



# City of Concord, New Hampshire

## PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

(603) 230-3664 FAX: (603) 230-3656

[www.concordnh.gov/Purchasing](http://www.concordnh.gov/Purchasing)

[dross@concordnh.gov](mailto:dross@concordnh.gov)

April 6, 2012

### ADDENDUM NUMBER ONE

RFP25-12

### PREPARATION OF DESIGN REVIEW GUIDELINES

**TO ALL FIRMS OF RECORD:** This addendum forms a part of and modifies the bidding and contract documents and technical specifications for the project named above. The following changes, additions and clarifications are made to the original Contract Documents:

- 1. Question:** Page 4 of the RFP, Item 4, states that the consultant is to “advise the Planning Division regarding potential amendments to the Zoning Ordinance”.... Is the City looking for Zoning Ordinance language at this point, or just recognition that amendments may be necessary?

*Answer: The City would like a simple recognition if zoning amendments may be necessary based on the new Design Guidelines. Any actual changes to the Zoning Ordinance, or Zoning Ordinance language, are not part of the scope of this project.*

- 2. Question:** In what areas can the CNHRPC provide assistance?

*Answer: CNHRPC could provide assistance with GIS mapping, insight into and potentially photographs of local examples of good and bad design, and “legwork” if the consultant selected is not from the immediate area.*

- 3. Question:** In 4.a reference is made to “standards”... while the RFP calls the final product “guidelines.” Can you provide some clarification as to how the City distinguishes between standards and guidelines?

*Answer: The overall document produced will be guidelines that are used by both the Architectural Design Review Committee and the Planning Board as they evaluate projects. The guidelines would contain standards, which are desired and repeatable physical characteristics of site planning and design. The standards would not impose any regulation, but would provide a specific criteria by which the ADRC or PB could evaluate (and improve) a design or project.*

4. **Question:** Could you provide a list of who will participate in the Kick-Off meeting?

*Answer: Concord Planning staff, a representative from CNHRPC, the Concord Zoning Administrator, representatives from the City Planning Board, a representative from Architectural Design Review Committee, and possibly a representative from the Heritage Commission.*

5. **Question:** How will the Planning Division provide consolidated feedback to the consultant from the Planning Board?

*Answer: The Planning Division will provide written comments within 10 days of a Planning Board meeting.*

6. **Question:** Can we assume that the space and bulk standards of the ordinance are fixed (e.g., heights of signs, building setbacks, etc.)?

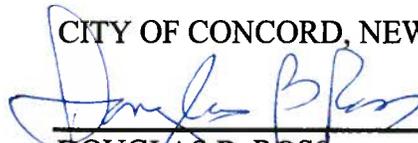
*Answer: The Planning Division would be willing to change the space and bulk standards of the Zoning Ordinance if required, based on new design standards proposed.*

7. **Question:** Will you accept links to websites for examples of Design Guidelines that we have prepared? Or are you looking for paper copies?

*Answer: Links would be appreciated in order to save paper. Please direct us to examples that are most comparable to Concord.*

PLEASE BE ADVISED THAT EACH CONSULTANT MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA AS PART OF THE CONSULTANT'S PROPOSAL.

CITY OF CONCORD, NEW HAMPSHIRE



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DOUGLAS B. ROSS  
PURCHASING MANAGER