



ARTS AND CULTURE ADVISORY COMMITTEE REQUEST OF PROPOSALS

Proposed Consultant work between the City of Sparks and Arts Policy Consultant is to establish written arts and culture related code, policy, and funding mechanisms.

Problem Statement

In 2016, the City of Sparks Nevada has begun the formal process of creating arts and culture projects and programs in their city. The city has an Arts and Culture Advisory Committee (established 2016) which reports to the city council on matters relating to the arts. The committee has conducted business using best practices, but the policies and procedures have not been codified. The city also does not have a secure source of funding from the city. It has a small budget that is reliant on special event permits and temporary business licenses for special events. At most, the funding is \$20,000 a year, which cannot create the types of artwork and programs needed for a city with a population of over 100,000.

Goals

The goal of this project is to work with staff, council, stakeholders, and residents to establish arts and culture policies and write municipal codes to give the city of Sparks a road map for arts projects and programs that are reflective of the city and sets up the city for success.

Objectives and Deliverables

The City of Sparks Nevada seeks policies and procedures to be researched, written, and adopted using the input from city staff and council, local stakeholders, and residents. Also included are the best practices of municipalities from similar cities in size.

This should be written in a manner to be adopted into city code.

Code could include:

- Policy and procedures
- Funding mechanism (1% from projects, development or other related tax or city revenue)

Bylaws and staff policy could include:

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The City of Sparks Arts and Culture Advisory Committee supports the community by facilitating investment in the arts and culture in order to nurture creative communities, enhance quality of life and encourage civic pride.

- Policy and procedures that are not part of the code
- Conflict of interest statement
- Committee and staff roles

Budget

\$25,000 to include time for meetings, writing, research, and travel. Minimum of three drafts of work.

The final finalists will receive \$500 to submit a proposal or scope of work.

Timeline, subject to change

February 2022	ACAC Meeting to choose top candidates
March 2022	3/1/22 Deadline for Proposals from candidates 3/14/22 Special ACAC meeting to decide final consultant Establish method of public input Establish goals
April 2022	Draw up contract First payment of \$8,333.33
May 2022	Set up initial meetings with staff and council Set up meetings with stakeholders
July 2022	Notes from meetings with recommendations
September 2022	First Draft of Codes First Draft of Bylaws/Procedures Second payment of \$8,333.33 Two weeks of editing/review
October 2022	Final Draft of Codes Final Draft of Bylaws
November 2022	Legal Review of Codes and Bylaws Final documents Final payment of \$8,333.34

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To Apply:

Please send the following documents in PDF format:

- Resume
- Work Samples
- Three Professional References

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Send to Francine Burge, fburge@cityofsparks.us. Only electronic files are accepted.

The deadline is January 14, 2022, 5:00 p.m. (PST) The finalists will be notified by February 16, 2022.

Addendums

- [2017-2020 Arts and Culture Advisory Committee Strategic Plan](#) (2017-2020)
- 2017-2020 Arts and Culture Advisory Committee Strategic Plan Outcomes (2021)
- [Together, We See Sparks Creative Placemaking Plan for Victorian Square \(downtown district\)](#) (2020)
- [City of Sparks Comprehensive Plan](#) (2016, 2020)
- [City of Sparks Parks and Recreation Strategic Plan](#) (2013)

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