

Request for Proposal

Town Architect Services – Rosemary Beach POA

1. Introduction

The Town of Rosemary Beach is soliciting proposals from qualified Florida-licensed Architects to provide part-time professional architectural services as the Town Architect. The selected individual will support architectural review, code compliance, and design consistency within a planned community environment.

2. Scope of Services

Services may include, but are not limited to:

- Review of architectural applications, plans, and supporting documents for compliance with Town Code and architectural standards.
- Participation in meetings with owners, staff, and committees.
- Limited site visits to verify compliance with approved plans.
- Advisory services related to design interpretation and dispute resolution.
- Coordination with local regulatory authorities as needed.

3. Term of Contract

The Town intends to enter into a multi-year contract with the selected candidate, subject to satisfactory performance. The initial term shall be one (1) year, followed by annual renewal options based on mutual agreement. Performance and scope of services will be formally reviewed at the end of the first year and annually thereafter to confirm alignment with Town needs and expectations.

4. Compensation

Compensation may be structured as an hourly rate or monthly retainer and is negotiable based on experience and qualifications. Selected candidate will negotiate final scope and compensation structure prior to contract execution.

5. Minimum Qualifications

- Active Florida Architect license.
- Demonstrated experience in architectural design, construction administration, and code compliance.
- Experience with traditional neighborhood developments and/or other planned or coastal communities preferred.
- Understanding of new urbanist planning concepts. Understanding of the planning and development of Rosemary Beach a plus.
- Ability to communicate clearly and professionally with diverse stakeholders.

6. Insurance and Business Requirements

- Operate through a legally established professional business entity in good standing.
- Maintain Professional Liability (Errors & Omissions) Insurance and Commercial General Liability Insurance at limits acceptable to the Town/POA.
- Provide a Certificate of Insurance naming the Town/POA as Additional Insured prior to contract execution and upon renewal.

7. Proposal Submission Requirements

Proposals should include:

- Cover letter summarizing interest and qualifications.
- Resume or firm profile.
- Proof of licensure.
- Description of relevant experience.
- Proposed compensation structure (hourly and/or retainer).
- At least three (3) professional references.

8. Evaluation Criteria

Proposals will be evaluated based on:

- Professional qualifications and experience.
- Understanding of the scope of services.
- Communication skills and responsiveness.
- Proposed compensation structure.

9. Submission Instructions

Proposals must be submitted by **March 31, 2026** to:

Lee Nettles, Rosemary Beach POA Town Manager, Lee@rosemarybeachfl.org

The Town reserves the right to reject any or all proposals and to negotiate terms with the selected candidate.

Town Architect Job Description

Position Title: Town Architect

Department: Office of the Town Architect

Reports To: Town Manager

Status: Part-Time / Contract (Up to 20 hours on average per week)

Compensation Structure: Compensation structure shall be on an hourly rate and/or monthly retainer and is negotiable

Position Summary

The Town Architect provides professional architectural, design, and code-compliance expertise to support the Town Manager, Architectural Review, Covenant Enforcement, and Townscape related Committees. This role ensures that all development, construction, and exterior modifications within the Town align with adopted architectural standards, governing documents, and applicable building codes while preserving the character, aesthetics, and long-term value of the community.

This is a **part-time, contract-based position (up to 20 hours on average per week)**. The Town Architect is expected to be **on site one (1) day per week for approximately 4 – 8 hours**, with remaining work performed remotely. Services will be structured under a **monthly retainer for a defined scope of work**, with additional services outside that scope billed separately.

Essential Responsibilities and Expectations

Architectural Review & Compliance

- Establish a working knowledge of the Town Code and Regulating Plan, and a general understanding of the POA's Declaration of Covenants, Rules and Regulations, Board and Committee structure, Vision, and formal and informal town leadership
- Review submitted architectural applications, plans, specifications, and supporting documents for new construction, renovations, additions, landscaping, and exterior modifications.
- Assess submitted projects for technical feasibility, constructability, and potential impacts on community character, aesthetics, and property values.
- Provide final architectural approval, denial, or recommendations for modification in accordance with adopted guidelines, ARC authority, and governing documents.
- Provide architectural and design code guidance to property owners, architects, builders, and town staff.
- Coordinate with Walton County Planning Department and other local authorities to ensure the town's master plan, code, rule and regulations are consistently and appropriately applied.

Project Oversight & Site Review (Limited Scope)

- Conduct periodic site visits of active projects to verify compliance with approved plans and architectural standards, as needed
- Review project progress and construction quality in coordination with owners and contractors, when requested

Advisory, Dispute Resolution & Communication

- Maintain a consistent weekly schedule to meet with owners and staff, whether in -person or via phone or teleconference. At least one day, with a minimum of four (4) hours, is required to be on-site each week for in-person meetings and inspections.
- Serve as an advisor/consultant, assist POA staff with owner disputes related to architectural compliance and design interpretation.
- Communicate architectural-related decisions clearly and professionally to owners, applicants, and staff while maintaining meticulous documentation of architectural reviews, decisions, and site visit observations.
- Meet with owners during scheduled appointments to review proposals, discuss compliance issues, and provide guidance.
- Respond to emails and voicemails within forty-eight (48) business day hours from receipt, and provide regular, timely communication regarding architectural matters
- Provide periodic reports and updates to the POA Board and staff regarding architectural review activities, project status, and potential compliance issues.

Conflict of Interest & Coverage

- Disclose any potential conflicts of interest related to projects within the community
- The Town Architect shall not review or approve projects in which they or their firm have been professionally engaged
- Coordinate with the Town Manager regarding coverage during scheduled absences or vacations

Qualifications

- **Licensure:** Active Florida-licensed Architect required. Congress of New Urbanism (CNU) membership strongly preferred, The American Institute of Architects (AIA) Designation recommended
- **Experience:** Demonstrated experience in architectural design, construction administration, and code compliance. Experience in coastal or planned community environments strongly preferred.
- **Regulatory Knowledge:** Strong working knowledge of building codes, zoning regulations, environmental considerations, and POA/municipal governing documents (Declarations, CC&Rs, Bylaws).
- **Communication Skills:** Excellent written and verbal communication skills with the ability to explain complex architectural concepts to non-technical audiences.
- **Technical Skills:** Proficiency in architectural software (CAD, BIM) and document management systems.

- **Professional Judgement:** Ability to exercise sound, objective, and impartial judgment while balancing design intent with regulatory requirements.
 - **Business & Insurance Requirements:** The Town Architect must operate through a legally established professional business entity (LLC, PLLC, or professional corporation) in good standing.
 - The Town Architect shall maintain, at their own expense: Professional Liability (Errors & Omissions) Insurance, and Commercial General Liability Insurance at limits acceptable to Rosemary Beach POA.
 - Prior to commencement of services, and upon renewal thereafter, the Town Architect must provide a Certificate of Insurance naming Rosemary Beach POA as an Additional Insured.
 - All required licenses and Insurance must remain active for the duration of the contract.
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Core Competencies

- Understanding of and experience with the principles of the New Urbanism
- Ability to advise community stakeholders in adherence to the Town Code and related regulations to projects within the community
- Ability to provide detailed review of proposed projects against the standards of the Code, to render prompt and fair decisions.
- Ability to communicate effectively and timely with Stakeholders
- Ability to resolve conflicts in a fair and consistent manner
- Ability to provide exceptional project organization and administration
- Collaborate approach when working with boards, committees, and staff