

**ADDENDUM**  
**CITY OF PORTSMOUTH, NH**  
**RFQ #12-15**  
**REQUEST FOR QUALIFICATIONS**  
**PROFESSIONAL PLANNING SERVICES**  
**DESIGN GUIDELINES FOR PORTSMOUTH’S HISTORIC DISTRICT**

This Addendum forms part of the original document marked **RFQ #12-15 Professional Planning Services Design Guidelines for Portsmouth’s Historic District**.

**ADDENDUM:** The City of Portsmouth’s Planning Department received the following questions regarding this RFQ and provides the following responses as follows:

*Question 1 – How many monthly meetings will staff and HDC members expect to have?*

*City’s Response – During the course of this project, the City expects consultants to hold at least five (5) meetings with staff and or the HDC for this project. However, additional meetings are encouraged by the City and consultants are encouraged to include such meetings in their proposals.*

*Question 2 - The projected deadlines for submission of the first and final drafts of the Design Guidelines appears to be tight given the public meeting schedule and complexity of the project. Moreover, the deadlines for public or HDC comment to the draft Design Guidelines are unclear.*

*City’s Response – The City has reevaluated the suggested project schedule and adjusted the dates accordingly to provide the selected consultant(s) an additional 90 days to complete the project. As revised, the suggested project schedule is as follows:*

The following section “Project Schedule (Revised)” **replaces** the original Project Schedule on pages 6 and 7 of the original RFQ#12-15 document.

**PROJECT SCHEDULE (REVISED)**

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks in their entirety by **June 30<sup>th</sup>, 2015**. The suggested schedule for the selection process and project timeline is as follows. Dates noted in bold type and shown with an asterisk must be met. A response to this RFQ shall indicate the Proposer’s ability to comply with the suggested project timeline.

SEPTEMBER 2014	SOLICIT REQUESTS FOR QUALIFICATIONS FROM CONSULTANTS
OCTOBER 2014	SELECT CONSULTANT AND NEGOTIATE CONTRACT / MEET WITH STAFF AND HDC / CONDUCT A SITE VISIT AND SCHEDULE THE 1 <sup>ST</sup> PUBLIC MEETING
NOVEMBER 2014	CONDUCT A PUBLIC MEETING
<b>APRIL 1<sup>ST</sup>, 2015</b>	<b>SUBMISSION OF 1<sup>ST</sup> DRAFT OF DESIGN GUIDELINES</b>
<b>APRIL 21<sup>ST</sup>, 2015</b>	HDC REVIEW AND COMMENTS DUE ON THE 1 <sup>ST</sup> DRAFT OF DESIGN GUIDELINES
<b>MAY 14<sup>TH</sup>, 2015</b>	<b>SUBMISSION OF FINAL DRAFT OF DESIGN GUIDELINES</b>
<b>MAY 20<sup>TH</sup>, 2015</b>	CONDUCT A PUBLIC MEETING
<b>JUNE 10<sup>TH</sup>, 2015</b>	HDC REVIEW AND COMMENTS DUE ON THE FINAL DRAFT OF DESIGN GUIDELINES
<b>JUNE 30<sup>TH</sup>, 2015</b>	<b>SUBMISSION OF FINAL DESIGN GUIDELINES</b>

*Question 3 – What are the City’s general expectations for the length and graphical format of the Design Guidelines?*

*City’s Response – The City expects the Design Guidelines to be approximately 100 pages and include graphical images and photographs of city buildings and streetscapes and include illustrative sketches and drawings as well as references to other historic resources such as the Historic Survey completed in 1982 for the District.*

*Question 4 – If the project schedule is adjusted will responses to the RFQ be extended beyond September 30<sup>th</sup>, 2014?*

*City’s Response – The response date for the RFQ has been extended to **October 3<sup>rd</sup>, 2014 at 12:00 p.m.***

If you have administrative questions, please contact the Finance/Purchasing Department at the following number: (603) 610-7227.

Please acknowledge this addendum within your proposal, failure to do so may subject a vendor to disqualification.

End of Addendum 1