

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

# 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](mailto:eandujar@vbgov.com)  
757-385-8605
- John D. Tigert, Contracting Agent  
[JTigert@vbgov.com](mailto: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. | <b>Welcome and Overview of Process</b> <ul style="list-style-type: none"><li>• Recess into closed session</li><li>• What are you feeling and thinking about the Memorial since we last met?</li><li>• 5/31 Committee progress to date</li><li>• Briefing from Purchasing staff on review process</li></ul> |
| 4:30 P.M. | <b>Criteria 1: Artistic and Design Excellence</b> <ul style="list-style-type: none"><li>• Discussion and consensus on strongest firm(s) in this category</li></ul>   |
| 5:15 P.M. | <b>Criteria 2: Professional Experience</b> <ul style="list-style-type: none"><li>• Discussion and consensus on strongest firm(s) in this category</li></ul>  |
| 6:00 P.M. | <b>Dinner Break</b>  |
| 6:30 P.M. | <b>Criteria 3: Capability to Perform Services</b> <ul style="list-style-type: none"><li>• Discussion and consensus on strongest firm(s) in this category</li></ul>   |
| 7:15 P.M. | <b>Criteria 4: Demonstrated Past Experience</b>  |

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