



TOWN OF SMITHFIELD

"The Ham Capital of the World"

REQUEST FOR PROPOSALS

ADDENDUM #1

RFP #22-006

December 19, 2022

Town of Smithfield

310 Institute St

Smithfield, VA 23430

<https://www.smithfieldva.gov/>

Historic District Guidelines and Entrance Corridor Overlay Guidelines Update

Sealed Proposals, subject to the conditions and instructions contained herein, will be received at the above office until the time and date shown below (local prevailing time), for furnishing the items or services described in the proposal.

Scope of Work: To provide professional planning services in order to complete an update of the Town of Smithfield's Historic District Guidelines and Entrance Corridor Overlay Guidelines.

Proposal Due: January 6, 2023, at 5:00 PM

Contract Officer: Lesley King, Purchasing Officer, lking@Smithfieldva.gov

****AN ELECTRONIC RESPONSE IS REQUIRED****

The Purchasing Agent, Lesley King, is the sole contact official for the Town of Smithfield with respect to this RFP. All questions and/or comments should be directed to her at this email address: lking@smithfieldva.gov. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the Town regarding this RFP. Any such unauthorized contact may disqualify the bidder from the procurement.

Company Name:

Address:

City / State / Zip:

Telephone:

FAX No.:

E-mail:

Print Name:

Title:

Signature:

Date:

COMMUNITY DEVELOPMENT & PLANNING DEPARTMENT

310 Institute St, PO Box 246 / Smithfield, VA 23431 / 1-(757)-365-4200 / Fax 1-(757)-357-9933

www.smithfieldva.gov

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The following questions and answers are made part of this Request for Proposals and are published herein to improve understanding of the scope of the services to be provided.

Question: Can any of the meetings between the Historic Design Guidelines and the Entrance Corridor Overlay Guidelines be combined?

Answer: The meetings required for the Historic District Guidelines Update and the Entrance Corridor Overlay Guidelines cannot be combined, as they are for two distinct Boards that do not have overlapping membership.

Question: Is this a grant funded project? If so, is the City of Smithfield providing matching funds?

Answer: This is not a grant funded project.