

January 30, 2014
Ref. No. RFP 89830

**PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL**

Request for Proposals for the City of Chattanooga, TN

Proposals will be received at 101 East 11th Street, Ste G-13, Chattanooga, TN 37402 until 4:00 p.m. E.S.T. on Friday, February 14, 2014.

**Requisition No.: RFP -89830
Ordering Dept.: Land Development, Economic & Community Development
Buyer: Sharon Lea / lea_sharon@chattanooga.gov
Phone No.: 423 643-7235
Fax No.: 423 757-5201**

Items Being Purchased: Revising, Reprinting, and Republishing the Design Guidelines for Chattanooga's Four Local Historic Districts

*****REQUEST FOR PROPOSALS MUST BE RECEIVED***
NO LATER THAN**

4:00 PM E.S.T. on Friday, February 14, 2014

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:
<http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS MUST BE SIGNED.
All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE US WITH THE FOLLOWING

Company Name: _____
Mailing Address: _____
City & Zip Code: _____
Phone/Toll-Free No.: _____
Fax No.: _____
E-Mail Address: _____
Contact Person: _____
Signature: _____

**Reprinting and Republishing
Chattanooga's Local Historic Districts' Design Guidelines
Request for Proposal**

1. Overview

This proposal request is being issued by the City of Chattanooga's Department of Economic and Community Development (ECD), Land Development Office (LDO) under the general supervision of the Administrator, or designee, to provide reprinting and republishing services of design guidelines in accordance with the terms, conditions, and specifications contained in this request. This project is funded by a Certified Local Government (CLG) grant from the Tennessee Historical Commission (THC) and the City of Chattanooga.

Chattanooga's four Local Historic Districts' Design Guidelines are in need of reprinting and republishing. Along with the reprinting of these design guidelines, modern revisions to the layout of the design guidelines are being requested.

Companies or individuals with demonstrated experience in graphic design, layout, and in reprinting and republishing historic documents are invited to respond to this proposal request. Respondent(s) are companies or individuals that submit proposals in response to this request. The Respondent(s) shall be financially solvent and each of its members, if a joint venture, its employees or agents, shall be able to perform the services required under this document request.

2. Scope of Work

The Department of Economic and Community Development has hired an intern from the University of Tennessee at Chattanooga's Interior Design program who will assist the designee and design firm in conducting and compiling all necessary design guidelines' documentation, surveys, maps, and illustrations. This proposal is to find a local design firm, chosen following the standards and requirements set forth by the Tennessee Historical Commission (THC), who will work with the City to create an overall layout for the Local Historic Districts' Design Guidelines. The design firm, intern, and designee will create a cohesive format for all design guidelines; to include existing document text, refurbished GIS maps of boundary lines, detailed illustrations, and current photographs. All items to be included in design guidelines listed above will be provided to the design firm in Microsoft Word or PDF format. Final product to be provided by the design firm will include five (5) bound copies of each of the four individual districts (total of 20 copies,) eight (8) bound copies of all four districts combined, three (3) disc versions of each of the four individual districts (total of 12), and one online version for each of the four individual districts (total of 4). The discs and online files shall have the ability to be

copied by the City of Chattanooga without the use of specialized equipment or specialized 'keys' with which to unlock the data.

For more information on THC Grants go to: <http://www.tn.gov/environment/history/>

3. Payment

Respondent(s) shall submit invoice for payment after final acceptance in a timely manner to:

Department of Economic and Community Development
Land Development Office
1250 Market Street Suite 1000
Chattanooga, TN. 37402

Payments are made within thirty (30) days from the date invoices are received by the ECD.

4. Qualifications

Respondent(s) shall have demonstrated proficiency in the following areas:

- Able to meet the Professional Qualifications Standards of the Secretary of the Interior's Standards and Guidelines as defined in 36 CFR § 61
- Experience in graphic design layout
- Experience in reprinting and republishing historic documents
- Familiarity with formatting design guidelines
- A list of relevant projects; including the project name, location, date, and description of the project(s)
- Ability to provide printed and digital documents of final product
- Ability to produce requested documentation within deadline

5. Project Schedule

The length of this contract between the City and the Respondent(s) will be for three (3) months from June 1st to September 1st of 2014.

6. Requirements of the Proposal

1. All proposals must be submitted as specified on the proposal pages that follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

2. Nothing in this RFP shall be construed to create any legal obligation on the part of ECD, LDO or any Respondent(s). ECD reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall ECD be liable to Respondent(s) for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No Respondent shall be entitled to repayment from the City of Chattanooga for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of ECD. Respondent(s) may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.
3. No person on the grounds of handicap, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefit of, or be otherwise subjected to discrimination in the performance of Contract or in the employment practices of the Respondent. The Respondent, shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants, notices of non-discrimination.
4. This project will be a 'fixed fee' and 'fixed expenses' project not to exceed the total allotted funds provided by the Tennessee Historical Commission and City of Chattanooga. Please refer to the attached Design Guidelines Grant Proposal for available funds.

All questions regarding this request should be directed to Sharon Lea, Buyer for Purchasing, Department of Finance and Administration; 101 East 11th Street Suite 101 Chattanooga, TN 37402; lea_sharon@chattanooga.gov; Phone: (423) 643-7235.

1. RESPONDENT(S) MUST SUBMIT TWO IDENTIFIED ORIGINAL COPIES PLUS TWO (2) COPIES OF THE PROPOSAL.
2. Proposal must be signed by a representative who is authorized to contractually bind the Respondent.
3. Proposals should be in the order it is requested.

7. Deadline for Response

Sealed responses to be received no later than 4:00PM on February 14, 2014 at:
City of Chattanooga
Purchasing Division
Attn: Sharon Lea
101 East 11th Street, Suite G13
Chattanooga, TN 37402



**Revising Chattanooga's
Local Historic Districts' Design Guidelines**

4. Attachments See instructions.	
5. Budget/Funding Information	
A. Project Cost (attach estimated budget, include source of estimate)	
B. Description of Matching Share (must equal at least 40% of project cost)	
Confirmed sources of cash	
City of Chattanooga	\$1,200
Confirmed sources of donated property, goods, services	
Personnel Costs:	\$2,960
- Director of Planning Project (in-kind donation: 180 hours @\$16.44 per hour)	
- Intern (in-kind donation: 320 hours @ \$7.25 per hour)	\$2,320
- 8% Discount on Design Work: (in-kind donation)	\$220
TOTAL	\$ 6,700

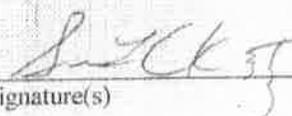
6. Certification

I hereby certify that all of the above information is correct and that the matching sources of funds listed above are confirmed and are or will be immediately available if a grant is awarded.

I further certify that in all hiring or employment made possible by or resulting from grant awards, I (1) will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin, and (2) will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, or national origin. I understand that this requirement applies to, but is not limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

I will comply with all applicable statutes and Executive orders on equal employment opportunity, and understand that grant awards will be governed by the provisions of all such statutes and Executive orders, including enforcement provisions, as implemented by, but not limited to, Department of the Interior Policies, published in 43 CFR 17.

Typed name and title of applicant Sarah L. C. Kurtz, Historic Preservation Planner

Signature(s) 

Date 09/04/12

3. Project Narrative

The City of Chattanooga, Tennessee is home to four Local Historic Districts which contain sites, structures, and monuments representative of the area's historical significance. The Districts, Battery Place, Ferger Place, Fort Wood, and St. Elmo, all possess unique characteristics valued by their residents. In order to better assist residents' preservation efforts, the Design Guidelines for each District need updating and an overall cohesive layout. The City of Chattanooga is respectfully requesting a federal match grant of \$10,050 from the Tennessee Historical Commission to assist in revising the Local Historic Districts' Design Guidelines.

Each Local Historic District embodies defining features that have played a part in the creation of Chattanooga. Battery Place is known for its views of the bluff overlooking the Tennessee River. Ferger Place, placed on the National Register of Historic Places in 1980, is known for its "U" shaped subdivision and quaint charm. Fort Wood, placed on the National Register of Historic Places in 1979, identifies with its endless canopy of trees and Victorian houses. St. Elmo, placed on the National Register of Historic Places in 1982, contains various types and styles of houses located at the foot of Lookout Mountain.

As a Certified Local Government, Chattanooga has an obligation to its community to provide current surveys and inventories of all historic properties. Presently, no surveys of the Local Historic Districts have been conducted in over fourteen (14) years. The Comprehensive Plan for Historic Preservation in Tennessee, issued by the Tennessee Historical Commission, requires "relevant standards and guidelines" be current and implemented to ensure proper preservation practices and public involvement. Due to thriving efforts to maintain historic properties throughout the four areas, revising the Design Guidelines will provide citizens, City officials and staff, and Commission members with the tools needed to protect the Districts.

Though the current Design Guidelines have served the Chattanooga Historic Zoning Commission effectively, they have not been updated, therefore, they are not efficient in providing residents with necessary preservation practices (Images 1-4). Battery Place and Fort Wood's Design Guidelines have not been updated since 1998. St. Elmo's were last updated in 1996 and Ferger Places' were last updated in 1991. Multiple associations were involved in generating the documents, which adds to the disconnect of information provided. In an effort to present cohesive Design Guidelines to its residents, the City will format, update, and structure the documents correspondingly.

Along with revisions to the layout of the Design Guidelines, analyses of all Districts will need to be conducted to assure each neighborhood's historic character and context are accurately depicted. We will work with the GIS Department in determining boundaries and producing detailed maps. The current maps for all four Districts depict rough boundaries, minimal street labels, and no consistency (Images 5-8). We would like to provide residents with detailed maps with defined boundaries, addresses, and buildings.

Examples of appropriate and inappropriate practices are critical tools used in conveying what is expected by the Commission. New types and styles historically significant to date should be noted to express the evolution of a District. Also, we would like to provide current color photographs of types and styles seen throughout the Districts (Images 9-11). Another key component to the Design Guidelines is illustrations. Setbacks, massing and scale, and height diagrams are a few representations that need to be consistent throughout all documents and taken from the same sources (Images 12-15).

City officials and residents of Chattanooga are in support of receiving a historic preservation planning grant from the Tennessee Historical Commission and National Park Service (Attachment 1). The City Council of Chattanooga has adopted a resolution providing cash funds totaling \$1,200 to be used as needed if a grant is rewarded (Attachments 2 & 3). Along with the confirmed cash source, the City will provide in-kind donations totaling \$5,500. The Historic Preservation Planner of the City will serve as the Project Manager. An intern from the University of Tennessee Chattanooga's Interior Design program with a focus in Historic Preservation will assist in conducting and comprising all necessary documentation, surveys, maps, and illustrations. A local design firm, chosen following the standards set forth by the Tennessee Historical Commission, will work with the City to create an overall layout for the Design Guidelines. Hard copies and an online version of all four documents will be provided to City officials and staff, residents, and the Chattanooga Historic Zoning Commission.

A key aspect in producing current Design Guidelines is the support of residents in each District. The City will coordinate with all of the Districts' neighborhood associations concerning the project, as well as allowing for discussion, questions, and concerns. A public meeting will be held for each District at the initial and final phases of the project. Residents will also be provided with a brochure outlining the project. By making City staff available to the public and promoting the project from the beginning, residents will gain a sense of pride and ownership in the Design Guidelines. The Chattanooga Historic Zoning Commission will be routinely updated on the City's progress at each monthly meeting.

In an effort to continue preservation practices in Chattanooga's Local Historic Districts, City staff will be honored to update and implement current Design Guidelines. Along with maintaining the necessary documents put in place to assist residents in rehabilitation, restoration, and conservation of historic properties, efficient Design Guidelines would be used as teaching instruments to promote awareness to future property owners.

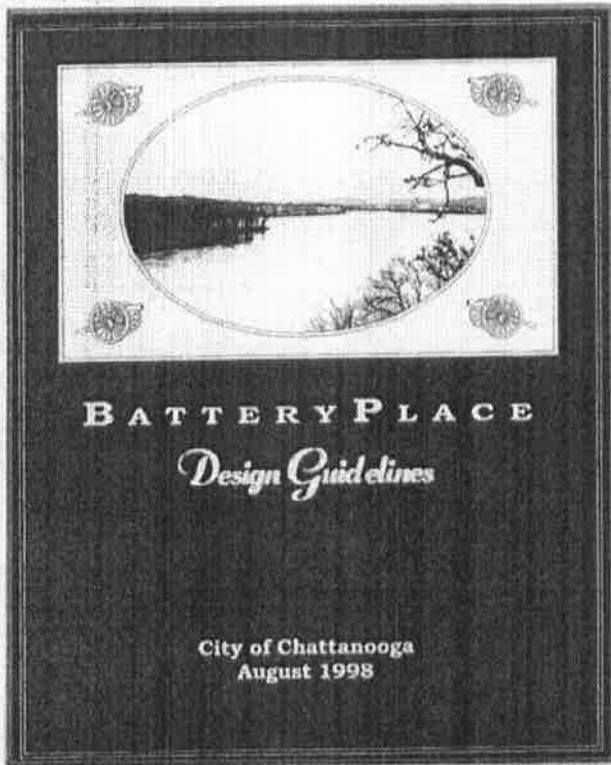


Image 1: Battery Place Design Guidelines Cover

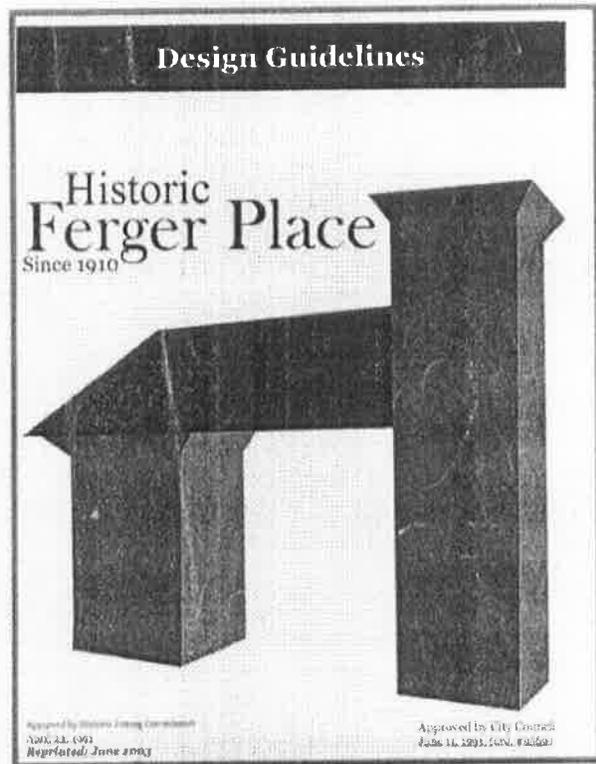


Image 2: Historic Ferger Place Design Guidelines Cover

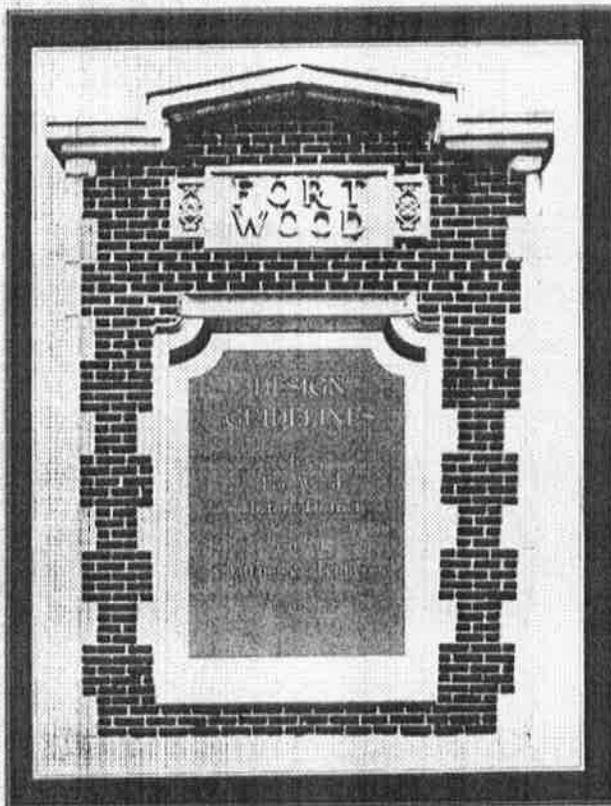


Image 3: Fort Wood Design Guidelines Cover

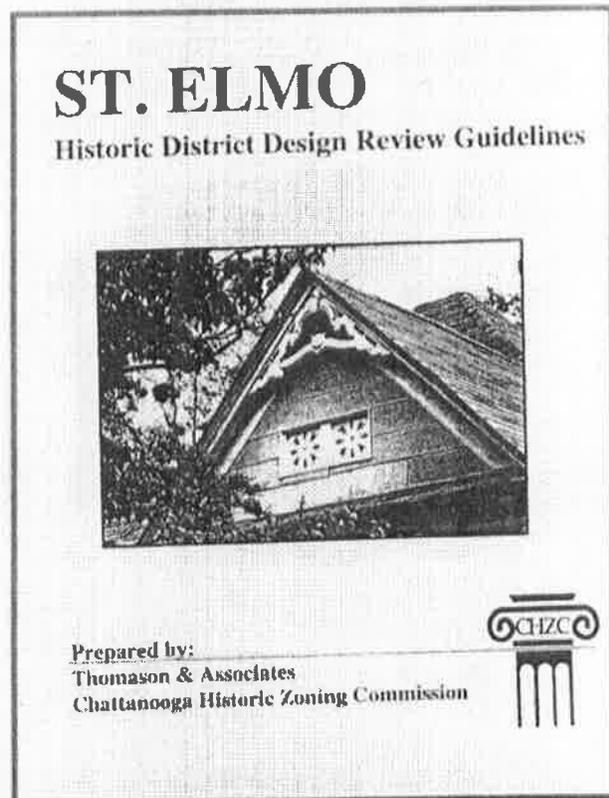


Image 4: St. Elmo Historic District Design Review Guidelines Cover

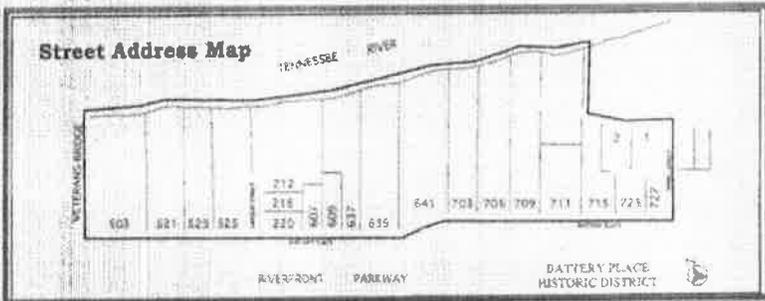


Image 5: Battery Place Map

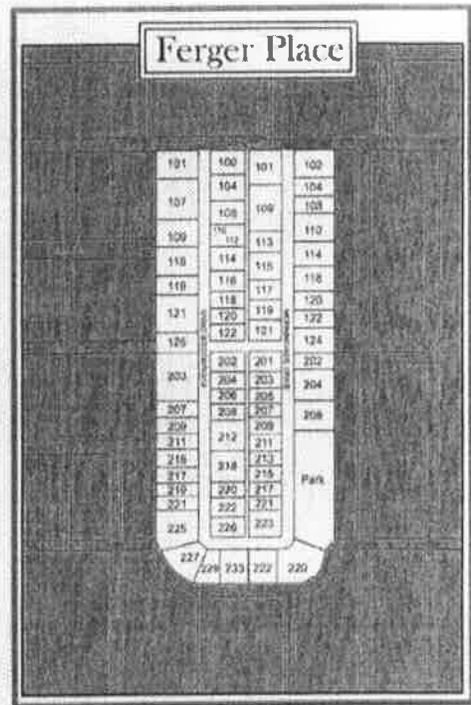


Image 6: Ferger Place Map

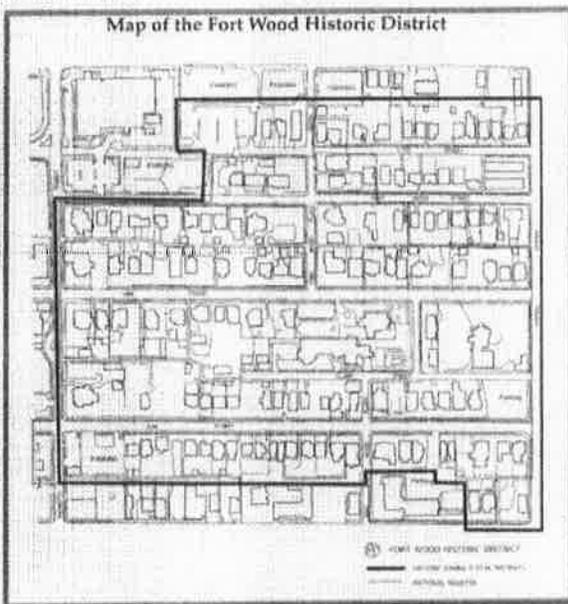


Image 7: Fort Wood Map



Image 8: St. Elmo Map

DISTRICT CHARACTER

	
709 Battery Place Status: Historic Style: Vernacular Apartment Building Features: Five three-story, asymmetrical facade dominated by full south gallery porch on each level, broken slope, arched windows and doors, secondary side entrance Sites: Open front lawn, well-defined driveway with parking to side Other: Riverside Apartments, circa 1920	711 Battery Place Status: Historic Style: Queen Anne Cottage Features: Cross gable roof, 1 1/2 story frame on partially raised basement, irregular plan, wrap-around porch with flat-tiled roof, decorative terra cotta tiles, cherted Sites: Open lawn, but not as deep a setback as other historic homes

BATTERY PLACE DESIGN GUIDELINES 13

Image 9: Battery Place Page Layout

Tudor Revival/Cottage Style (1890-1940)

Age: Strongly pitched roof, perpendicular chimneys, decorative half-timbering, tall narrow, multi-paned windows in groups, arched windows, little overhang on eaves
 Age: Exterior material, mainly brick or stone, sometimes stone or wood shingles
 Age: Later examples (1935-1940) often used mixed siding
 Age: There are two Tudor Revival/Cottage style houses on Fergar Place

287 Alhambra Dr

Colonial Revival (1880-1955)

Age: The Colonial Revival style was very popular in the early part of the century
 Age: Dormers
 Age: Asymmetrical front door, centrally extended roof with columns to form entry porch
 Age: Classical details, such as Palladian windows, columns
 Age: Not typical in Fergar Place District
 Age: Examples: Revival
 Age: There are six Colonial Revival style houses in Fergar Place

287 Alhambra Dr

Italian Renaissance (1890-1935)

Age: Low-pitched roof
 Age: White, overhanging eaves supported by brackets
 Age: Arched openings, often recessed with small arched columns
 Age: There is one Italian Renaissance house in Fergar Place

287 Alhambra Dr

There are three modern houses in Fergar Place (two on a built other system and several other houses that are not in the style)

Historic Fergar Place Design Guidelines

Image 10: Fergar Place Page Layout

E. HOUSE FORMS - CRAFTSMAN/BUNGALOW STYLE, ca. 1910 - 1940

The Craftsman or Bungalow style was the most common architectural style in America during the early 20th century. The Craftsman style is characterized by square plans with low-pitch gable or hipped roofs, often with wide dormers. Windows are double hung with three or more vertical lights in the top sash and a single light bottom sash. Craftsman dwellings have large broad porches which usually extend across the front facade and are supported by tapered columns resting on stone, frame or brick piers. In contrast to the vertical emphasis in Victorian styles, Craftsman dwellings emphasized the horizontal, with wide windows and wide roof eaves. In many examples, rafters ends and knee braces are visible below the eaves. The popularity of the Craftsman style corresponded with the continued growth and development of St. Elmo and many dwellings reflect this style especially along Tennessee Avenue.



The dwelling at 427 Alabama Avenue is a Craftsman style bungalow

13

Image 11: St. Elmo Page Layout

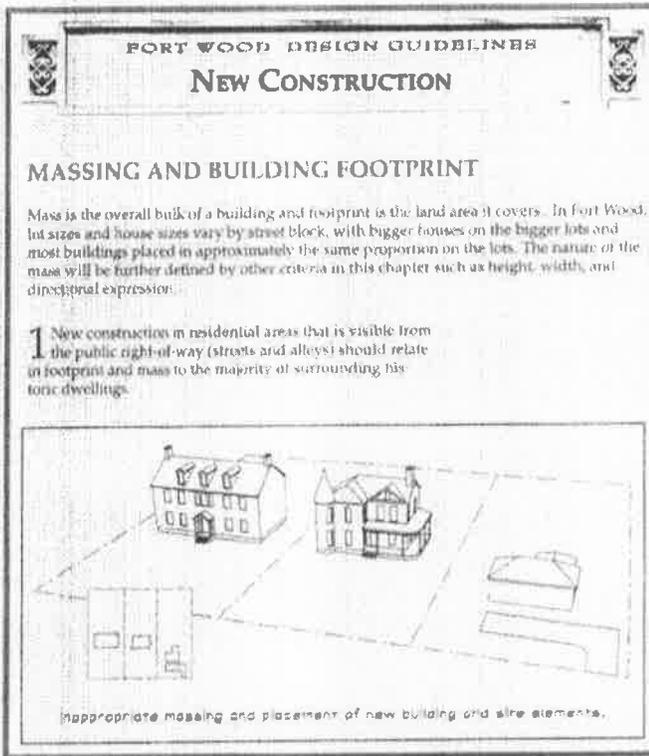


Image 12: Fort Wood Massing & Scale Diagram

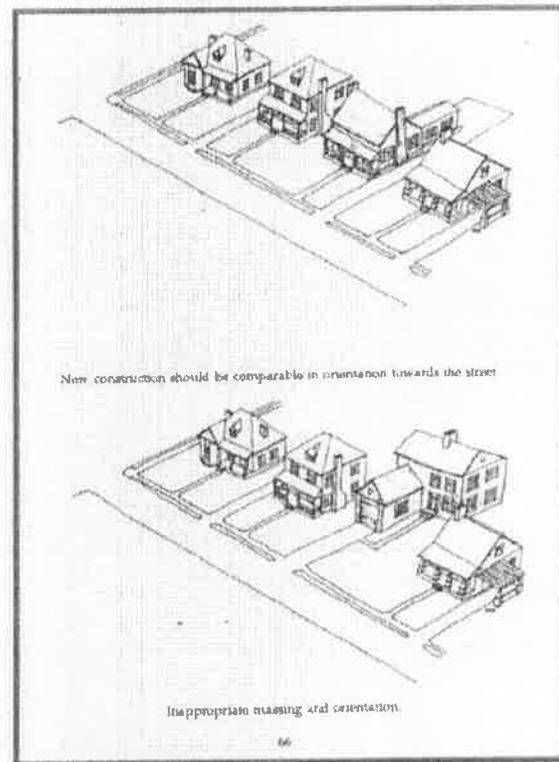


Image 13: St. Elmo Massing & Scale Diagram

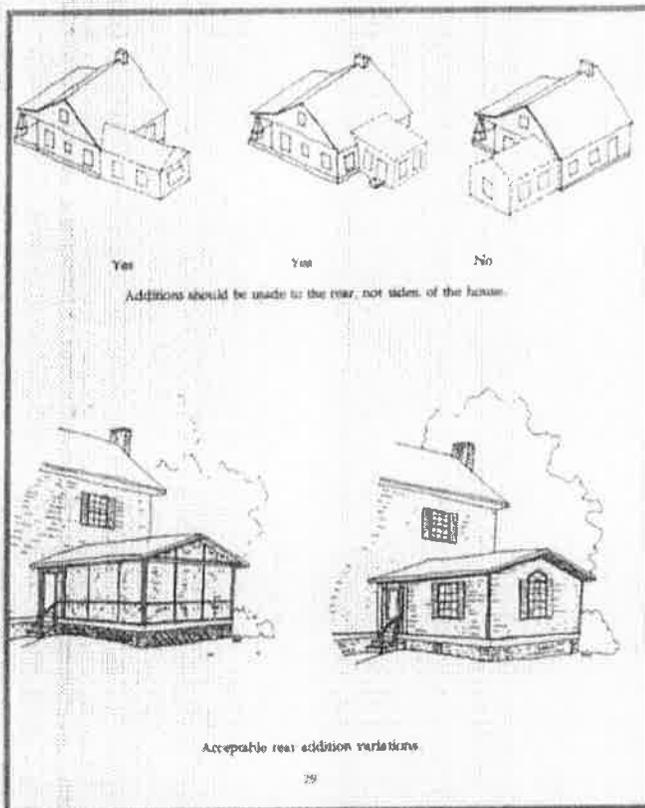


Image 14: St. Elmo Additions Diagram

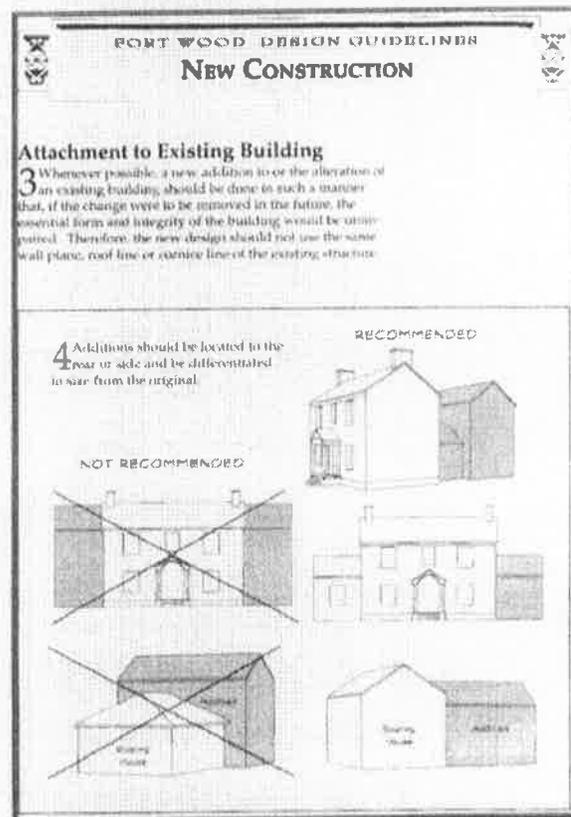


Image 15: Fort Wood Additions Diagram

August 28, 2012

Jo Beth Kavanaugh
858 Oak Street
Chattanooga, TN 37403

Dear Tennessee Historical Commission,

I am a longtime resident of the Fort Wood Local Historic District and have been a member of the Chattanooga Historic Zoning Commission since 2007. Although I think the current Design Guidelines are suitable, I believe the Fort Wood Historic District could benefit from the updating proposed by the City of Chattanooga. I am proud to be a part of the Fort Wood Historic District and look forward to the continued high standards the Design Guidelines hold the residents to now and in the future.

Sincerely,

A handwritten signature in cursive script that reads "Jo Beth Kavanaugh". The signature is written in dark ink and is positioned below the word "Sincerely,".

Jo Beth Kavanaugh



Chattanooga Council

1000 Lindsay Street

Chattanooga, Tennessee 37402

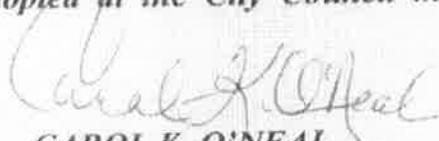
Telephone (423) 757-5196 / Fax (423) 757-4857

Carol K. O'Neal
Clerk of the Council

I. Shirley Crownover
Assistant Clerk of the Council

NOTICE OF CERTIFICATION

I, CAROL K. O'NEAL, Clerk of the City Council of Chattanooga, Tennessee, and as such keeper of the records of the City Council of said City, do hereby certify that the foregoing is a true, compared and correct copy of Resolution No. 27197 adopted at the City Council meeting of August 14, 2012.


CAROL K. O'NEAL
Clerk of the City Council
Chattanooga, Tennessee

WITNESS my hand and the Seal of the City of Chattanooga, Tennessee on this 20th day of August, 2012.

RESOLUTION NO. 27197

A RESOLUTION AUTHORIZING THE MAYOR TO APPLY FOR AND, IF APPROVED, ACCEPT A FEDERAL PRESERVATION GRANT FROM THE TENNESSEE HISTORICAL COMMISSION/NATIONAL PARK SERVICE TO UPDATE THE FOUR (4) HISTORIC DISTRICT GUIDELINES RELATIVE TO ST. ELMO, BATTERY PLACE, FERGER PLACE, AND FORT WOOD, IN AN AMOUNT NOT TO EXCEED SIXTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$16,750.00), WITH SIXTY PERCENT (60%) FEDERAL FUNDS AND FORTY PERCENT (40%) CITY IN KIND SERVICES AND FUNDS.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Mayor apply for and, if approved, accept a Federal Preservation Grant from the Tennessee Historical Commission/National Park Service to update the four (4) Historic District Guidelines relative to St. Elmo, Battery Place, Ferger Place, and Fort Wood, in an amount not to exceed \$16,750.00, with 60% Federal Funds and 40% City in Kind Services and Funds.

ADOPTED: August 14, 2012

/mms

5. Budget/ Funding Information

A. Survey/ Planning Project Cost

Sources	Local	Federal
City of Chattanooga (Cash Source)	\$1,200	
Personnel Costs Director of Planning Project (in-kind donation: 180 hours @ \$16.44 per hour)	\$2,960	
UTC Intern (in-kind donation: 320 hours @ \$7.25 per hour)	\$2,320	
8% Discount on Design Work (in-kind donation)	\$220	
Design Work by a Local Design Firm Overall Layout/ Formatting 40 Hard Copies of Design Guidelines (10 copies for each Local Historic District) On-Line Version of each Design Guideline (4 copies)		\$10,050
Totals	\$6,700	\$10,050
Total Project Cost		\$16,750

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the contractor and/or subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Company)

(Date)