

JACKSON HOUSE FOUNDATION, INC

Request for Proposal (RFP)

Architectural and Engineering Services

Date:

May 7, 2025

Historic Jackson House Restoration and Rebuilding

Tampa, Florida

INTRODUCTION

The Jackson House Foundation, Inc. (JHF) is seeking proposals from qualified Architecture and Engineering (A&E) firms with proven expertise in historic preservation to support the restoration and rebuilding of the Historic Jackson House, a culturally significant African-American landmark located in downtown Tampa, Florida.

This project is funded through a State of Florida African-American Cultural and Historical Grant, the City of Tampa, and Hillsborough County, with additional local support. All activities and expenditures must comply with the grant's requirements, including the Secretary of the Interior's Standards for the Treatment of Historic Properties, applicable 2 CFR 200 (Uniform Guidance) regulations, and the City of Tampa's building codes, local zoning, and planning requirements.

The overall goal for the project is to restore and rebuild the Historic Jackson House to display and tell the history of Tampa's African-American family, Moses and Sarah Jackson, who built a private residence home in 1901 and converted the family home into a boarding house in around 1910 primarily due to the opening of the Tampa Union Station to accommodate African-American railroad workers and visitors to Tampa as African-Americans were prohibited from staying in white establishments.

Project Background

The Historic Jackson House stands as an important historical landmark in Tampa, having provided a safe place for groups who travel, such as Black Americans, Native Americans, military/armed services, and musicians during the era of segregation. Restoring this property is essential for maintaining its historical and cultural significance. As a key element of Tampa's heritage, the Historic Jackson House was a rooming house for those guests during segregation.

It requires foundation system reconstruction, rehabilitation, restoration (to preserve historical integrity), and modernization (to meet current building codes and accessibility standards).

The awarded grant outlines specific restoration activities and requires close coordination with the Jackson House Foundation, Inc., which is critical in ensuring all plans comply with the Florida Division of Historical Resources and the City of Tampa.

Scope of Work

The selected A&E firm will be responsible for comprehensive design, engineering, and coordination services, including:

Architectural Services:

- Design of historically appropriate reconstructions, rehabilitation, and restoration.
- Develop architectural plans that preserve the historic integrity of the Historic Jackson House.
- Coordination with the Jackson House Foundation, Inc., and the Florida Division of Historical Resources at all design phases.
- Preparation of 100% of Construction Documents and Specifications complies with the National Park Service's Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Communicate project phasing to align with grant milestones and reporting.

Engineering Services:

- **Civil Engineering:**
 - Site planning, drainage, and landscape design.
 - Utility planning and coordination with city infrastructure.
- **Structural Engineering:**
 - Structural load analysis and design are required for reconstruction.
- **Mechanical, Electrical, Plumbing, and Fire Protection (MEP/FP):**
 - Full system design for HVAC, lighting, power, water, sanitary sewer, and fire suppression systems.
 - Systems must meet modern building codes while respecting historic elements.
- **Site Coordination:**
 - Work with the **City of Tampa Planning and Zoning Departments** to ensure project compliance.
 - Integrate the 10-foot easements on both the east and west sides of the property in the site planning.

Project Management & Construction Oversight:

- Provide architectural guidance and oversight during construction.
- Collaborate with the selected Construction Manager and other stakeholders.
- Conduct site visits to ensure compliance with architectural plans and preservation goals.

Scope of Budget

Proposals must include a Scope of Budget that clearly outlines the costs associated with each work area, including architecture, civil engineering, MEP/FP design, site development, and any optional services.

- Identify any financial limitations or assumptions that could impact the cost.
- Proposals should consider alignment with the available grant funding and prioritize cost-effective, preservation-appropriate design solutions.

Qualifications

Firms must demonstrate:

- Extensive experience with historic preservation and rehabilitation projects.
- Licensed professionals in the architecture and engineering disciplines in the State of Florida.
- Knowledge of the Secretary of the Interior's Standards and state/federal grant compliance.
- Knowledge of Tampa's Building codes and permitting process.
- Experience working with government agencies and historic preservation boards.
- Completing at least three similar historic projects in the past ten years.
- Ability to work collaboratively with stakeholders, including city officials, preservation advocates, and community leaders.
- Ability to deliver within the required grant performance timelines.

Proposal Requirements

Interested firms must submit:

1. **Letter of Interest** (summarizing the firm's historic preservation expertise and understanding of the project)
2. **Firm Profile**, including key personnel and qualifications.
3. **Portfolio of Similar Projects** (with references).
4. **Project Approach and Timeline** (address any potential challenges)
5. **Resumes of Project Leads**
6. **Proof of Insurance and Licensure**
7. **Statement of Minority-Owned Business Status (if applicable)**

Evaluation Criteria

- Relevant historic preservation experience – 30%
- Technical qualifications and team expertise – 25%
- Project approach and timeline – 20%
- Previous performance on similar projects – 15%
- Commitment to diversity and minority business participation – 10%

Additional Information

This project must comply with all **State of Florida grant requirements**, including periodic reporting, documentation of expenditures, and completion aligned with state and federal procurement laws. Site renderings and additional project background are available upon request.

Submission Details

Deadline to Submit Proposals: July 3, 2025

Submit via Email or Mail to:

Email: contact@jacksonhousefoundation.org

Mailing Address: Jackson House Foundation, Inc.

P.O. Box 173076

Tampa, FL 33672

For questions, please contact:

Dr. Carolyn Collins, Chair
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