

**Knightdale Unified Development Ordinance Update
Addendum #1**

1. Alternative Scope of Work:

The Town has identified a need for a comprehensive update to the Town's Standards and Specifications Manual. This will be scoped as a project alternative and may or may not be included in the final scope. Please include a section to identify the firm(s) capability to complete this alternative scope of work. In addition please include any experience in updating standards specifications and any creative or innovative approaches to accomplishing this task. The Town's current manual is published at the following link:

<https://www.knightdalenc.gov/departments/engineering/standards-and-specifications>.

2. RFQ Documents:

There was a questions posed to the location of documents related to the RFQ. All of the documents can be located at the following link:

<https://www.knightdalenc.gov/departments/finance/bids-and-proposals>.

3. Budget and Calendar:

We have received a couple of questions regarding budget and timing. This project is anticipated to be budgeted in the 2019-2020 fiscal year. The budget request is \$100,000, but the project scope will be scaled to fit the approved budget. The attached RFQ is a qualifications based process and a fee is not needed with the submittal. The scope and fee will be negotiated with the selected firm once identified and the final budget has been determined. The project is anticipated to begin on July 1, 2019 and finish in July 2020.

4. Will the Town consider teams that do not have local experience?

Submittal requirement #6 states, "A design and project approach that highlights project specific approach and creativity. This should include some knowledge of the local area and demands of rapid growth." There is not a requirement for local experience, this criteria is seeking to identify firms that have experience creating successful development regulations to balance the demands of rapid growth with the desire for high quality development. In particular creative solutions or a unique approach.

5. Can you please indicate what effect the adoption of ZMA-3-18 Comprehensive Plan Rezoning would have on the assignment?

The adoption of ZMA-3-18 should not effect this assignment. The Town completed a Zoning Text Amendment following the rezoning to streamline the development review process. We

would expect the selected firm would have the expertise to evaluate and analyze all of the Town's processes and help to ensure that best practices are being followed.

- 6. Regarding the 15-page limit set forth in your RFQ, are there any submittal requirements that may be placed in an appendix and not count towards the total page limit, such as resumes?**

The limit is 15 pages (minus cover page, section dividers, and references). I would highlight each key personnel's experience working on similar projects, but full resumes are not necessary.

- 7. Additional Questions/Comments:**

If you have additional questions or comments please contact Jason Brown, Senior Planner – Long Range at (919) 217-2245 or via e-mail at jason.brown@knightdalenc.gov. Please note that this is the only addendum that will be posted.