



## 5/31 MEMORIAL COMMITTEE MEETING MINUTES

August 25, 2022, 4 – 6 p.m.

**Location:** The HIVE, 4636 Columbus Street, Virginia Beach, VA 23462

### **COMMITTEE MEMBERS PRESENT:**

William Almond, Michael Berlucchi (Council liaison), Sharon Felton (via WebEx), Lawrence “Duff” Kliewer, Kurtis Hooks, Cossette Livas, Jason Nixon (via WebEx), Tara Reel, Brian Ricardo, Sylvia Strickland (via WebEx), Charlotte Zito.

### **CITY OF VIRGINIA BEACH STAFF PRESENT:**

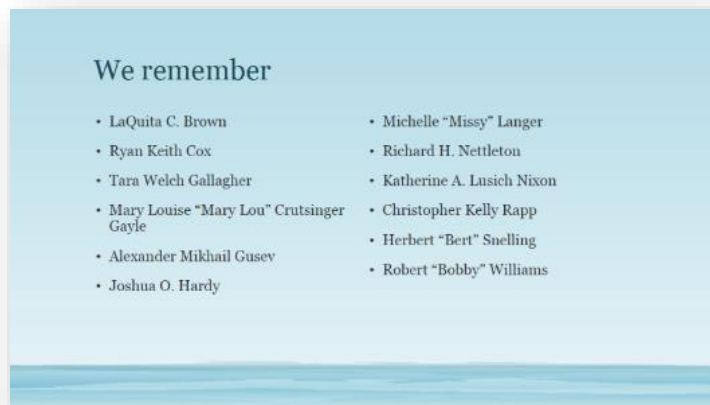
Emily Labows, Beth Hundley, Emily Archer, Chad Morris, Robert Shanks (via WebEx), Andre Jenkins

### **EXCUSED ABSENCES:**

George Alcaraz, Ervin Cox, Shelby Slutzker (ex officio), Sabrina Wooten (Council liaison)

### **A. WELCOME AND AGENDA REVIEW:**

Cultural Affairs Director Emily Labows began the 5/31 Memorial Committee Meeting with a remembrance reading of the victims' names and a moment of silence.



### **B. REVIEW CITY'S PROCUREMENT PROCESS AND REQUIRED FORMS**

- Ms. Labows encouraged all members to sign the required confidentiality agreement form. She announced that Ms. Ekaterina V. Andujar is the assigned purchasing agent for this process.
- Mr. Chad Morris and Ms. Emily Archer were introduced and will be assisting with the RFQ process.

**C. REVIEW DRAFT REQUEST FOR QUALIFICATIONS DOCUMENT AND DISCUSS COMMITTEE**

- The RFQ was read aloud by Ms. Labows to invite comments and feedback.
- Edits suggestions were shared and noted on the draft.
- There was emphasis on design excellence, with understanding of the high priority this project is for the City.
- Artist may have different preferred methods for presenting their concept, but it was stressed that the committee needs to be able to equally judge the submissions.
- Finalists are to submit probable cost estimates, but there are to be no constraints at the beginning phase. Cost estimates are not a factor for phase I submissions.
- The Committee was concerned a four-week deadline may not yield a sufficient pool of excellent submissions, so it was determined six weeks was better.
- Committee will meet with the procurement agent in October to review evaluation criteria so all members have a shared understanding of the process. submissions with a final decision made by March 2024.
- Kearns & West will provide guidance through the RFQ process, and the Committee will meet in November to make the selection of the two finalists.
- For the Evaluation Criteria, they should all be weighted to total 100%. The criteria order was shuffled in order of important and noted on the RFQ draft.
- The City's legislative affairs staff are looking at solicitation of support at the state level.

**D. REVIEW NEXT STEPS WITH RFP AND WORK OF COMMITTEE**

- Ms. Labows recapped the conversation, and members provided feedback on any dates in October and November for next meetings.

**E. ADJOURN**