

REQUEST FOR PROPOSALS (RFP)

Architectural Design Services for the Sarasota African American Culture, History, and Art Center

Sarasota African American Cultural Coalition (SAACC)
Sarasota, Florida

1. Introduction

The **Sarasota African American Cultural Coalition (SAACC)**, established in 2019, is dedicated to preserving, celebrating, and sharing the cultural, artistic, and historical heritage of African Americans in Sarasota and beyond.

SAACC is seeking proposals from experienced architectural firms for improvements to the 100-year-old historic Leonard Reid house, and the design of a new African American Culture, History, and Art Center in Sarasota, Florida.

This RFP outlines the project background, scope of services, submission requirements, evaluation criteria, and selection process.

2. Project Overview

Constructed in 1926, the historic Leonard Reid house is a 1,400 sf frame vernacular style wood structure with a tin roof where a family of six lived with their two parrots on a screened porch. It was relocated for a second time to its current location on City of Sarasota-owned property in 2022. After renovation, the Sarasota African American Cultural Coalition transformed the historic house into an arts, culture and history center in 2023. Improvements/amenities still needed are:

- Fire alarm upgrades
- Fire suppression system
- Hurricane shutters
- Pergola

All work at the Reid house must meet the Secretary of the Interior's standards for historic preservation.

The planned new facility will be approximately 10,000 square feet and will serve as a vibrant cultural destination celebrating African American contributions to the fabric of Sarasota.

2.1 Required Program Elements

- Two primary exhibit galleries for permanent collections
- Changing exhibit gallery for traveling and rotating exhibitions



- Multipurpose event space accommodating up to 200 persons
 - Two multipurpose classrooms for education and community programming
 - Administrative offices
 - Gift shop and visitor retail area
 - Spacious lobby and welcoming public entry experience
 - Entry courtyard
 - Art garden for sculpture / interpretive installations and events
 - Solar-shaded roof terrace suitable for gatherings and programs
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3. Scope of Architectural Services

SAACC seeks an architectural partner with proven experience in:

- Historic preservation
- Museum and exhibition facility design
- Cultural and community centered spaces
- Sustainable and resilient design strategies, including solar integration suitable for Southwest Florida

Expected Services

- 1. Programming & Concept Development**
 - Refinement of space needs, user experience, and interpretive requirements
 - Community vision workshops, as appropriate
- 2. Schematic Design**
 - Conceptual layouts, massing studies, and preliminary site design
- 3. Design Development**
 - Detailed plans, material selections, sustainability considerations
- 4. Construction Documents**
 - Complete architectural, MEP, structural, civil, and lifesafety drawings
- 5. Permitting Assistance**
 - Support through all local and state approval processes
- 6. Bidding Assistance**
 - Responding to contractor RFIs and supporting bid evaluation
- 7. Construction Administration**
 - Submittal review, site visits, punch list inspections
- 8. Exhibit Integration Coordination**

- Collaboration with curatorial staff and exhibition designers
9. **Landscape & Outdoor Experience Design**
- Art garden, courtyard, and roof terrace integration

4. Proposal Submission Requirements

Firms must submit a complete proposal including:

1. **Letter of Interest** describing understanding of SAACC's mission and project vision
2. **Portfolio** of relevant work (preservation, museum, cultural, educational, community-based projects)
3. **Project Team Qualifications & Resumes**
4. **Design Approach** for culturally significant public spaces
5. **Project Schedule & Work Plan**
6. **Sustainability and Resilience Strategy**
7. **Community Engagement Approach**
8. **Fee Proposal: Breakdown fee proposal by phases: Reid House Improvements, Programming, Schematic, Design Development, Construction Documents, Bidding, Construction Administration.**
9. **References** from at least three recent, comparable projects

5. RFP Timeline

- Release of RFP: **02.25.2026**
- Deadline for Letter of Interest: **03.04.2026**
- Deadline for Questions: **03.09.2026**
- Responses to Questions: **03.13.2026**
- Proposal Submission Deadline: **03.20.2026**
- Notification of Award: **03.27.2026**

Should SAACC elect to interview one or more submitting firms prior to making a final selection, SAACC will make notification on or before **03.27.2026**

6. Submission Instructions

Submission requirements may be obtained from: https://drive.google.com/drive/folders/1h9Z6s0CRmwydDqryKWJP3I2n-baR_B6U

Submission Email/Address:

Vickie Oldham- Vickieoldham1@gmail.com AND

Lauren David- Laurenashtondavid@gmail.com

Questions / Clarifications:

Vickie Oldham- Vickieoldham1@gmail.com AND

Lauren David- Laurenashtondavid@gmail.com

All proposals must be submitted as a single PDF.

7. Evaluation Criteria

- Alignment with SAACC mission and understanding of cultural context
 - Relevant experience with museums and cultural facilities
 - Quality and creativity of design approach
 - Clarity of methodology, schedule, and team capacity
 - Sustainability and resilience strategy
 - Fee competitiveness and value
 - References and demonstrated performance on similar projects
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8. Conditions & Reservation of Rights

SAACC reserves the right to:

- Reject any or all proposals
 - Request additional information
 - Conduct interviews with shortlisted firms if required
 - Negotiate final terms with the selected firm
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