

**JULY 17, 2013**  
**CITY OF PORTSMOUTH, NH**  
**RFP #08-14**  
**REQUEST FOR PROPOSALS**  
**CONSULTING SERVICES**  
**MASTER PLAN EXISTING CONDITIONS UPDATE**  
**HOUSING AND ECONOMIC DEVELOPMENT**  
**ADDENDUM 1 – RESPONSE TO QUESTIONS**

This addendum forms part of the original document marked: RFP#08-14 Master Plan Existing Conditions Update Housing and Economic Development.

The following questions have been asked and answered:

- 1) In addition to the Planning Department staff, is there a committee and/or other consultants we will be coordinating with in this effort?**

The project will be coordinated by Planning Department staff with close coordination with the Community Development Director and the Economic Development Program Manager. The Planning Board is overseeing the entire Master Plan process and we will be updating them periodically on progress.

- 2) Where is the city in the process of this master plan update? Have you completed an initial visioning or general assessment to guide the process?**

We are using the 2005 Plan as our foundation. The existing conditions update is the first step in updating the plan. City staff are working on the other sections. Once the existing conditions update is complete, we will start on the update to the vision (as needed) and other public input.

- 3) Have you begun to engage the public? Has a public engagement plan been established?**

That will be part of the next phase, once the existing conditions update is complete.

- 4) Will other aspects of the planning process (public engagement, data gathering for other elements, analysis of issues, etc.) be happening concurrently?**

Staff will be working on other sections. A Bicycle Pedestrian Master Plan, which is expected to start in August and be completed by next spring, will be happening concurrently. This Plan will be integrated into the City-wide Master Plan.

- 5) Please confirm that that the scope of the engagement is limited to the Existing Conditions and Trends reports for the two elements and does not include the full development of these elements.**

That is correct, with preliminary recommendations as described in Task 3.

- 6) Please provide a list of the firms/individuals to whom the RFP has been distributed.**

This RFP has been posted on the City's purchasing web site and advertized on the APA web sites in MA, NH, and ME as well as on the planners list serves maintained by each of those organizations.

- 7) Who will be the working point(s) of contact for the City?**

Rick Taintor, Planning Director and Juliet Walker, Transportation Planner

All else remains as is from the original document.

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

End of Addendum #1