this RFQ must be submitted in writing to the Point of Contact listed in Section 1.2 no later than Friday, June 26, 2026 @ 5:00 PM.

Verbal questions will not receive an official response. All written questions and the CRA's official responses will be issued as numbered addenda and distributed to all registered respondents. Addenda become part of this RFQ and are binding on all respondents. Respondents are responsible for acknowledging receipt of all addenda in their Statements of Qualifications. The CRA is not responsible for any misunderstanding arising from failure to obtain addenda.

Prospective Respondents shall not contact, communicate with, or discuss any matter relating in any way to the Request for Qualification with members of the WCRA Board, the WCRA Director, the City of Wauchula City Commission, any employee of the City of Wauchula or the WCRA, other than in writing as directed in the cover page of this Request for Qualifications. Such communications initiated by a Respondent shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

1.5 Pre-Submittal Site Visit

A mandatory pre-submittal site visit will be held on Friday, June 19, 2026 at 2:00 PM. The site visit will be held at Historic City Hall, 225 E. Main Street, Wauchula, Florida.

Respondents who attend will have the opportunity to inspect the facility, observe existing conditions, and ask questions of the CRA and architectural team representatives. The CRA will not schedule individual site visits outside of this coordinated event.

1.6 Public Records Notice

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 respondents should be aware that this Request for Qualifications, all Statements of Qualifications submitted in response hereto, and any communications with the CRA related thereto are in the public domain, constitute public records of the Wauchula Community Redevelopment Agency upon submission, and are subject to disclosure under Chapter 119, Florida Statutes.

Respondents are advised not to include confidential trade secrets or proprietary information in their Statements of Qualifications. If respondents do include such information, they are requested to specifically identify such information 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. All materials that the respondent contends qualify for exemption must be submitted in a separate envelope, clearly identified "EXEMPT FROM PUBLIC DISCLOSURE UNDER CH. 119, FLA. STAT." with the respondent's name marked on the outside. The CRA will NOT accept submissions labeled as exempt from public disclosure in their entirety.

The CRA does not guarantee the protection of any information submitted and makes no representation that claimed exemptions will be upheld. The CRA's legal counsel will determine the applicability of any claimed exemption. By designation of material as exempt from public disclosure, the respondent agrees to indemnify and defend the CRA (and its employees, agents, and elected and appointed officials) against all claims and actions related to the respondent's designation of materials as exempt from disclosure.

All Statements of Qualifications received in response to this RFQ will become the property of the CRA and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the CRA.

SECTION II — QUALIFICATIONS AND REQUIREMENTS

2.1 Minimum Qualifications

The WCRA seeks Construction Management firms with demonstrated experience in historic rehabilitation, public-sector construction, and complex life-safety renovation projects. At a minimum, respondents shall demonstrate the following:

Historic Rehabilitation Experience

- Experience with a minimum of three (3) comparable historic rehabilitation projects
- Experience working within occupied or active civic/public facilities
- Experience coordinating work within historically sensitive environments
- Experience managing unforeseen existing conditions typical of historic structures

Public Sector Experience

- Experience with Florida municipal or public agency construction projects
- Experience with grant-funded public construction projects
- Familiarity with Florida Building Code and Florida public procurement requirements

Assembly Occupancy / Theater Experience

Preference will be given to firms with demonstrated experience involving:

- Auditoriums or performance venues
- Assembly occupancy renovations
- Theater rigging systems
- Occupant egress and life-safety upgrades
- Complex MEP coordination within assembly spaces

General Eligibility

- Hold a valid General Contractor's license issued by the State of Florida, or hold appropriate licensure to perform construction management and construction services under applicable Florida law
- Possess sufficient staffing, bonding capacity, and financial resources to execute the Project
- Not currently debarred, suspended, or otherwise prohibited from contracting with federal, state, or local government entities

2.2 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 WWCRA Director original Certificates of Insurance satisfactory to the WWCRA to evidence such coverage. As the WWCRA 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 WWCRA. The WWCRA 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 WWCRA may, at its option and on notice to the firm, suspend the project for cause until there is full compliance. Alternatively, the WWCRA 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.

2.3 Licenses, Permits, and Bonds

The selected Construction Manager shall hold and maintain all licenses required under Florida law for the performance of general contracting and construction management services, including any specialty licenses required for the scope of work. The Construction Manager shall obtain and pay for all permits, licenses, and approvals required for the Project.

For contracts exceeding \$200,000, the selected Construction Manager shall be required to provide a Performance Bond and a Payment Bond, each equal to 100% of the Guaranteed Maximum Price (GMP), executed by a surety company licensed to do business in the State of Florida. The CRA will advise the selected Construction Manager of bonding requirements prior to contract execution.

2.4 Compliance

The selected Construction Manager shall comply with all applicable federal, state, and local laws, regulations, codes, ordinances, and safety standards, including but not limited to:

- Florida Building Code
- Americans with Disabilities Act (ADA)
- OSHA safety standards
- National Fire Protection Association (NFPA) standards
- Secretary of the Interior's Standards for the Treatment of Historic Properties
- State of Florida grant compliance requirements

- City of Wauchula construction standards and permitting requirements

2.5 Conflict of Interest and Non-Collusion

This RFQ and any awarded contract(s) are subject to Chapter 112, Florida Statutes. All respondents must disclose with their Statement of Qualifications the name of any officer, director, or agent who is also an employee of the CRA or the City of Wauchula. Further, all respondents must disclose the name of any CRA or City employee who owns, directly or indirectly, an interest of five percent (5%) or more of the respondent's firm or any of its branches.

Each respondent shall complete and submit the Conflict of Interest Disclosure and Non-Collusion Affidavit included as Exhibit A to this RFQ. By submitting a Statement of Qualifications, the respondent certifies that:

- No officer, employee, or agent of the CRA has a financial interest in the proposing firm, and no such person has solicited or accepted any gift, gratuity, or payment in connection with this procurement
- The Statement of Qualifications has been prepared independently and without collusion, consultation, communication, or agreement with any other respondent or potential respondent
- The fee information submitted has not been and will not be disclosed to any other respondent prior to the submission deadline

SECTION III — SCOPE OF WORK

3.1 Scope Overview

The selected Construction Manager (“CM”) shall provide comprehensive preconstruction and construction phase services necessary to support the successful implementation of the Historic City Hall Phase V – Life Safety Renovation Project. The project delivery method is Construction Manager at Risk (CMAR).

3.2 Purpose

The Construction Manager At Risk (CM) is responsible for the successful, timely, and economical completion of the PROJECT.

3.3 Term

It is the intent of the WCRA that the continuing services contract shall be for duration of the PROJECT, unless otherwise terminated. Hourly rates and all other negotiated expenses will remain in effect through the duration of the contract period. In reference to travel, mileage and man-hours spent in travel time.

3.4 Scope of Work

- 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

3.5 Services

All services shall be performed pursuant to applicable law, rule, or regulation and pursuant to applicable policy of the WCRA. WCRA reserves the right to add or delete, at any time, any or all tasks or services. No self-performance of trade construction work by Contractor is permitted

3.5.1 Preconstruction Services

The CM shall provide professional preconstruction services including, but not limited to:

- Coordination with the Architect and specialty consultants throughout design development
- Participation in project kickoff and ongoing coordination meetings
- Existing conditions review and constructability analysis
- Cost estimating and budget reconciliation at defined project milestones

- Development and maintenance of detailed project schedules
- Phasing and logistics planning for work within an active civic facility
- Long-lead procurement identification and scheduling
- Constructability review of design documents at each milestone
- Identification of potential conflicts and risk mitigation strategies
- Value engineering recommendations
- Assistance with permitting and Authority Having Jurisdiction (AHJ) coordination
- Development of bid package and subcontractor procurement strategies
- Preparation of Guaranteed Maximum Price (GMP)

3.5.2 Construction Phase Services

The CM shall provide complete construction management and construction services including, but not limited to:

- Coordination with Owner and Architect during all phases of construction
- Project administration and on-site supervision
- Coordination and management of subcontractors and specialty trades
- Construction scheduling and sequencing
- Site safety and protection of public and occupants
- Protection of historic materials and existing building elements
- Temporary barriers, weather protection, and occupant safety measures
- Quality assurance and quality control
- Submittal and RFI coordination
- Coordination of specialty systems and equipment
- Management of inspections and testing
- Progress reporting and budget tracking
- Commissioning coordination
- Punch list and project closeout
- Warranty coordination and post-construction support

The CM shall provide sufficient staffing and resources necessary to maintain project schedule, coordination, quality, and safety throughout all phases of work.

3.6 Technical Requirements

The selected Construction Manager shall demonstrate the technical capability and experience necessary to execute complex life-safety renovations within a historic civic facility.

Historic Preservation Requirements

The CM shall implement construction activities in a manner that minimizes impact to historic materials and character-defining features of Historic City Hall. Work shall be carefully coordinated to avoid unnecessary demolition, vibration, water intrusion, or damage to existing historic fabric. The CM shall be responsible for:

- Protection of historic finishes and materials during construction
- Documentation of existing conditions prior to demolition or alteration
- Coordination of selective demolition activities
- Preservation-sensitive sequencing and construction methods

- Coordination with the Architect regarding Secretary of the Interior's Standards compliance

Existing Conditions and Investigation

The CM shall anticipate concealed and undocumented existing conditions typical of historic rehabilitation projects. The CM shall coordinate investigative work, field verification, and selective demolition activities necessary to confirm existing conditions prior to full construction activities.

Theater and Assembly Space Coordination

The project includes auditorium and stage-related improvements requiring specialized coordination. The CM shall demonstrate experience coordinating:

- Stage rigging systems and associated structural requirements
- Assembly occupancy life-safety and egress requirements
- Theater seating systems and reconfiguration
- Acoustical coordination and performance space considerations
- Performance lighting and specialty theatrical systems

Life Safety and Building Systems

The CM shall coordinate installation and integration of new life-safety and building systems including:

- Fire sprinkler systems
- Fire alarm systems
- HVAC systems and ventilation upgrades
- Electrical service and distribution upgrades
- ADA accessibility improvements
- Emergency egress and exit improvements

All work shall comply with applicable federal, state, and local codes and regulations, including the Florida Building Code and NFPA standards.

Quality Control

The CM shall maintain a formal quality control process throughout the project, including document review, field verification, subcontractor coordination, and ongoing inspection of work in place to ensure compliance with construction documents, project requirements, and applicable preservation standards.

SECTION IV — PRECONSTRUCTION SERVICES AND COORDINATION

4.1 Preconstruction Expectations

The WCRA places significant emphasis on preconstruction services as a critical component of successful project delivery. The selected CM shall actively participate in design-phase coordination and provide ongoing collaboration with the Owner and Architect throughout document development.

Preconstruction expectations include:

- Early identification of cost and schedule impacts during schematic and design development phases
- Verification of constructability within the existing historic facility
- Coordination of phased implementation strategies to maintain facility operations
- Evaluation of existing building conditions and identification of concealed conditions risk
- Identification of long-lead procurement items and specialty subcontractor requirements
- Coordination of temporary life-safety measures during construction
- Review of accessibility and code compliance implementation strategies
- Continuous budget monitoring and reconciliation throughout design
- Identification and mitigation of project risks
- Assistance with development of permit applications and bid packages

The CM shall provide milestone cost estimates and schedule updates throughout design development and construction document phases. Cost estimates shall include detailed scope breakdowns and identification of allowances, contingencies, escalation considerations, and potential cost impacts associated with existing conditions.

The CM shall support collaborative decision-making and provide recommendations intended to maintain project scope, budget, schedule, constructability, and preservation objectives.

4.2 Coordination Requirements

The selected Construction Manager shall work collaboratively with the WCRA, Architect, consultants, authorities having jurisdiction, grant administrators, and other project stakeholders throughout all phases of the project.

The CM shall participate in regular project coordination meetings and maintain proactive communication regarding schedule, budget, constructability, existing conditions, and project risks. Coordination responsibilities include, but are not limited to:

- Coordination with the Architect and specialty consultants during design and construction
- Participation in design review and constructability meetings
- Coordination of subcontractors and specialty trades
- Coordination of inspections and permitting activities with the City of Wauchula Building Department as required
- Integration of life-safety, accessibility, and building systems
- Coordination of phased construction activities and sequencing
- Coordination of owner-furnished and specialty equipment
- Resolution of conflicts and field conditions in collaboration with the Architect
- Coordination of temporary systems and occupant safety measures
- Documentation and communication of unforeseen conditions to the Owner and Architect

The CM shall utilize appropriate project management and coordination tools necessary to support document control, scheduling, communication, and issue tracking throughout the duration of the project.

The CM shall maintain a collaborative and solutions-oriented approach focused on minimizing disruption, protecting historic materials, maintaining public safety, and supporting successful project delivery.

4.3 Fee Proposal and Negotiation

Respondents shall provide the following fee information as part of their Statement of Qualifications:

- Proposed Construction Management Fee Percentage (Overhead and Profit on direct construction costs)
- Proposed Preconstruction Services Fee structure
- Proposed General Conditions methodology and estimated general conditions costs
- Bonding rate
- Proposed markups for changes in the work (overhead and profit on subcontractor change orders)
- Hourly rates for key personnel

Fee proposals shall be used as one component of the overall evaluation process; however, qualifications, relevant experience, technical capability, preconstruction approach, and project team experience shall be given substantial consideration in the selection process.

The WCRA reserves the right to negotiate fees, staffing, scope, and contract terms with the highest-ranked respondent prior to award of a final agreement. Selection under this RFQ does not guarantee award of a construction contract or Guaranteed Maximum Price (GMP) agreement.

The selected Construction Manager is expected to provide collaborative and effective preconstruction services throughout design development and permitting. The WCRA reserves the right to evaluate the Construction Manager's performance during preconstruction and design phases, including responsiveness, coordination, estimating accuracy, constructability input, scheduling, and overall collaboration with the Owner and design team.

In the event the WCRA determines that the selected Construction Manager is not performing satisfactorily, is unable to successfully negotiate an acceptable GMP, or that proceeding with the selected Construction Manager is not in the best interest of the Project, the WCRA reserves the right to terminate negotiations, discontinue services, rebid the project following completion of permit documents, or pursue alternative procurement methods without liability to the WCRA.

SECTION V — STATEMENT OF QUALIFICATIONS REQUIREMENTS AND FORMAT

To ensure uniform review, all Statements of Qualifications must follow the format described in this section. Submissions that do not include the required elements may be deemed non-responsive and disqualified from further consideration.

5.1 Number of Copies

Respondents shall submit one (1) original and two (2) printed copies of the complete Statement of Qualifications. All copies shall be enclosed in a single sealed package.

5.2 Required Sections

Each Statement of Qualifications shall be organized in the following order with tabbed dividers:

Tab 1 — Cover Letter

A signed cover letter on company letterhead identifying the firm, its primary contact, and a statement of the firm's interest in and qualifications for this project. The cover letter shall be signed by a principal or officer authorized to bind the firm contractually.

Tab 2 — Firm Qualifications and Experience

A description of the firm's background, years in business, and relevant experience. Include:

- A narrative description of the firm's experience in historic rehabilitation, public-sector construction, and life-safety renovation projects
- A list of at least three (3) comparable historic rehabilitation or public-sector CMAR projects completed within the past seven (7) years, including project name, owner/client, location, project value, delivery method, and a contact reference for each
- A description of any experience with assembly occupancy, auditorium, or performance venue projects
- Proof of valid Florida General Contractor's license(s) applicable to this work
- Statement of bonding capacity

Tab 3 — Proposed Project Team

Provide resumes and project experience for proposed key personnel, including but not limited to:

- Principal-in-Charge
- Project Executive
- Project Manager

Resumes shall identify the individual's role, years of experience, relevant project history, and applicable certifications or training. The WCRA reserves the right to consider the experience of both the firm and proposed personnel during evaluation. Any proposed change in key personnel after submission shall require prior written approval of the WCRA.

Tab 4 — Preconstruction and Technical Approach

A detailed narrative describing the respondent's approach to preconstruction services and project execution, including:

- Approach to preconstruction services and design-phase collaboration
- Cost estimating methodology and GMP development process
- Constructability review process
- Phasing and logistics planning approach for an active historic facility

- Approach to historic preservation requirements and protection of existing historic fabric
- Approach to existing conditions investigation and management of unforeseen conditions
- Subcontractor prequalification and procurement strategy
- Quality control program
- Safety plan approach
- Project management tools and document control systems

Tab 5 — Project Schedule (Preliminary)

A preliminary project schedule indicating the respondent's understanding of phasing, design coordination, permitting, procurement, and anticipated construction duration. The schedule shall demonstrate the respondent's capacity to coordinate with the design team beginning immediately upon selection.

Tab 6 — Fee Proposal

The fee proposal shall include all items identified in Section 4.3, including:

- Proposed Construction Management Fee Percentage (Overhead and Profit): _____ %
- Proposed Preconstruction Services Fee: \$ _____
- Description of General Conditions methodology, including anticipated cost categories.

Tab 7 — Required Forms

Completed and signed copies of all required forms as listed in Section VII, including:

- Conflict of Interest Disclosure and Non-Collusion Affidavit (Exhibit C)
- Firm References Form (Exhibit D)
- Certificate(s) of Insurance or commitment letter from insurer
- Required bonds or documentations of firms ability to acquire bonds
- RFQ Response / Acknowledgment Form (Exhibit E)

SECTION VI — EVALUATION CRITERIA AND AWARD

The CRA will evaluate all responsive, responsible Statements of Qualifications using the weighted scoring criteria below. The award will be made to the respondent whose qualifications are determined to represent the best overall value and capacity to successfully deliver the Project.

6.1 Scoring Matrix

EVALUATION CRITERION	MAXIMUM POINTS
1. Historic Rehabilitation and Similar Project Experience	25
– Comparable historic rehabilitation and life-safety renovation projects	
– Assembly occupancy / auditorium / performance venue experience	
– Public-sector CMAR project experience	
2. Key Personnel and Project Team Qualifications	20
– Proposed project team and individual experience	
– Historic preservation and specialty project experience of key personnel	
3. Preconstruction Services Approach and Technical Understanding	20
– Quality and depth of preconstruction approach narrative	
– Cost estimating and GMP development methodology	
– Understanding of historic rehabilitation technical challenges	
4. Public Sector / CMAR Procurement Experience	15
– Florida public agency project experience	
– CMAR delivery and GMP negotiation experience	
– Grant-funded project experience	
5. Project Approach, Coordination, and Schedule Management	10
– Phasing and logistics planning	
– Communication and coordination approach	
6. Fee Proposal	10
– Evaluated for overall competitiveness and reasonableness	
TOTAL	100

6.2 Evaluation Process

Statements of Qualifications will be reviewed in the following sequence:

- Step 1 — Responsiveness Review: Submissions that are incomplete, late, or fail to meet minimum requirements will be deemed non-responsive and will not be evaluated.
- Step 2 — Qualifications Review: Submissions will be reviewed to confirm that the respondent meets all minimum qualifications set forth in Section II.
- Step 3 — Scored Evaluation: An Evaluation Committee composed of CRA staff and/or designated evaluators will independently score each qualifying submission using the criteria above.
- Step 4 — Interviews / Presentations (Optional): The CRA may invite one or more top-ranked respondents to participate in an oral presentation or interview at its discretion. Interview scores, if conducted, will be incorporated into the final ranking.
- Step 5 — Ranking and Award Recommendation: The CRA will establish a ranking of qualified respondents and present an award recommendation to the CRA Board for approval.

6.3 Negotiations

Following selection of the highest-ranked respondent, the WCRA will enter into negotiations to establish the scope and fee for preconstruction services and an anticipated framework for CMAR services. The WCRA reserves the right to negotiate fees, scope, staffing, and contract terms with the highest-ranked respondent prior to award. If negotiations with the highest-ranked respondent are unsuccessful, the WCRA may negotiate with the next-highest-ranked respondent.

6.4 Right to Reject

The CRA reserves the right to reject any or all Statements of Qualifications, to waive minor irregularities, to re-solicit qualifications, or to abandon the procurement entirely if deemed to be in the public interest.

SECTION VII — GENERAL CONDITIONS AND LEGAL REQUIREMENTS

7.1 Unauthorized Communications

After the issuance of this RFQ, prospective respondents shall not contact, communicate with, or discuss any matter relating in any way to this RFQ with any member of the CRA Board or any employee of the City of Wauchula, other than the CRA Director in writing as specified in Section 1.2. This prohibition begins upon issuance of this RFQ and ends upon execution of the final contract. Unauthorized communications initiated by a respondent shall be grounds for disqualifying the offending respondent from consideration for award and/or any future CRA solicitation.

7.2 Contract Form and Negotiations

The selected respondent will be required to execute a written agreement with the Wauchula Community Redevelopment Agency. No contract or agreement is binding until it is reviewed and accepted by the CRA Board and executed by all parties. Contractor purchase orders are not binding on the CRA.

The CRA reserves the right to negotiate for changes in terms of the contract during the term of the contract and to make adjustments relative to modifications in the scope of 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, may terminate the unexpired portion of the contract. The CRA shall not be liable for any cost beyond the contract price during the period in which service was actually provided.

If the selected Construction Manager fails to execute an agreement with the CRA within a reasonable time from the award of this RFQ, the CRA may cancel the award and negotiate with the next highest-ranked respondent.

7.3 Payment Terms

Payment shall be made in accordance with the Florida Prompt Payment Act, Section 218.70, Florida Statutes. The CRA anticipates a milestone-based payment schedule for preconstruction services to be negotiated prior to contract execution. Construction phase payments shall be made in accordance with the executed CMAR agreement and approved schedule of values.

7.4 Performance and Payment Bonds

For contracts exceeding \$200,000, the selected Construction Manager shall be required to provide a Performance Bond and a Payment Bond, each equal to 100% of the Guaranteed Maximum Price (GMP), executed by a surety company licensed to do business in the State of Florida. The CRA will advise the selected Construction Manager of specific bonding requirements prior to GMP execution.

7.5 Liquidated Damages

Time is of the essence for this Project. The WCRA and selected Construction Manager will negotiate a Substantial Completion date and liquidated damages provisions as part of the GMP and construction agreement. Liquidated damages shall represent a reasonable and agreed-upon estimate of damages the WCRA would suffer from project delay.

7.6 Indemnification

To the fullest extent permitted by law, the selected Construction Manager shall indemnify, protect, defend (by counsel reasonably acceptable to the CRA and the City), and hold harmless the CRA, the City of Wauchula, their agents, elected officials, and employees from and against any and all claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, expenses, and costs (including attorney's fees through negotiation, litigation, and all appeals) arising out of or resulting from, or claimed to have resulted in whole or in part from:

- The failure of the Construction Manager to comply with applicable laws, rules, or regulations;
- Any actual or alleged act or omission of the Construction Manager, or breach by the Construction Manager of its obligations under the contract;
- Any claim for trademark, patent, or copyright infringement arising out of the Construction Manager's performance;
- The negligent acts, errors or omissions, or intentional or willful misconduct of the Construction Manager, its subcontractors, agents, employees, or invitees; or
- Liens, claims, or actions made by the Construction Manager or any subcontractor or other party performing the work.

The Construction Manager shall not be obligated to defend or indemnify the CRA or the City with respect to claims or damages arising solely out of the CRA's or City's own negligence.

7.7 Subcontracting

The selected Construction Manager shall not subcontract a material portion of the work without prior written approval from the CRA. Any approved subcontractors shall be subject to the same licensing, insurance, and compliance requirements as the prime contractor, including E-Verify registration. The Construction Manager shall remain responsible to the WCRA for all work performed by subcontractors.

7.8 Governing Law and Venue

This RFQ and any resulting agreement shall be governed in all respects by the laws of the State of Florida. 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. The Construction Manager shall comply with all applicable federal, state, and local laws and regulations.

7.9 Public Entity Crimes — Section 287.133(3)(a), Florida Statutes

The respondent certifies, by submission of a signed Statement of Qualifications or execution of a contract, that neither it nor any affiliate has been placed on the convicted vendor list following a conviction for a public entity crime. A person or affiliate on the convicted vendor list may not submit a proposal, be awarded a contract, or transact business with any public entity in excess of the threshold amount in Section 287.017, Florida Statutes, Category Two, for a period of 36 months from the date of placement on the list.

7.10 Discrimination — Section 287.134, Florida Statutes

The respondent certifies, by submission of a signed Statement of Qualifications or execution of a contract, that neither it nor any affiliate has been placed on the discriminatory vendor list. An entity on the discriminatory vendor list may not submit a Statement of Qualifications, be awarded a contract, or transact business with any public entity.

7.11 Scrutinized Companies — Section 287.135, Florida Statutes

The respondent certifies that it is not on the Scrutinized Companies with Activities in Sudan List, 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 is not participating in a boycott of Israel. The respondent shall immediately notify the CRA if its certification changes at any point during the qualification process or term of any contract. The CRA may terminate any contract if the respondent is found to have submitted a false certification or is subsequently placed on any such list.

7.12 E-Verify

Pursuant to Florida law effective January 1, 2021, the selected Construction Manager and all approved subcontractors shall be registered with and use the E-Verify system to verify the work authorization status

of all newly hired employees assigned to this project. Proof of E-Verify registration shall be provided to the CRA prior to commencement of work.

7.13 Development Costs

Neither the CRA nor its representatives shall be liable for any expenses incurred by respondents in connection with the preparation of a Statement of Qualifications in response to this RFQ. Respondents should prepare their submissions simply and economically, providing a straightforward and concise description of their qualifications and approach.

7.14 Limitations

This RFQ does not commit the CRA to award a contract. The CRA reserves the right to: (1) accept or reject any Statements of Qualifications in part or in whole; (2) request additional information from any respondent; (3) limit and determine the actual scope of services to be included in any contract; (4) obtain information for use in evaluating submittals from any source; and (5) reject all submittals and re-solicit or abandon the procurement. No contract or agreement is binding until it is reviewed and accepted by the WCRA Board and executed by all parties. Contractor purchase orders are not binding on the WCRA.

7.15 Response Withdrawal

A respondent may withdraw its response by notifying WCRA in writing at any time prior to the opening. Respondents may withdraw their submissions in person, or by an authorized representative. Respondents and authorized representatives must provide the letter of withdrawal, picture identification, proof of authorization (in the case of authorized representatives) and provide WCRA with a signed receipt for return of the response. Statements of Qualifications, once opened, become the property of the WCRA and will not be returned to the respondent. Statements of Qualifications, once opened, become “public records” and are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

7.16 Contract Award

WCRA anticipates entering into a continuing contract with one qualified firm for the purpose of completing Phase V – Life Safety Renovation (“PROJECT”) of the City of Wauchula’s historic city hall. The WCRA reserves the right to award this RFQ in any fashion, in its sole determination, which it deems to be in the best interest of the WCRA. By submission of a response, each respondent understands that this RFQ does not constitute an agreement or a contract with the WCRA.

7.17 Obligations

The failure or omission of any proposer to examine any form, instrument, site, or document shall in no way relieve any respondent from any obligation in respect to his/her response. The requirements applicable for the services sought under this RFQ should be considered in full when respondent is compiling a response, including the terms and conditions of the contract attached to this RFQ which will be entered into with the contractor. If a successful respondent does not execute the contract within 30 days after the selection, then WCRA reserves the right to withdraw the award to that respondent.

7.18 Drug Free Workplace

WCRA is a drug free workplace, and its policy regarding substance abuse encompasses alcohol, illegal drugs, or other controlled substances. The possession, transfer, or sale of any substance at the workplace is expressly prohibited and may be cause for immediate dismissal.

7.19 Project Time

The number of calendar days from the date on which the notice to proceed with Preconstruction Phase Services is issued by the WCRA, through the required substantial completion date of the Project as subsequently established in the Guaranteed Maximum Price (“GMP”) for a project, shall constitute the “Project Time.” The contractor warrants that each project shall be substantially complete within the

specified Project Time, provided that there are no unreasonable and unanticipated delays in completion of the design documents, unusual and unreasonable delays in obtaining any approval from a State or local governing agency or authority, or other occurrences which would form the basis for an extension of the Project Time; provided, however, that contractor shall promptly notify WCRA in writing of all anticipated or actual delays. Further, contractor shall notify WCRA in writing of any deadline by which design documents, approvals, or other information from WCRA is needed and shall do so sufficiently in advance of such deadline so that any delay can be avoided.

7.20 Inspections and Corrections

Contractor shall notify the WCRA's project manager of completion of each phase of work within twenty-four hours after such completion unless otherwise agreed. The project manager will inspect the work and, if he/she finds that it has not been satisfactorily done, said Contractor shall cause the work to be promptly corrected at no cost to WCRA. For avoidance of any doubt, the contractor shall be responsible for the failure of any Workers to carry out work in accordance with the applicable contract documents pertaining to such work. Further, contractor shall immediately cause defective work to be corrected at no expense to WCRA. If within one year after final completion of a Worker's work on a project the work is found to be defective or not in accordance with the applicable contract documents, the contractor shall cause such work to be corrected promptly upon receipt of written notice from WCRA. The obligations set forth in this paragraph shall survive final payment to contractor and the termination of the contract.

7.21 Guaranteed Maximum Price

Contractor shall prepare written Guaranteed Maximum Price (GMP) for the PROJECT in negotiation with WCRA. Each GMP shall be itemized and shall include all construction, material, labor, and management cost, in detail, and shall also include the complete and total cost of the project in accordance with all requirements of the applicable contract documents. GMP shall set forth the substantial completion date of the project, which shall be a definite date, and the estimated final completion date. The term "substantial completion" shall mean when a project is sufficiently complete so that the WCRA can enjoy beneficial use or occupancy of the project and can utilize it for its intended purpose. Any change in the GMP, including the substantial completion date, shall require the prior approval of WCRA.

7.22 Sites

Contractor shall be responsible for the protection of all existing paving, buildings, utilities, and adjacent real property and shall promptly repair, at its sole cost, any damage to WCRA or third-party owned property caused, in whole or in part, by contractor or its agents or subcontractors. Contractor agrees that WCRA may withhold payment hereunder until the damage is repaired or the property is replaced. Contractor shall ensure the sites upon which services are performed are maintained in a clean and orderly condition, free from all refuse, rubbish, materials, and debris.

EXHIBIT A — NON-COLLUSION AFFIDAVIT AND CONFLICT OF INTEREST DISCLOSURE

State of Florida

County of _____

The undersigned, being duly sworn, deposes and says:

I am the _____ (title) of

(firm name), the respondent submitting this Statement of Qualifications.

- I have full authority to execute this affidavit on behalf of the respondent.
- The attached Statement of Qualifications has been arrived at by the respondent independently, and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other respondent of the same services designed to limit independent competition.
- The contents of the Statement of Qualifications have not been communicated by the respondent or its employees or agents to any person not an employee or agent of the respondent prior to the official submission deadline.
- No officer, employee, or agent of the Wauchula Community Redevelopment Agency or the City of Wauchula has a financial interest in the respondent's firm or has received any gift, gratuity, favor, or payment in connection with the preparation or submission of this Statement of Qualifications.
- I am not aware of any conflict of interest that would prevent the respondent's firm from performing the services described in this RFQ. If any potential conflict of interest exists, it is described below:

Description of potential conflict (if none, write 'None'):

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company: _____

Phone: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public: _____ Commission Expires: _____

(Notary Seal)

EXHIBIT B — FIRM REFERENCES FORM

Provide the following information for a minimum of three (3) comparable historic rehabilitation, public-sector, or CMAR projects completed within the past seven (7) years. The CRA reserves the right to contact references. Respondents may attach additional reference sheets if needed.

Reference #1

Project/Client Name: _____

Project Location: _____

Year Completed: _____ **Approximate Contract Value: \$** _____

Scope of Work (brief description): _____

Reference Contact Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Reference #2

Project/Client Name: _____

Project Location: _____

Year Completed: _____ **Approximate Contract Value: \$** _____

Scope of Work (brief description): _____

Reference Contact Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Reference #3

Project/Client Name: _____

Project Location: _____

Year Completed: _____ **Approximate Contract Value: \$** _____

Scope of Work (brief description): _____

Reference Contact Name: _____ **Title:** _____

Phone: _____ **Email:** _____

EXHIBIT C — RFQ RESPONSE AND ACKNOWLEDGMENT FORM

RFQ 26-02 — Construction Manager at Risk (CMAR) Services: Historic City Hall Phase V

Wauchula Community Redevelopment Agency | Wauchula, Florida

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

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

Addendum #	Addendum Date	Acknowledged (Initials)

- I am authorized to execute this form and to bind my firm contractually.
- The statements set forth in this Statement of Qualifications as to debarment and suspension, public entity crimes (Section 287.133), discrimination (Section 287.134), and scrutinized companies (Section 287.135) are true and correct.
- I understand 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. By submitting this Statement of Qualifications, I expressly waive any claim to damages of any kind in the event the CRA exercises this right.

Company Name: _____

Street Address: _____

City, State, Zip: _____

Contact Person: _____ **Title:** _____

Telephone: _____ **Email:** _____

Florida GC License #: _____

Authorized Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____