



# CITY OF SUFFOLK

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## ADDENDUM NO. 1

City of Suffolk  
RFP #18083-JS  
May 24, 2018

Purchasing Division  
442 Market Street, Room 1086  
Suffolk, VA 23434-5237  
Phone: (757) 514-7520 / Fax: (757) 514-7524  
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Historic District Guidelines Update has been amended.

The following questions and answers are incorporated in the bid:

Q1: How much does the signage needs to be addressed?

A1: In lieu of recent court decisions, the City is reviewing its sign ordinance.

Q2: Who is the primary and secondary audiences?

A2: The primary audience will be the City staff. The City seeks for the guidelines to be more like standards that City staff can articulate and guide applicants through the process. Secondary audiences will be the residents and merchants who are located in the downtown district. Another audience will be City Council so they can be fully informed and involved in the development of the guidelines.

Q3: Is there any additional information that we can use in the development of the guidelines?

A3: The following websites are available for use.

- Suffolk Historic District Guidelines: <http://www.suffolkva.us/692/Historic-District-Design-Guidelines>
- Chapter 31-413, Unified Development Ordinance, Historic Conservation Overlay District: [https://library.municode.com/va/suffolk/codes/unified\\_development\\_ordinance?nodeId=SUFFOLK\\_UNIFIED\\_DEVELOPMENT\\_ORDINANCE\\_ART4ZO\\_S31-413HICOOVDIHC](https://library.municode.com/va/suffolk/codes/unified_development_ordinance?nodeId=SUFFOLK_UNIFIED_DEVELOPMENT_ORDINANCE_ART4ZO_S31-413HICOOVDIHC)
- Downtown Master Plan website: <https://downtownsuffolk.org/>

- Virginia Department of Historic Resources, Historic Registers, City of Suffolk:  
[https://www.dhr.virginia.gov/registers/Cities/register\\_Suffolk.htm](https://www.dhr.virginia.gov/registers/Cities/register_Suffolk.htm)

**Contract Officer:**

  
Jay Smigielski, Purchasing Agent,

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us)

It is the responsibility of the offeror to ensure that they have read and met the specifications of all addendums in their proposal.