

**BID INFORMATION AND REQUIREMENTS**  
**African-American Cultural and Historical Grant**  
**GRANT AWARD BETWEEN THE STATE OF**  
**FLORIDA, DEPARTMENT OF STATE and**  
New Zion Missionary Baptist Church  
X6BJZRCJG9A9  
23.s.aa.900.079

This Award is by and between the State of Florida, Department of State, hereinafter referred to as the "Department," and the New Zion Missionary Baptist Church hereinafter referred to as the "Grantee."

The Grantee has been awarded an African-American Historical and Cultural Grant (AACH GRANT) by the Department of State, grant number 23.s.aa.900.079 for the Project "New Zion MBC Sanctuary Rehab," in the amount of \$500,000 ("Grant Award Amount"). The Department enters into this Agreement and has the authority to administer this grant in accordance with Section 152 of the 2021-2022 General Appropriations Act and Section 197 of the 2022-23 General Appropriations Act.

Funding for the grant is provided by the federal Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program established by the American Rescue Plan, Pub. L. No. 117-2 (ARPA), as authorized by the Department of the Treasury. Federal funds disbursed under this program may only be used in compliance with ARPA, Treasury's regulations implementing the Act, applicable provisions of 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and all other applicable federal statutes, regulations, and executive orders. For additional information about the SLFRF program, see the Assistance Listing in SAM.gov under assistance listing number (formerly known as CFDA number) 21.027.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. **Grant Purpose.** The grant shall be used exclusively for the "New Zion MBC Sanctuary Rehab," the public purpose for which these funds were appropriated.

a. The Grantee shall perform the following **Scope of Work**:

Grant funds will be used to facilitate the rehabilitation of the historic New Zion Missionary Baptist Church in Fernandina Beach, Florida. Work items include repairing, repointing, and cleaning of historic brickwork; repair, repointing, and waterproofing of brick foundation and parge coat; restoration of thirty-one (31) historic wood windows with stained glass; and restoration of seven (7) exterior doors and five (5) historic wood transoms. Grant funds will also be used for professional architectural/engineering services.

All window and/or door replacements shall be submitted to the Bureau of Historic Preservation for review and approval before any window and/or door replacement work commences.

All tasks associated with the Project shall meet the requirements set forth in this agreement.

The Grantee agrees to provide the following **Deliverables** and **Performance Measures** related to the Scope of Work for payments to be awarded.

#	Payment Type	Deliverable Description	Documentation	Payment Amount
1	Fixed Price	Provide one (1) copy of the draft contract with a professional architectural/engineering consultant; one (1) copy of the project timeline to the Department for review and approval; one (1) copy of the Certificate of Completion for participation in the Grants Management Webinar demonstrating a 100/100 score on the AACH Grants Management Quiz; one (1) copy of the SAM.gov entity information form.	One (1) copy of the draft contract with a professional architectural/engineering consultant; one (1) copy of the project timeline to the Department for review and approval; one (1) Certificate of Completion demonstrating a 100/100 score on the AACH Grants Management Quiz; one (1) copy of the SAM.gov entity information form.	\$125,000
2	Fixed Price	Complete and submit a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed for review and approval; Photographic documentation of installed project identification sign with Grant Funding Acknowledgement; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	One (1) copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least thirty percent (30%) of the project completed; Photographic documentation of installed project identification sign with Grant Funding Acknowledgement; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	\$125,000
3	Fixed Price	Complete and Submit one (1) copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks	One (1) copy of a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least sixty percent (60%) of the project completed; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	\$125,000

4	Fixed Price	Complete and submit an Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, including all retainage amounts paid, for review and approval. In addition, a new/updated FMSF form (for previously extant structures over 50 years old); for the property and executed Restrictive Covenant filed with the County Clerk shall be submitted prior to final payment; a Single Audit Form shall be completed by the Grantee and submitted along with the Final Progress Report prior to final payment; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	One (1) copy of the completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents, showing at least one hundred percent (100%) of the project completed, including all retainage amounts paid; One (1) copy of the new/updated FMSF form (for previously extant structures over 50 years old); One (1) copy of the executed Restrictive Covenant filed with the County Clerk; One (1) Single Audit Form; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	\$125,000
<b>Totals</b>				<b>\$500,000</b>

1. The Grantee has provided an Estimated Project Budget based upon reasonable expenditures projected to accomplish the Grantee's Scope of Work and Deliverables outlined in the Agreement. The Budget provides details of how grant and match funds will be spent. All expenditures shall be in accordance with this budget (which is incorporated as part of this Agreement) and must be incurred during the term of this Agreement.
  - a. Should grant expenditures vary from the budgeted grant amount for any line item (Estimate Project Budget) by more than 20%, the Grantee shall be required to submit a proposal for revision of the Estimated Project Budget with a written explanation for the reason(s) for deviation(s) from the original Estimated Project Budget to the Division for review and written approval.

## 2. Additional Special Conditions.

- a) For all projects involving **development activities**, the following special conditions apply:

All project work shall be completed under the supervision of a licensed architect or licensed contractor.

All project work affecting a Historic Property must be in compliance with the **Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation** available online at: <https://www.nps.gov/subjects/historicpreservation/standards.htm>.

The Grantee shall provide photographic documentation of the Project activity. Guidelines regarding the photographic documentation are available online at <https://dos.myflorida.com/historical/grants/special-category-grants>

3. **Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law.
4. **No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, pregnancy, disability, or marital status.

### ESTIMATED PROJECT BUDGET

Description	Grant Funds	Cash Match	In Kind Match
<b>Other</b>			
Architectural Services	\$45,000	\$0	\$0
Repair, repointing, and cleaning of historic brickwork	\$155,000	\$0	\$0
Repair, repointing, and waterproofing of historic brick foundation and parge coat	\$65,000	\$0	\$0
Restoration of the thirty-one (31) historic wood windows	\$225,000	\$0	\$0
Restoration of the seven (7) exterior doors and five (5) historic wood transoms	\$10,000	\$0	\$0
<i>Subtotals</i>	<i>\$500,000</i>	<i>\$0</i>	<i>\$0</i>
<b>Totals</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>

Procurement standards must be consistent with 2 C.F.R. §§ 200.317 – 200.327, as applicable.

Interested qualified firms or architects should submit sealed bid by U.S. Mail or hand delivered by or before December 12, 2022, 5:00 (EST).

For hand deliveries to the church, contact Narvea Gardner at 904 753-4415 or Johnnie Robinson at 904 306-6515, and leave message.

Please provide one original and one copy of proposal.

Mailing Address:  
Rev. Jeremiah Robinson, Jr., Pastor  
New Zion Missionary Baptist Church  
Grant Proposals  
P.O. Box 15697  
Fernandina Beach, Florida 32035

Submittals received after the time and date will not be considered.  
Electronic Proposals will not be accepted.

NEW ZION MISSIONARY BAPTIST CHURCH  
INVITATION TO BID PROPOSALS  
New Zion MBC Rehab Exterior Project

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION Understands and agrees to all terms.
2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS Understands and agrees to all terms.
3. EVALUATION AND CONTRACT OVERVIEW Understands and agrees to all terms.
4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION Understands and agrees to all terms.
5. PROPOSER'S RESPONSE: PROPOSED TEAM Understands and agrees to all terms.
6. PROPOSER'S RESPONSE: PROJECT BUDGET Understands and agrees to all terms.
7. PROPOSER'S RESPONSE: PROJECT DURATION Understands and agrees to all terms.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm or Company \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

# ATTACHMENT

## NEW ZION MISSIONARY BAPTIST CHURCH

10 South 10<sup>th</sup> Street  
Fernandina Beach, Florida 32034

African American Cultural and Historical Grant  
New Zion MBC Sanctuary (Exterior) Rehab  
Funding Sponsored by the Florida Department of State  
Division of Historical Resources

### INTRODUCTION

New Zion Missionary Baptist Church is accepting proposals for PERFORMING RESTORATION OF THE EXISTING EXTERIOR FAÇADE OF THE HISTORIC CHURCH BUILDING in the City of Fernandina Beach, Florida.

SUBMITTERS ARE REFERRED TO THE FOLLOWING GENERAL CONDITIONS AND IMPORTANT INFORMATION REGARDING THE BID PROCESS AND REQUIREMENTS.

### SCOPE OF WORK

The proposal should include prior experience with the type of work required and the methodology the Architectural Firm intends to utilize to perform the specified scope of work and resources expected to be used. It is to be understood the building will be occupied and operational during some phases and hours of the rehab work for public access.

The Contractor shall provide all tools, labor, materials, equipment, supervision, and all associated items for the rehabilitation of the exterior facade at the Historic New Zion Church.

### HOLD HARMLESS/INDEMNIFICATION

The architectural firm agrees to protect, defend, save, and hold the church and its membership, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of Contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property or loss of use arising out of services performed or omissions of services or in any way resulting from the acts or omissions of Contractor and/or its agents, employees, representatives, assigns, subcontractors, from its sole negligence under the AACH Grant project.

It is understood the work may involve numerous lift equipment and scaffolding provided by the Contractor. All such equipment within areas utilized as access points to the building, i.e., sidewalks, walkways, etc., are to contain construction type fencing and overhead protection from debris. It is to be expected that some areas may involve dismantling and relocating of scaffolding and fencing as the work progresses. At completion of the work, all contractor equipment, materials, construction debris and miscellaneous items used by the Contractor are to be removed from the site and the existing grounds returned to original pre-construction condition.

## INSURANCE REQUIREMENTS

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the firm must, at its sole expense, maintain insurance on its own behalf, and provide proof of insurance, evidencing same, reflecting the effective date of such coverage and including its coverage for use of Subcontractors. Bidders' work must adhere to the Secretary of the Interior's (SOI) Standards for Historic Preservation.

## BUSINESS LICENSE

The Successful Respondent is required to have a Business License in the city where their home office is located. If Respondent's business office is located in the City of Fernandina Beach a business tax license is required, if applicable.

## LOCAL, STATE, AND FEDERAL COMPLIANCE

Proposers must comply with all local, state, and federal directives, orders and laws as applicable to the PROPOSAL and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this Grant.

## PROJECT DURATION

From present – June 30, 2023, with possibility of a 180-day extension.

## GENERAL CONDITIONS

Includes all project management, bonds, warranties, insurance requirements, and permits required. Includes tools, materials, labor, supervision and miscellaneous items necessary for the installation, management and removal of all safety provisions (as previously listed) including, but not limited to fencing, scaffolding, and equipment during the course of the project.

## AWARD OF REQUEST FOR PROPOSAL

The Project will be awarded to the lowest most responsive and responsible proposer offering the best qualified service and conforms with all the material terms and conditions of the invitation for bids.

A written award of acceptance mailed or otherwise furnished to the successful Proposer will result in a binding contract without further action by either party.



NEW ZION MISSIONARY BAPTIST CHURCH  
INVITATION TO BID PROPOSALS  
New Zion MBC Rehab Exterior Project

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with the following statement of this RFP document.

INTRODUCTION, GENERAL CONDITIONS, IMPORTANT INFORMATION, AND REQUIREMENTS.

Understands and agrees to all terms.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm or Company \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL