

REQUEST FOR PROPOSAL (RFP)

Architectural Design Services

for the **ARTS FOUNDATION OF MARTIN COUNTY dba MartinArts**
(the "FOUNDATION")

Project: Renovation and Repurposing of Stuart High School (SHS)
500 SE Ocean Boulevard, Stuart, FL 34994

I. Overview & Objective

The Arts Foundation of Martin County (dba MartinArts) is soliciting proposals from qualified architectural firms to provide comprehensive architectural design services for the **renovation and repurposing of the historic Stuart High School (SHS)** and its adjacent classroom buildings. These services will support the transformation of the facilities into a new **Arts Campus**, contributing to the cultural vibrancy of Martin County.

The Foundation is particularly interested in working with a firm located within **20 miles of downtown Stuart**, Florida, to promote collaboration and site accessibility.

II. Project Background

The Stuart High School main building was constructed in 1922, with two additional classroom buildings added in the 1950s. These structures, totaling approximately **30,000 square feet**, were vacated fully by the Martin County School District in November 2023. The Foundation now seeks to breathe new life into these historic buildings through thoughtful, community-focused design and adaptive reuse strategies.

The scope of this RFP includes full architectural services through construction administration, with anticipated phases for construction: first will be the 1950's classroom buildings (buildings 17 & 18) followed by the 1923 schoolhouse (building 30).

For additional project information:

- Attachment "A" – Initial Programmatic Use Plan
 - Attachment "B" – Existing Conditions Report (Straticon Construction)
 - Attachment "C" – Historic Structures Report (William Medellin, AIA)
 - Attachment "D" – As Built and schematic design drawings for 1950's classroom buildings (17 & 18) and 1923 schoolhouse (30).
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III. Site Location

- **Primary Address:** 500 SE Ocean Boulevard, Stuart, FL 34994
 - **Mailing Address for Proposals:**
80 SE Ocean Boulevard, Stuart, FL 34994
<https://maps.app.goo.gl/zUCULNazyiTokeKy9>
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IV. RFP Timeline

| Milestone | Deadline |
|------------------------------|------------------------------|
| Site Visit Availability | April 21–30, 2025 (by appt.) |
| Questions Due | May 2, 2025 by 12:00 PM |
| Proposal Submission Deadline | May 9, 2025 by 12:00 PM |
| Anticipated Award Date | May 15, 2025 |

Site visits require prior scheduling and may be subject to availability due to coordination with the Martin County School District.

V. Proposal Submission Instructions

- **Electronic Submission:**
One (1) electronic copy sent to: nancy.turrell@martinartsfoundation.org
- **Contact for Questions or Appointments:**
Nancy Turrell
Phone: 772-287-6676 x4
Email: nancy.turrell@martinartsfoundation.org

Proposals must remain valid for **sixty (60) calendar days** following the submission deadline.

VI. Project Delivery Method

The project will follow a **Construction Management at Risk (CMAR)** delivery model, requiring close collaboration between the design team and construction contractor. The selected architect must coordinate pre-construction design, budgeting, documentation for permits, and provide support throughout construction.

VII. Scope of Services

Assigned Tasks

Design & Documentation (For Buildings 17 & 18 followed by Building 30)

- Site evaluation, data collection, and existing conditions review
- Schematic Design, Design Development, and Construction Documentation
- Code and permit compliance
- Cost estimating support and value engineering
- Coordination with Foundation-retained consultants

Construction Support

- Review of bid solicitation packages and contractor qualifications
 - Attendance at pre-bid meetings and bid openings
 - Construction Administration
 - Record drawings (CAD, PDF, and hard copies) and close-out documents
 - Ongoing consultation and support as needed
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VIII. Required Disciplines

Firms must provide or coordinate the following design services:

- Architecture
- Structural Engineering
- Mechanical, Electrical, and Plumbing (MEP) Engineering

To be negotiated during contracting the following design services may fall within the scope of the architecture firm or may be contracted directly by either the Foundation or its Construction Manager

- Fire Protection Engineering
 - Arts Facilities Consulting (optional, RFP response can move this to be a responsibility of the Foundation)
 - Civil Engineering
 - Acoustics,
 - Site/Landscape Design
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IX. Proposal Requirements

1. Cover Letter (12 pt font, 1 pg. max)

- Statement of interest
- Acknowledgment of proximity to downtown Stuart
- Authorized signature of a firm representative

2. Firm Profile (1 pg)

- Company history and background
- Office locations
- Proof of licensing and certifications

3. Team Qualifications (2 pgs)

- Names and resumes of all key personnel
- Contact info, roles, and areas of responsibility

4. Relevant Project Experience (1 pg / project)

- Minimum of **two (2)** completed projects similar in scale and scope completed in the past five (5) years
 - Description, size, cost, completion date
 - Client name and contact (email & phone)
 - Examples of work using software packages such as Archicad (or equivalent) and Twinmotion (or equivalent) required
- Up to three (3) additional references or letters of recommendation (1 pg / letter)

5. Design Approach & Project Understanding (1 pg)

- Description of your design process
- Engagement strategy with stakeholders and community
- Prior experience with historic renovation or adaptive reuse
- Approach to sustainability, accessibility, and code compliance

6. Legal Disclosure (1 pg)

- Summary of any legal actions taken against the firm within the past 5 years

7. Fees & Compensation – General Information Only (2 pgs)

| Category | Instructions | |
|---|---|------------------------------|
| Fixed Fee by Project Phase | Provide a lump sum fee for each phase below, including a breakdown of services and deliverables: | |
| | Modern Classroom Buildings (17&18) | 1923 Schoolhouse (30) |
| - Conceptual & Schematic Design | \$ _____ | \$ _____ |
| - Design Development | \$ _____ | \$ _____ |
| - Construction Documents & Permits | \$ _____ | \$ _____ |
| - Construction Administration & Closeout | \$ _____ | \$ _____ |
| Total Fixed Fee (Phases 1–4) | \$ _____ | \$ _____ |
| Hourly Rates for Key Personnel | Provide hourly rates for each anticipated staff member. Attach a detailed rate sheet as needed. | |
| - Project Architect | \$ _____ / hr | |
| - Project Manager | \$ _____ / hr | |
| - Mechanical Engineer | \$ _____ / hr | |
| - Electrical Engineer | \$ _____ / hr | |
| - Structural Engineer | \$ _____ / hr | |
| - Other (Specify) | \$ _____ / hr | |
| Overages & Additional Services | Describe billing method (typically hourly) for services beyond the original scope. | |
| Reimbursable Expenses | List categories of reimbursables (e.g., travel, printing, permits) and specify whether billed at cost or with markup. | |
| Fee Assumptions & Clarifications | Provide any assumptions or special conditions affecting your proposal. Attach an additional sheet if needed. | |

8. Supporting Documentation

- License verification for all design disciplines
- Relevant brochures or project portfolios
- Proof of Insurance, including but not limited to general liability and errors and omissions

X. Selection Criteria

Proposals will be evaluated based on the following:

| | |
|--|---|
| Proximity to project site (20-mile radius preferred) | Martin County 15 points Neighboring counties, 7 points Florida, 3 points Out of State, 1 point |
| Ability and commitment to drawings for Buildings 17 & 18 50% complete by June 1 and 100% complete construction drawings by July 25, 2025. | 25 points |
| Documented ability to produce high quality 3D renderings and video of the project using architectural software such as Archicad (or equivalent) and Twinmotion (or equivalent) | 20 points |
| Relevant experience with historic and cultural projects | 10 points |
| Understanding of project goals, fundraising objectives and design approach | 10 points |
| Team qualifications and proposed staffing | 5 points |
| References and past performance | 5 points |
| Fees and compensation | 5 points |
| Responsiveness and clarity of submission | 5 points |

XI. Foundation Rights

The Foundation reserves the right to:

1. Reject any and all proposals
2. Disqualify incomplete or non-compliant submissions
3. Award contracts in part or whole
4. Reissue this RFQ at any time
5. Cancel the RFQ process if the project is deemed unfeasible

Attachment "A" – Initial Programmatic Use Plan

First Preliminary Programmatic design for Stuart High School

Modified
10.17.21

| Building | Space type | # of units | Size | Specs | Comments |
|----------------|---------------------------|------------|---------------|---|---|
| 17 | | | | | |
| | Ceramic Lab | 1 | 1/3 of space | Special drainage, a Kiln | |
| | Artists Studios | 6 | 2/3 of space | clean white space, special lighting | Interior hall access |
| | Rest Rooms | | | As needed | |
| 18 | | | | | |
| | Café | 1 | 2/3 of space | Kitchen for 100 seats | E. end with outdoor seating |
| | Info Center/ gift shop | 1 | 1/3 of space | Standard retail | |
| | Rest rooms | | | As Needed | |
| 30 FL 1 | Storage | 1 | 1,500 sq. ft. | Allowance built in's | located in south section |
| | Multi Purpose | 7 | min 20x20 | See Multipurpose Rm Breakdown | |
| | Core Hallway | 1 | | usable as gallery space | Hanging ,Lighting |
| | Rest Rooms | | | as needed | |
| | | | | | |
| 30 FL 2 | 300 seat Theater | 1 | 4,500 sq. ft. | Allowance for theater fit out seating, stage, lighting, sound, soft goods | In this case we will be uncovering The old auditorium s. end |
| | Core hallway | 1 | | usable as gallery space | Hanging ,Lighting |
| | Multi purpose | 2 | | See Multipurpose Rm Breakdown | |
| | Restored Classroom | 1 | Research | Recreate as it was in 1923 | |
| | Rest Rooms | | | As needed | M&W Rest rooms existing |
| 30FL 3 | | | | | |
| | Banquet/ performance | 1 | 4,500 sq. ft. | seating for 150- 200 dinning seating for 300 theater | Partition able by 4 |
| | Catering Kitchen | 1 | 500 sq. ft. | | |
| | Core Hallway | 1 | | usable as gallery space | Hanging ,Lighting |
| | Multi Purpose | 4 | Min 20x20 | See Multipurpose Rm Breakdown | |
| | Rest Rooms | | | As Needed | 1 M&W rest room existing |

Attachment “B” – Existing Conditions Report (Straticon Construction)

LINK for Existing Conditions Report:

<https://www.dropbox.com/scl/fi/yxaeypa910pz13qu8z9uq/Stuart-HS-Cultural-Center-Phase-1-Report-Thru-Exhibit-G.pdf?rlkey=rkmmn4w33ethsq33dnp3qd1y&st=6dnk0xji&dl=0>

Attachment “C” – Historic Structures Report (William Medellin, AIA)

Below is a link to the completed Historic Structures Report for the 1923 Stuart High School Building. Does not include a report for the 1950’s classroom buildings. As quoted in letter dated June 16, 2023, from the Division of Historic Resources, Alissa Slade Lotane, Director, Division of Historic Resources & State Historic Preservation Officer, (DHR Project File No.: 2023-3154) the defining feature of Buildings 17 & 18 are the windows.

“Windows are important defining the overall historic character of a building. Replacement windows must be based on the existing materials, or historic documentation and pictorial evidence; or they must be compatible with the historic character of the building. The new work should match the old in material, design, scale, color and finish.”

<https://www.dropbox.com/scl/fi/axfqzxod1jib1y0p0dteo/STUART-HIGH-SCHOOL-HISTORIC-STRUCTURE-REPORT-7-24-2022-rev.-9-14-22-with-Note-on-Pg-49.pdf?rlkey=djswgmoqqd9jzc6e23dyt2w50&st=bklu2hc5&dl=0>

Attachment “D” – As Built drawings for 1950’s classroom buildings and 1923 schoolhouse.

Link to access PDF as built and schematic design drawings for the SHS Project:

https://www.dropbox.com/scl/fo/ywv92rtsorr2uu4031hi7/ACt7qnWoRFMaSRdKua_EO5Y?rlkey=jv661n4xinzdy66r1dwoo1u2d&st=5ki1iwm0&dl=0