

**City of Roswell  
Purchasing Division**

**Gary Palmer  
City Administrator**

**Lori Henry  
Mayor**

**ADDENDUM NUMBER 2**

**REQUEST FOR PROPOSAL #18-190-L**

**Roswell Historic District Master Plan**

**July 30, 2018**

**To All Prospective Bidders:**

**The deadline for questions has passed. The due date for the bid remains Tuesday, August 7, 2018 at 2:00 PM.**

**In reference to the RFP listed above, the following informational items, answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:**

- **The RFP shows (4) four target areas but the map shows (5) five. Answer: Yes, a fifth target area, Highway 9 was added.**
- **Who will form the Adhoc Committee? Answer: Mayor and Council will approve committee, which should include the historic preservation commission, representatives from the design review board, and citizens.**
- **Is the applicant part of the committee? Answer: No, City staff and the consultant will work the plan development through the committee.**
- **Public Meetings/Hearings- how many meetings will there be. Answer: a 2-3 day charrette-technical aspects, planning commission, HPC, and at least two council meetings, open house.**
- **Are traffic patterns changing? Answer: No**
- **What is the expectation of the consultant? Answer: The consultant will facilitate the plan development process with City staff and offer ideas and comments regarding requirements proposed for the plan.**
- **What is the approved budget for this project? Answer: 100M**

- What are some of the challenges of this project? **Answer: Managing competing opinions regarding this historic district, development vs no development. Bringing it all together for a consensus on the plan.**
- What is the completed period? **Answer: 6 months**
- Page 13- UDC-downtown-Historic District/Section devoted to UDC, Will the consultant be responsible for any revisions to the UDC? **Answer: City staff will revise the UDC as deems necessary.**
- Is the transmittal page part of the 30-page document? **Answer: No**
- When will the oral presentations be? **Answer: Week of August 20, 2018**
- Printing/Binding? Double pages **Answer: The preferred print is double pages.**
- Design Workshop-Public Outreach – **Answer: City staff will work with the consultant to develop the outreach process.**
- Are the resumes included in the 30-page document? **Answer: Including resumes in an Appendix is acceptable**
- Visual Preference Survey- Online Survey – **Answer: This is an option as part of community input**

**COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP to:**

**City of Roswell – Purchasing Division  
Roswell City Hall  
38 Hill Street, Suite 130  
Roswell, GA 30075**

**I hereby acknowledge receipt of Addendum 2 and have incorporated the changes into my proposal response for the above mentioned RFP.**

**COMPANY NAME:** \_\_\_\_\_ **CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_ **ZIP:** \_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_