Invitation to Submit a Proposal for National Register Design Guidelines Application- Downtown Stuart Historic District

Section I. General Information

Bid Number: SMS #2026-100
Requesting Organization: Stuart Main Street Association, Inc.
Contact Person: Candace Callahan, Executive Director
RFP Committee: Candace Callahan, George Missimer, Audra Creech
Title of Project: Downtown Stuart District National Register Design Guidelines

About Us: Stuart Main Street is a 501c3 private nonprofit organization that has been serving our historic district for more than 35 years. Stuart Main Street is a nationally accredited organization under the Main Street America banner, belonging to a network of more than 1,200 other Main Street programs nationwide.

Stuart Main Street uses the Main Street America Four-Point Approach to create and promote a positive downtown experience for residents, businesses, and visitors through community-driven revitalization and economic development efforts.

Section II. Overview and Instructions

Project Overview: Stuart Main Street Association, Inc. seeks an organization or individual to create design guidelines for the Stuart Downtown District's new designation on the National Register of Historic Places.

The chosen applicant will develop design guidelines to ensure the long-term preservation of Stuart's historic character. These guidelines will provide essential tools for maintaining architectural integrity, guiding compatible new development, and supporting thoughtful restoration efforts. They will be especially critical as downtown Stuart experiences ongoing growth and investment, ensuring any future development aligns with the area's historic identity.

This endeavor will enable Stuart Main Street to maintain a distinctive appearance in keeping with Stuart's "Old Florida" charm and market a positive image of the City of Stuart through advertising, public relations, digital media, retail partnership opportunities, and special events. Stuart Main Street seeks to amend and develop the City's codes and ordinances to create the following:
1. Incentives for Historic Preservation
2. Certificate of Appropriateness
3. Standards, Guidelines, and Procedures for individual structure National Register Review and Archaeological Work

4. Penalties for Non-Compliance (with regard to protection of historical resources)

Section III. Scope of Work

- Executive summary of the proposal
- Detailed approach and methodology
- Project timeline
- Budget and cost breakdown
- Qualifications and experience
- References from previous clients

Please ensure that your proposal is comprehensive and includes all requested information. Proposals will be evaluated based on the above criteria.

Section IV. Deliverables & Deadlines

- **RFP Issuance Date:** November 4, 2026
- **Deadline for Questions:** November 30, 2026
- **Proposal Submission Deadline:** December 4, 2026
- **Proposal Evaluation Period:** December 5, 2026 - December 11, 2026
- **Anticipated Award Date:** December 14, 2026
- **Project Completion Date:** May 31, 2027

Section V. Additional Information

Submission Instructions: All proposals must be submitted electronically to director@stuartmainstreet.org by December 4, 2026.

Questions and Clarifications: Any questions or requests for clarifications regarding the RFP must be submitted in writing to Candace Callahan, Executive Director, director@stuartmainstreet.org by November 30, 2026.

Project compensation will be structured around deliverable milestones tied to grant administration schedules. A final payment schedule will be negotiated with the selected applicant prior to contract execution.

All proposers must agree to comply with guidelines and regulations through Stuart Main Street Association, Inc. and the City of Stuart. If selected, a finalized project budget and contract will be required. Deadlines are non-negotiable.

We look forward to receiving your proposal and exploring the potential for collaboration. Thank you for your interest in partnering with Stuart Main Street Association, Inc.