



Section I. General Information

Bid Number: SMS #2024-200

Requesting Organization: Stuart Main Street Association, Inc.

Contact Person: Candace Callahan, Executive Director

Budget for this Procurement: \$25,000.00

RFP Committee: Candace Callahan, Jodi Riley, Mike McCarty

Title of Project: City of Stuart National Register Nomination Application

Section II. Overview and Instructions

Purpose: Stuart Main Street Association, Inc. seeks an organization or individual to provide National Historic Register application completion services and data in compliance with the State of Florida Department of State Division of Historical Resources grant requirements. This project is the next step related to the updated historic survey completed in 2023.

Organization Background: Stuart Main Street envisions a vibrant, sustainable Historic Downtown Stuart for residents, businesses, and visitors. Embracing the future while preserving the past, the Historic Downtown is a center for community life in Stuart and the larger surrounding community and home to an active spirit of civic pride and entrepreneurship, public and private sector cooperation, and the community's historical and cultural heritage. Stuart Main Street uses the Main Street Four Point Approach ® to create and promote a positive downtown experience for residents, businesses, and visitors. Specifically, Stuart Main Street works to:

- Build community consensus and use resources collaboratively;
- Maintain a distinctive appearance in keeping with downtown's Old Florida charm;
- Stabilize the economic environment, strengthening and retaining existing businesses and filling vacancies;
- and, Market a positive image of the downtown through advertising, public relations and digital media, and retail and special events.

Length of Contract: November 1st, 2024-May 15th, 2025, or earlier if all deliverables are met.

How to Submit: Please email your proposal and cost quote to director@stuartmainstreet.org by October 18th, 2024. A final decision will be made by October 25th, 2024.

Section III. Statement of Need

Scope of Work:

Deliverable Description	Documentation	Due Date
Provide a copy of the historic preservation consultant's credentials and an application completion timeline	One digital copy of the historic preservation consultant's credentials and one digital copy of the proposed project timeline	November 10, 2024
Complete and provide the Preliminary Site Information Questionnaire	A completed digital draft of the Preliminary Site Information Questionnaire	November 30, 2024 Payment issued upon completion: \$8,333.00
Provide a complete draft of the NRHP nomination conforming to the NRHP Bulletin 16a or 16b, as applicable for public meeting presentation	One (1) digital copy of the complete and final draft NRHP nomination, conforming to the NRHP Bulletin 16a or 16b, as applicable	February 1, 2025 Payment issued upon completion: \$8,333.00
Complete any required revisions and submit a final draft of the National Register Nomination application	One digital and one hard copy of the National Register Nomination application, including all supporting documents and confirming to National Register Bulletin 15	March 15, 2025 Payment issued upon completion: \$8,334.00

Payments to the chosen vendor will be made upon completion of deliverables for a total of \$25,000.00

*See <https://dos.myflorida.com/historical/grants/small-matching-grants/> for additional information on requirements and other considerations.

Section IV. Additional Information

All proposers must agree to comply with the State of Florida Department of State Division of Historical Resources Small Matching Grant Program Guidelines in relation to services being provided. Deadlines are non-negotiable.

Reviewers will consider the following criteria in selecting a service provider for this RFP:

- Ability to produce described deliverables
- Experience in providing historical preservation services in Florida
- Cost
- Intention to adhere to deadlines