

Request for Proposal

Construction Management Services
Restoration & Rebuilding Project
Jackson House Foundation, Inc., Tampa, Florida



February 12, 2026



Overview

Introduction

The Jackson House Foundation, Inc. (JHF) invites qualified and experienced **Construction Management (CM) firms** to submit proposals for professional construction management services for the **restoration and rebuilding of the Historic Jackson House**, a culturally and historically significant property located in Tampa, Florida.

The project has a **construction budget of Four Million Dollars (\$4,000,000)**. Funding for the project includes State of Florida historic preservation grant funds and other public and private sources. As such, the selected Construction Manager must demonstrate experience managing grant-funded, publicly regulated projects, including compliance with state and federal procurement requirements, documentation standards, and reporting obligations.

The **anticipated construction schedule** for the Historic Jackson House project is as follows:

- **Construction Start:** June 2026
- **Construction Completion:** June 2028

This two-year construction window reflects the complexity of the project, which includes historic deconstruction, material preservation, restoration, and selective rebuilding activities conducted in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the Florida Division of Historical Resources (DHR) guidelines.

The Construction Manager will work in close coordination with the Jackson House Foundation, Inc., the City of Tampa, and Jerel McCants Architecture, Inc., the Architect of Record, under a State-approved agreement. The CM will be responsible for managing cost, schedule, quality, safety, and compliance throughout all phases of the project, including deconstruction, pre-construction, construction, and close-out.

All services provided under this solicitation must align with **State of Florida grant requirements**, City of Tampa procurement guidelines, and applicable federal regulations, as required.

Project Background

The Historic Jackson House is a landmark structure with deep cultural and historical significance to the Tampa Bay community. The project scope includes the restoration, preservation, and rebuilding of the home in accordance with:

- Florida Division of Historical Resources (DHR) guidelines
- Secretary of the Interior's Standards for the Treatment of Historic Properties
- Approved architectural plans and scope developed by Jerel McCants Architecture, Inc.
- The signed and State-approved architectural agreement between Jackson House Foundation and Jerel McCants Architecture

The Construction Manager will play a critical role in ensuring the project is delivered with historical integrity, fiscal accountability, schedule discipline, and regulatory compliance.

Procurement and Regulatory Framework

This RFP and subsequent contract award shall comply with, but not be limited to:

- Florida Statute 287.055 (Consultant's Competitive Negotiation Act – CCNA)
- State of Florida grant requirements
- City of Tampa procurement and contracting guidelines

- Applicable federal procurement standards (2 CRF Part 200, if applicable)
- Historic preservation regulations and reporting requirements

The CM will be required to support grant documentation, audits, reporting, and close-out activities.



Scope of Work – Construction Management Services

The Construction Manager shall provide full-service construction management throughout all project phases, including but not limited to:

Pre-Construction Services

- Review and collaborate on the final construction documents developed by Jerel McCants Architecture.
- Develop detailed construction cost estimates aligned with grant budgets
- Provide constructability reviews specific to historic structures
- Identify long-lead items and preservation-sensitive materials
- Develop a CM structural schedule based on approved design plans
- Assist with permitting and City of Tampa coordination
- Support value engineering that preserves historical integrity

Construction Phase Services

- Service as the primary coordinator for all construction activities
- Manage subcontractor solicitation, prequalification, and bid evaluation
- Ensure compliance with historic preservation standards during construction by adhering to the Secretary of the Interior's Standards and the Project Drawings and Specifications.
- Coordinate weekly construction meetings with all stakeholders
- Maintain project schedules, budgets, and quality control plans
- Oversees safety, site security, and protection of historic elements
- Manage change orders in coordination with the Owner and Architect
- Coordinate and oversee construction activities within the construction schedule, ensuring proper sequencing, documentation, and protection of historic elements per Design Team directives and regulatory requirements.

Post-Construction & Close-Out

- Coordinate inspections and punch list completion.
- Manage documentation required for the state and City of Tampa grant close-out
- Submit final cost reports, lien releases, warranties, and certifications
- Support and obtain the Certificate of Occupancy and final approvals
- Deliver as-built documentation and archival records



Required Qualifications

Firms responding to this RFP must demonstrate:

- Proven experience serving as Construction Manager on historic preservation projects
- Successful completion of projects of similar scope, complexity, and funding structure
- Experience collaborating with architects specializing in historic preservation
- Knowledge of National and Florida DHR and Secretary of the Interior standards
- Familiarity with City of Tampa permitting and procurement processes
- Capacity to manage grant-funded public projects with detailed reporting requirements
- Proper licensure through the State of Florida Department of Business and Professional Regulation (DBPR)



Proposal Requirements

Proposals shall mirror the architect selection process and include the following components:

1. Firm Profile and Resume

- Overview of the firm's experience with historic preservation

- Representative project list with references

2. **Proposed Project Team**

- Identification of key staff and roles
- Relevant experience of each team member

3. **Project Management Approach**

- Cost control strategies
- Schedule control methodology
- Quality control and risk mitigation plan
- Approach to working with Jerel McCants Architecture, State of Florida, and the City of Tampa

4. **Required Attachments**

- Contractor's Qualification Statement (AIA 305 or equivalent)
- Proof of licensure

5. **Small Business Participation**

- Certified SBE status (if applicable)
- Any other certified business status (if applicable)



Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

Category	Weight
Firm Experience & Resume	35%
Proposed Project Staff	25%
Project Management Approach	25%
Compliance & Completeness	10%
Small Business Participation	5%
Total	100%



Submission Details

Submission Deadline: March 16, 2026, at 5:00 PM (EST)

Submission Method:

All proposals must be submitted electronically to: jacksonhousevicechair@gmail.com

Questions: Direct all questions to: Dr. Angela Scott, Vice Chair, Jackson House Foundation, Inc./Chair of RROC

Email: jacksonhousevicechair@gmail.com or Phone: 813-967-3656

Additional Information

- Site renderings and supplemental project background materials are available upon request.
- Jackson House Foundation, Inc. reserves the right to reject any or all proposals.
- Selection is contingent upon funding available and compliance with grant requirements.

Compliance Statement

The selected Construction Manager must comply with all State of Florida and City of Tampa grant mandates, including periodic reporting, documentation of expenditures, and final completion in alignment with state and federal procurement laws.



Request for Proposal SCHEDULE

The following schedule represents the **anticipated timeline** for the solicitation, evaluation, and selection of a Construction Management (CM) firm for the Historic Jackson House project. The Jackson House Foundation, Inc. reserves the right to **modify this schedule** as necessary and in accordance with applicable procurement guidelines.

Activity	Date
RFP Released Publicly	Thursday, February 12, 2026
Pre-Submittal Period for Vendors	Thursday, February 12 – Monday, March 16, 2026
Deadline for Written Questions (if applicable)	Friday, February 27, 2026
Final Addendum Issued (if required)	Friday, March 6, 2026
RFP Submittal Deadline (Bid Close)	Monday, March 16, 2026 – 5:00 PM (EST)
Initial Compliance Review (RROC)	Tuesday, March 17 – Friday, March 27, 2026
Evaluation Committee Review & Scoring	Monday, March 30 – Tuesday, March 31, 2026
Shortlist Notification Issued by RROC	Monday, April 6, 2026
Shortlist Zoom Interviews by RROC	Tuesday, April 7 - Tuesday, April 14, 2026
Shortlisted Firm Review / Clarifications (if required) by RROC	Wednesday, April 15 - Friday, April 17, 2026
Final Recommendation Prepared to Jackson House Board of Directors	Thursday, April 23, 2026
Construction Management Firm Announcement	Thursday, April 30, 2026

- All dates listed above are **anticipated** and subject to change at the discretion of the Jackson House Foundation, Inc.
- Any changes to the schedule will be communicated via written addenda or official email notification.
- Only firms submitting proposals by the published deadline will be considered.
- Shortlist notifications will be issued by the **Restoration & Rebuilding Oversight Committee (RROC)**, and final announcements will be made by the **Jackson House Foundation, Inc. Board of Directors**.
- Selection is contingent upon funding availability, compliance with State of Florida grant requirements, and alignment with City of Tampa procurement guidelines.

OFFICIAL COMMUNICATIONS

The Jackson House Foundation, Inc shall issue all official communications regarding this solicitation.

Unauthorized contact with Board members, committee members, or project partners outside of the established procurement process may result in disqualification.



EVALUATION CRITERIA

1. FIRM EXPERIENCE & QUALIFICATIONS — 35 POINTS

Evaluation Focus:

Experience of the firm on projects similar in size, scope, funding structure, and historic preservation requirements.

Look For:

- Demonstrated experience in **historic preservation and restoration projects**
- Proven success with **grant-funded or publicly funded projects**
- Experience coordinating with architects specializing in historic properties
- Knowledge of City of Tampa guidelines, Florida DHR standards, and the Secretary of the Interior's Standards
- Positive references and documented project outcomes

Rating	Score (Max 35)
1.0	35
0.8	28
0.6	21
0.4	14
0.2	7
0.0	0

Points Awarded: _____ / 35

2. PROPOSED PROJECT TEAM — 25 POINTS

Evaluation Focus:

Experience, capacity, and suitability of the proposed project team to manage a historic restoration project.

Look For:

- Clearly identified the Project Manager and the Superintendent
- Relevant experience of staff on historic or preservation-sensitive projects
- Demonstrated ability to dedicate adequate time and resources
- Clear roles, responsibilities, and lines of accountability

Rating	Score (Max 25)
1.0	25
0.8	20
0.6	15
0.4	10
0.2	5
0.0	0

Points Awarded: _____ / 25

3. PROJECT MANAGEMENT APPROACH — 25 POINTS

Evaluation Focus:

Demonstrated ability to communicate effectively with the Owner regarding managing the cost, schedule, quality, and compliance for a historic, grant-funded project.

Look For:

- Clear **cost control methodology**
- Detailed **construction schedule aligned to design plans**
- Quality control and risk mitigation strategies
- Approach to collaboration with:
 - Jackson House Foundation, Inc.
 - City of Tampa
 - Jerel McCants Architecture
- Experience with **grant reporting, documentation, and audits**
- Change management and issue resolution processes

Rating	Score (Max 25)
1.0	25
0.8	20
0.6	15
0.4	10
0.2	5
0.0	0

Points Awarded: _____ / 25

4. COMPLIANCE & COMPLETENESS — 10 POINTS

Evaluation Focus:

Responsiveness to the RFP and adherence to submission requirements.

Look For:

- All required documents submitted, proper licensure and certifications included
- Clear, organized, and professional proposal format
- Compliance with submission deadline and instructions

Rating	Score (Max 10)
1.0	10
0.8	8
0.6	6
0.4	4
0.2	2
0.0	0

Points Awarded: _____ / 10

5. SMALL BUSINESS ENTERPRISE PARTICIPATION — 5 POINTS

Evaluation Focus:

Commitment to the history of the Jackson Family Legacy of supporting entrepreneurship through small business participation.

Look For:

- Certified SBE status (if applicable)
- Any other certified business enterprise
- Documented intent to partner with certified firms

Rating Criteria	Score
Certified SBE or any other certification(s) ≥40% documented participation	5
Letter of intent or 20–39% documented participation	4
Less than 20% documented participation	3
Minimal or unclear commitment	2
No evidence provided	0

Points Awarded: _____ / 5

TOTAL SCORE SUMMARY

Category	Max Points	Points Awarded
Firm Experience & Qualifications	35	_____
Proposed Project Team	25	_____
Project Management Approach	25	_____
Compliance & Completeness	10	_____
SBE Participation	5	_____
TOTAL SCORE	100	_____ / 100

EVALUATOR COMMENTS (OPTIONAL BUT RECOMMENDED)

- **Ranked Score:** _____
- **Recommendation:** Yes No Shortlist
- **Selection Committee Chair Initials:** _____



Jackson House Foundation, Inc.

Dr. Carolyn H. Collins, Board Chair/Founding Member

www.jacksonhousefoundation.org