

5/31 Memorial Committee Meeting

Date: Thursday, November 3, 2022, 5 – 6 p.m.

Location: The HIVE, 4636 Columbus St.

Objectives:

- Build trust, cultivate relationships, and understand each other’s perspectives.
- To share information with the Committee regarding the Request for Proposals (Qualifications) that was issued to solicit interest from design teams for conceptual designs for the memorial, and set next steps.

Proposed Discussion Agreements:

- **Open-mindedness:** Listen to and respect all points of view.
- **Acceptance:** Suspend judgment as best you can.
- **Curiosity:** Seek to understand rather than persuade.
- **Discovery:** Question old assumptions, look for new insights.
- **Sincerity:** Speak for yourself about what has personal heart and meaning.
- **Brevity:** Go for honesty and depth but don’t go on and on.

Committee Meeting Agenda:

Date: Thursday, November 3, 2022, 5 – 6 p.m.

Location: The HIVE, 4636 Columbus St.

TIME	AGENDA ITEM
5:00 P.M.	<ul style="list-style-type: none">• Welcome and Introductions
5:15 P.M.	<ul style="list-style-type: none">• Overview of Request for Proposals (Qualifications)<ul style="list-style-type: none">- Closing date and time- Alternatives
5:30 P.M.	<ul style="list-style-type: none">• Discussion and questions, including legal questions of City Attorney’s Office
5:45 P.M.	<ul style="list-style-type: none">• Determination of next steps
6:00 P.M.	<ul style="list-style-type: none">• Reminder of Point of Contact (Purchasing)• Final Questions or Clarifications• Adjournment

5/31 Memorial Committee Meeting

Date: Monday, November 3, 2022, 5 – 6 p.m.

Location: The HIVE, 4636 Columbus St.

POINT OF CONTACT FOR PURCHASING:

- Ekaterina V. Andujar, Procurement Specialist II
eandujar@vbgov.com
757-385-8605
- John D. Tigert, Contracting Agent
JTigert@vbgov.com
757-385-4438

5/31 Memorial Committee

Wednesday, November 16, 4 – 9 p.m. and Thursday, November 17, TBD

Objectives:

- Review Committee’s consensus vision for the 5/31 Memorial
- Discuss how responding firms performed across the five criteria delineated in the RFP
- Decide, via consensus (or aggregate scoring if needed), which firms to interview and/or select for the second phase of the design process

Proposed Discussion Agreements:

- **Open-mindedness:** Listen to and respect all points of view
- **Acceptance:** Suspend judgment as best you can
- **Curiosity:** Seek to understand rather than persuade
- **Discovery:** Question old assumptions, look for new insights
- **Sincerity:** Speak for yourself about what has personal heart and meaning
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Committee Meeting Agenda:

Date: Wednesday, November 16, 4 – 9 p.m.

Location: The HIVE, 140 Independence Blvd, Virginia Beach, VA 23462.

TIME	AGENDA ITEM
4:00 P.M.	Welcome and Overview of Process <ul style="list-style-type: none">• Recess into closed session• What are you feeling and thinking about the Memorial since we last met?• 5/31 Committee progress to date• Briefing from Purchasing staff on review process
4:30 P.M.	Criteria 1: Artistic and Design Excellence <ul style="list-style-type: none">• Discussion and consensus on strongest firm(s) in this category
5:15 P.M.	Criteria 2: Professional Experience <ul style="list-style-type: none">• Discussion and consensus on strongest firm(s) in this category
6:00 P.M.	Dinner Break
6:30 P.M.	Criteria 3: Capability to Perform Services <ul style="list-style-type: none">• Discussion and consensus on strongest firm(s) in this category
7:15 P.M.	Criteria 4: Demonstrated Past Experience

	<ul style="list-style-type: none">• Discussion and consensus on strongest firm(s) in this category
8:00 P.M.	Criteria 5: Reference Checks <ul style="list-style-type: none">• Discussion and consensus on strongest firm(s) in this category
8:45 P.M.	Next Steps <ul style="list-style-type: none">• Determine next steps of the process<ul style="list-style-type: none">○ Discuss potential interview process and questions○ Review phase II evaluation• Family and survivor involvement• Reconvene into open session for certification of closed session.
9:00 P.M.	Adjourn