

CITY OF NORWICH
Request for Proposals
RFP 11-07

Consultant Services for the evaluation of
Historic Assets and Buildings in Downtown Norwich

ADDENDUM #1

The following questions concerning this RFP and the answers provided are hereby incorporated into this RFP for clarification purposes.

1. Would the process management dashboard be maintained by NCDC or the consultant? Would updates be monthly or more frequently? The content would be 100% provided by the consulting team. The actual posting could be through some social media outlet such as WordPress which would be linked to or posted by the City and NCDC on our websites. Updates would be minimally every week or so depending on activity or need. Promotion of public meetings could be bolstered by more intense activity on the dashboard.
2. What discipline does NCDC see as the lead for this project? Team Leadership could come from any discipline. Would the primary lead be planning or design focused? We are flexible. Play to your strengths.
3. Does NCDC feel that sufficient research has already been completed with the current planning and economic reports and if so, can these reports be used to draw conclusions for defining the scope of work in Deliverable #2, as well as a jumping off point for Deliverable #5.? Any completed work need not be duplicated. Once you review existing reports, you should recommend in-fill work or necessary updating however, you must execute the retail and residential market studies and projections.
4. Can steering committee meetings be coordinated with the public participation workshops to facilitate scheduling? No. Steering committee work is necessarily separate from public workshops. They could be coordinated on executable dates to minimize travel costs but cannot be contained within the same meeting structure.
5. Can you clarify item #4 with respect to existing available materials on historic buildings? On the NCDC website are two documents related to downtown historic assets- Downtown Norwich (1984) and Downtown Norwich Visioning Map (2010), beyond which you will have to speak to the Norwich Historical Society to see what they have in their library. What Norwich does have, in addition to the 1984 National Register District nomination, is the 1981 Historic and Architectural inventory which has a 2-page form on each of the 130 contributing buildings (approximately 20-30 of these have since been demolished). These forms list the building date, architect (if any), historical and architectural significance and each has at least one picture. Also, there is a very good history of the Downtown area. This was done by Dale Plummer (current City Historian) and his brother. There should be one in Otis Library and the CDBG office. How detailed is the prior historic building survey? Reports available to us do not appear to be

extremely detailed. Is this study looking to add more buildings to the historic district that were not included in previous studies and if so, how many buildings? This was not at all contemplated in the development of the RFP. I believe we would like to make the most of what we have rather than focusing on adding inventory. That said, if there are glaring omissions, I believe the committee would be open to consider alternative work products.

6. What type of existing conditions documentation is available for the potential development buildings? For instance, are floor plans available? There is no organized library on buildings at this time. The Norwich Building Department or Norwich Historical Society may have files on individual buildings.

7. Are the anchor districts clearly defined in earlier reports via boundary lines and do they correlate with the current Plan of Conservation and Development? We are looking for your work to help rationalize potential boundaries as they are defined by your team's plan. Whatever boundaries are proposed must be defensible in implementation of overall planning strategies.

8. Available project funds are \$50,000 through the CT office of culture and tourism. Is there the potential for additional funds to examine/include a survey of external assets such as historic parks and open spaces? Potential funds may exist for work that furthers the effort to revitalize downtown capitalizing on the historic nature of much of it. If the team feels the best way to achieve that is with planning of open space and parks that work proposal should be included as optional work priced separately. If there is ancillary work you see the need to do that will clearly lead to more economic revitalization that would fall outside this core effort, you could provide additional optional work plan and cost structure for its completion. There is no budget for this and nothing is yet conceived to provide you guidance from the group; however you and your team may see clarity here and choose to offer up alternatives. The program team will consider additional work you may propose.