

City of Portsmouth
RFP #39-15
REQUEST FOR PROPOSALS
CONSULTING SERVICES
MASTER PLAN

Addendum 1
December 9, 2014

This Addendum forms part of the original document marked **RFP #39-15, Consulting Services – Master Plan**.

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

The following questions about the RFP and the Master Plan project were raised at the pre-proposal meeting on December 1, 2014:

- 1. For the Existing Conditions portion, how much of the project scope and budget should be allocated for each section?*

The Transportation and Land Use sections will most likely require the most effort for this task. Relevant sections of the Bicycle and Pedestrian Plan can be incorporated into the Transportation section.

For the Utility and Public Services section, the consultant will incorporate relevant information from the DPW's water, sewer and stormwater plans (see links on page 10 of the RFP).

The Housing and Economic Development sections have been completed and will require only minimal review and editing to incorporate into the Existing Conditions report.

- 2. What is the likelihood that the additional funds will be approved for next Fiscal Year's budget?*

We believe that there is a strong likelihood of these funds being approved, as the City Council has been supportive of this planning effort. The Capital Improvement Plan subcommittee voted on December 3 to recommend that the additional \$50,000 be included in the capital budget for FY 2016, and the Planning Board will make its recommendation on December 18. However, final action by the City Council will not take place until the adoption of the budget in early June and any additional funding would not be available until July 1, 2015.

3. *What is the constituency for the Master Plan? Is there community interest and support?*

The community is highly engaged in planning and development issues, as evidenced by the level of participation in workshops and meetings for the Bicycle and Pedestrian Plan and the Downtown Character-Based Zoning project, as well as numerous meetings of the City's land use boards. The City Council has also shown its support for planning by approving recent staff increases in the Planning Department.

4. *What is the likelihood of additional funding for elements of the Plan, such as transportation?*

It is not anticipated that additional funds will be available beyond the \$50,000 supplement that has been requested in the FY 2016 capital budget.

5. *Why is the City doing the character-based zoning process in advance of the Master Plan process?*

The 2005 Master Plan identified improved building and site design standards as a priority, but this was not able to be addressed in the 2010 zoning revision project due to budget and workload demands. Shortly thereafter, concern about several downtown development projects raised building design as an issue in the City. In 2012 State grant funding became available which made it possible for the City to engage a consulting firm, and character-based zoning was proposed as a means of addressing ongoing concerns about building scale and design. The initial phase of rezoning using this approach was completed in April 2014, and the City is now moving forward with the next two phases.

6. *Does the City have a preferred format for the public input process?*

No, other than that it should provide a variety of means for input and should try to engage a broad segment of the population.

7. *Would it be possible to engage Portsmouth Listens to conduct Study Circles as with the last Master Plan?*

It is certainly possible to include Portsmouth Listens as well as other community groups that are actively involved in dialogue around City land use and growth management issues. Portsmouth Listens has indicated general interest in assisting with the City's Master Plan effort, but no specific arrangement has been determined at this point.

8. *Will there be a Steering Committee and how will the Planning Board be engaged in this process?*

There will be a staff-level steering committee. We have not established a set number or frequency of meetings. The consultant should make a recommendation based on need and budget.

In addition to the steering committee, the RFP states that the consultant will be required to participate in up to 8 meetings with the Planning Board through the course of the project. These will be evening meetings and will generally take place on Thursdays (usually the fourth Thursday of the month).

9. *What do you foresee as the critical Economic Development issues for the City?*

The best general description of economic development issues is the recent Existing Conditions report on Economic Development. The Economic Development Commission has identified several issues of concern in the downtown, including lack of public parking and the predominance of residential over nonresidential uses in new developments.

10. *What is the status of planning for a new public parking garage?*

The City is actively negotiating with a private property owner regarding a potential garage site on Deer Street at the edge of the downtown.

11. *Will the Pease Development Authority be involved?*

The Pease Development Authority has its own planning documents and is governed by its own land use regulations. Consultants should expect to review these plans and regulations and to meet with PDA staff regarding planning and development trends and issues. It is not expected that consultants participate in meetings of the PDA Board.

12. *The last plan included sections on social services and the arts. Should this plan include those as well?*

These are not essential as separate sections, but they may be incorporated as sub-sections of other chapters. The focus should be on the Master Plan sections that are listed as required or optional under the State statute.

13. *Who prepared the Housing and Economic Development existing conditions reports?*

Community Opportunities Group.

14. *Does staff have a preference for what the additional \$50,000 should be used for?*

No. It is assumed that a likely use would be to expand the public participation system; however, the additional funds would not become available until after July 1, 2015.

11. *Does the City have GIS data that will be available to the consultant?*

The City has a robust GIS system, including parcel data; streets and sidewalks; water, sewer and storm drainage; topography; wetlands and hydrology; building footprints and heights; and orthophotography (2000, 2003, 2006 and 2010).

The following additional questions were submitted in writing to the Planning Department:

12. *If the firm leading a team of consultants is a sole proprietor, is it possible to waive the requirement for professional liability insurance (as sole proprietors do not usually carry such insurance)?*

On page 9 of the RFP, delete the following sentence:

“Consultant shall also be required to maintain professional liability insurance.”

and insert in its place the following sentence:

“The City reserves the right to negotiate a requirement for professional liability insurance.”

13. *Has the City prepared an overall historic preservation plan and/or a cultural resources inventory?*

The City does not have an overall historic preservation plan, but the Historic District Commission is actively working to strengthen its review capabilities within the Historic District. The HDC’s efforts are in three areas: developing a computerized 3-D model of the core of the Historic District; preparing design guidelines for existing and new buildings in the District; and conducting an inventory and assessment of properties that have been added to the District since the original historic survey was completed.

In 1982, all 850 properties in the Historic District were surveyed by the Portsmouth Advocates, a local historic preservation advocacy organization. Each structure was inventoried, assessed and rated as “Focal,” “Contributing” or “Non-Contributing.” The survey forms will be available to the selected consultant.

In 1995 the Historic District was expanded down Middle Street to Middle Road, down Islington Street to Dover Street, and along Dennett Street to Walker Street. In 2010 the District was expanded further down Islington Street to Bartlett Street, and including the former Frank Jones Brewery area on Brewery Lane and Jewett Street, down Middle Street to South Street, and a small extension on New Castle Avenue. The 1995 and 2010 expansions added approximately 170 structures to the Historic District, none of which have been evaluated using a standardized historic assessment and rating system.

At the request of the Historic District Commission, the City Council has allocated funding to undertake this inventory work. However, the New Hampshire Division of Historical Resources has contracted with the Public Archaeology Laboratory to carry out a parallel survey of the Historic District for a potential National Register Historic District nomination, and therefore the City project is on hold pending a determination of the State’s study area.

14. When was the most recent Open Space and Recreation Plan completed?

The City does not have an Open Space and Recreation Plan per se. However, inventories of City-owned open spaces and recreation facilities are included in the Public Undeveloped Land Assessment and the Comprehensive Recreation Needs Assessment Study, both completed in 2010. These documents are available for download from the City's website (see RFP, page 10).

15. Who will be on the Selection Committee?

The selection committee will be comprised of the Planning Board Chair, Deputy City Manager, Planning Director, and up to two additional staff members.

16. Will there be a Steering Committee involved in the project/process at all?

17. The RFP has one reference, in the second paragraph on page 5, to a "steering committee." Will there be a steering committee separate from the Planning Board and if so, what are the expectations for the composition, size, role, and number of meetings? Would the committee be in place by the beginning of the project?

See response to Question #8 above.

18. Can the City provide a page or pages on the Planning Department site for the master plan update project materials, calendar, etc.?

The Planning Department's "PlanPortsmouth" website already has a section for the Master Plan (see <http://planportsmouth.com/masterplan/index.html>). This section will be expanded to include calendars, project materials, meeting videos, etc. For examples of how we have used the website, see the pages for other recent projects such as Bicycle & Pedestrian Planning (<http://planportsmouth.com/bike-pedestrian.html>) and Character Zoning (<http://planportsmouth.com/characterbasedzoning.html>).

The Department recently created a Facebook page for the Character Zoning project (www.facebook.com/planportsmouth). It is anticipated that the Facebook page will be used in a similar fashion for the Master Plan, as a way to push project updates out to the community. In addition, the Department uses Twitter for meeting announcements (<https://twitter.com/PlanPortsmouth>).

19. Does the City have email and snail mail lists for residents and businesses that could be available to the project for outreach purposes?

The City has an electronic Community Newsletter that is distributed approximately every two weeks. Information about public meetings and the availability of draft documents may be publicized through this medium.

In addition, the Planning Department uses email lists to reach out on specific projects. Separate email lists have been developed for the Bicycle and Pedestrian Plan and the Character-Based Zoning project. It is anticipated that an email list will be created specific to the Master Plan project.

Finally, as noted in the response to Question #18, the Planning Department's Facebook page and Twitter feed will also be used to reach out to the community.

The optional December 1 pre-proposal meeting was attended by representatives of six firms. The sign-in sheet for the meeting is attached.

End of Addendum 1

MEETING SIGN-IN SHEET

Project:	Master Plan Pre-Proposal Meeting	Meeting Date:	December 1, 2014 – 1:00 PM
Facilitator:	Rick Taintor, Planning Director	Place/Room:	City Hall, Conference Room A

Name	Company	Office Location	Phone	E-Mail
Lanisa Bean	stantiz	22 Le Courney St Boston	617 - 654-6070	Lanisa.Bean@ stantiz.com
Joe Johnson	GPI	14 Manchester Sq Portsmouth	603- 891-2213	jjohnson@gpinet.com
Milly Howard	HOBT	1 Beacon St Boston Ste 5200 02108	617- 3784812	mhowardenbbj.com
Steve Cecil	The Cecil Group	170 Milk St. Boston MA 02109	617 426 5050	scecil@ cecilgroup.com
Daphne Politis	Community Circle	6 DOVER Lane Lexington MA 02421	781-820- 0873	daphne@ community-circle.com
DIRK GROTENHUIS	RSG	49 St Main Concord NH	603 339 3774	DIRK.GROTENHUIS@ RSGINC.COM