

## REQUEST FOR PROPOSAL

REQUESTOR: City of Sparta  
6 Liberty Square  
Sparta, TN 38583  
Contact: Jennifer Roberts  
Email: j.roberts@spartatn.gov  
Phone: 931-836-3248

PROJECT: Sparta Historic Commercial District Design  
Guidelines Project

DATE OF BID ISSUE: January 21, 2022

DUE: February 18, 2022

The City of Sparta Tennessee will receive sealed bids for the **Sparta Historic Design Guidelines Project** until 10:00 a.m. Friday, February 18, 2022. At that time the bids will be publicly opened and read aloud. Bids are to be addressed to the City Administrator and delivered to the Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583, and must be enclosed in a sealed envelope and must be marked "**Bid for Historic Design Guidelines**" on the front of the envelope. All bids must be signed.

Consultants responding to this request should have demonstrated ability in the preparation of design guidelines. The consultant selected must demonstrate a capacity to work closely with the City of Sparta, its historic zoning commission and the public.

The City of Sparta will evaluate all submittals and reserves the right to reject the same.

**REQUEST FOR PROPOSAL  
SPARTA HISTORIC COMMERCIAL DISTRICT  
DESIGN GUIDELINES PROJECT**

**PURPOSE, SCOPE AND DELIVERABLES**

The City of Sparta ("Sparta") was recently awarded a federal historic preservation grant from the Tennessee Historical Commission to update the design guidelines for its historic commercial district.

Sparta invites qualified consultants specializing in historic district design guidelines, historic preservation and other supporting services to submit proposals to provide professional services for the following scope of work and deliverables:

**1. Updated Historic Commercial District Design Guidelines.**

Develop new design guidelines that assist Sparta Historic Commercial District property owners, city staff and historic zoning committee members regarding appropriate design for rehabilitation of existing buildings and new construction in the historic commercial district. These updated guidelines will be considered for adoption by Sparta's historic zoning commission and the final product will be based on the Secretary of the Interior's Standards for the Treatment of Historic Properties.

**2. Community Engagement and Training**

An extensive community input, consensus, and public support building process will be a major aspect of this project. The final recommendations must include a thorough list of sources of grants and loan funds to assist property owners and address effective ways to deal with heirs' property issues.

Following adoption of the updated guidelines, the consultant will provide training on the guidelines to members of Sparta's historic zoning commission.

**3. Tennessee Historical Commission Survey 123 System**

The consultant will complete a survey of Sparta's historic commercial district and include it within the Tennessee Historical Commission's Survey 123 system.

**4. Specific deliverables related to the design guidelines**

The updated design guidelines will consider the existing character of the area and anticipation of future changes. The goal of the design guidelines is to provide clear direction and guidance to protect the existing character of Sparta's historic commercial district and to preserve its historical significance and value.

**The updated design guidelines must include the following:**

- Introduction: include principles, intent and detailed text which clearly communicates appropriate/inappropriate treatment approaches for building and site features;
- Design Guidelines: develop design guidelines for the city's designated downtown historic commercial district. Include architectural guidelines, site design based upon required/allowable site features and signage;
- Excellent visual examples which illustrate appropriate/inappropriate treatment approaches for building and site features;
- All content must conform to the Secretary of the Interior's Standards and Guidelines for the Treatment of Historical Properties;
- Conduct public meeting(s) to engage and encourage input from the community.

**At the conclusion of the project, the consultant will deliver to the city:**

- A final digital version of all documents and exhibits
- Original files of photographs or other images used for the Design Guidelines documents; and
- Final digital versions of any maps and graphic images required for the Design Guidelines documents.
- Ten (10) bound copies of the final design guidelines, plus one unbound security copy.
- The consultant will also provide the Tennessee Historical Commission with one bound copy, one unbound copy, and one digital copy.

**5. Work Deadline**

All work and the final invoicing to the City of Sparta must be completed by September 15, 2022.

**REQUEST FOR PROPOSAL  
SPARTA HISTORIC COMMERCIAL DISTRICT  
DESIGN GUIDELINES PROJECT**

**Bidder Statement**

I have read and understand the specifications and requirements for this bid and I agree to comply with such specifications and requirements.

**NOTE: BIDDER STATEMENT IS TO BE SIGNED & RETURNED WITH YOUR PROPOSAL.**

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**BIDDER'S NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Iran Divestment Act Tenn. Code Ann. 12-12-106

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to 12-12-106.

**REQUEST FOR PROPOSAL  
SPARTA HISTORIC COMMERCIAL DISTRICT  
DESIGN GUIDELINES PROJECT**

**It is requested, but not mandatory that each bidder complete and return this page with bid.**

The City of Sparta does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d)

For Title VI and IX compliance, it is requested that the following information be voluntarily disclosed and returned with your bid:

GENDER            \_\_\_\_\_ Male            \_\_\_\_\_ Female

RACE                \_\_\_\_\_ Caucasian            \_\_\_\_\_ African  
American

                          \_\_\_\_\_ Other (Please Specify)