

St. Luke and Odd Fellows Hall
Tribute

Project #: GSP-2021.001

REQUEST FOR PROPOSALS

For

CONSULTANT TEAM SERVICES

To Develop A

TRIBUTE FOR HISTORIC NEW TOWN

BLACKSBURG, VIRGINIA

August 20, 2021

REQUEST FOR PROPOSALS

Issue Date: **August 20, 2021**

Title: **Consultant Team Services-Historic Tribute for New Town and the St. Luke & Odd Fellows Hall
Project # GSP.2021-001**

Issuing Organization: CS Shopping Center, LLC (“Owner”)
In Cooperation with the Blacksburg Museum & Cultural Foundation
902 Prices Fork Road
Suite 130
Blacksburg, Virginia 24061

Location of Work: Blacksburg, Virginia

All inquiries for information should be directed to:

Name: Carrie Woodring
Phone number: (540) 231-6374
Email: carrie.woodring@vtf.org

Download documents at: <https://vtf.org/request-for-proposal>

IF PROPOSALS ARE MAILED OR HAND DELIVERED, SEND DIRECTLY TO CARRIE WOODRING,
WITH COPY TO RHONDA MORGAN, AT THE ADDRESS LISTED BELOW:

**Carrie Woodring
Virginia Tech Foundation
902 Prices Fork Road, Suite 130
Blacksburg, Virginia 24061**

With Copy To: Rhonda Morgan
Blacksburg Museum & Cultural Foundation
P.O. Box 23
Blacksburg, VA 24063

Sealed proposals for furnishing the services described herein shall be received until 2:00 p.m. EST time on October 4, 2021. Proposals must reach the above address by the deadline stated.

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, and other data as required by the RFP. It is

understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Proposer:

_____ Date: _____
_____ By: _____
_____ Typed Name: _____
_____ Zip: _____ Title: _____
FEIN/SSN # _____ Telephone No.(____) _____ Email: _____

PRE-PROPOSAL CONFERENCE: A single **REQUIRED** pre-proposal conference will be held at **2:00 P.M. EST on September 9, 2021** at the St. Luke and Odd Fellows Hall located at 203 Gilbert Street, Blacksburg, Virginia 24060. Project representatives will be in attendance to answer questions.

Respondents are strongly encouraged to attend the pre-proposal conference in person, but a zoom meeting invite can be provided for those that request a link. To request a link, contact Carrie Woodring at (540) 231-6374 by 5:00 pm EST on September 6, 2021.

ADDITIONAL INFORMATION

The Owner reserves the right to amend or cancel the Request for Proposals and to reject any and all proposals at its sole discretion when such rejection is in the interest of the Owner.

NOTICE OF ADDENDUMS, AMENDMENTS, FAQs, AND OTHER INFORMATION: Any addendums, amendments, FAQ responses and other pertinent information will be posted to the Virginia Tech Foundation website at: <https://vtf.org/request-for-proposal>

BUILDING PERMITS: The Virginia Uniform Statewide Building Code shall apply to the Work and shall be administered by the Blacksburg Building Official. The Owner shall pay for the Building Permit, if a Building Permit is required. All other permits, local license fees, business fees, taxes, or similar assessments imposed by the appropriate political subdivision shall be obtained and paid for by the Consultant Team.

OWNER

CS Shopping Center, LLC, a wholly owned subsidiary of the Virginia Tech Real Estate Foundation, Inc.

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I. Project Information

A. Purpose

The purpose of this Request for Proposal is to procure the services for consultant(s) to create a dynamic immersive historic tribute that portrays the importance and significance of historic New Town in Blacksburg, Virginia. Such tribute must be consistent with state-of-the-art Public History practice and recognize the significance of the New Town community as further elaborated in Exhibit A. The Consultants will work together with the Owner and Blacksburg Museum & Cultural Foundation (BMCF) to create multiple exhibits that capture and present the time, place, and character of the people of New Town from its creation as a segregated community in the latter part of the 19th Century to present day. The tribute will be immersive and employ state of the art communication technologies and must comply with the terms as stated in the Memorandum of Agreement between the Owner, BMCF, and the Town of Blacksburg, a copy of which is attached hereto as Exhibit B. In addition, the tribute must recognize the need to be updated consistent with advances in communication strategies and historical findings and will demonstrate the pride that the Owner and the Blacksburg Museum and Cultural Foundation (“BMCF”) have in presenting this excellent history to the community.

B. Project Description

The Owner and BMCF are seeking a Consulting Team to assist with planning, designing, developing, and installing a historical tribute exhibit of New Town and St. Luke and Odd Fellows Hall (“SLOFH”). While not definitive, we expect the process to include careful planning and exploration of communication options to develop: (1) an effective and integrated wall-mounted plaque, signage or other written tribute within the first floor lobby of the Gilbert Street Project (which is currently under construction at 220 Gilbert Street in Blacksburg, Virginia) (the “Interior Tribute”); (2) an exterior ground mounted tribute on the land surrounding the new Gilbert Street Project in a location to be mutually agreed upon by the parties (the “Exterior Tribute”); and, (3) design a landscaping plan that is consistent with the goals stated above that extends from the 4,085 square feet of open greenspace (“Dedicated Area”) as depicted in Exhibit C to the SLOFH property and flows into the landscaping associated with the new Gilbert Street Project (the “Landscaping Tribute”), which collectively are referred to as “Tributes”.

This project is divided into three parts for information and planning purposes: Interior, Exterior, and Landscape. However, the expectation is that the parts will be seamlessly integrated.

To reiterate, we are seeking advice and expertise to determine the scope and design of these Tributes. Specifically, we are seeking help to develop an educational program/exhibit that is characterized by:

1. Clear messages carefully crafted by acknowledged professionals
2. Information presented in multiple media formats
3. Information that integrates but distinguishes SLOFH/New Town from rest of the site
4. Interactive presentations
5. Uses technologies such as virtual reality to create immersive environments
6. All strategies are based on demonstrably effective communication practices (real models in real public history settings)

We believe this will be a four-stage development process.

Stage One: Present to stakeholders a comprehensive vision and alternative strategies to realize our vision. This planning should incorporate all stakeholders including but not necessarily limited to: the SLOFH group, Owner, Gilbert Street Project building architects, BMCF Board of Directors and other designated individuals.

Stage Two: Based on the findings from Stage One, develop a Conceptual Design that meets the criteria established in Stage One and present this design to stakeholders.

Stage Three: Facilitate choosing a vendor to fabricate/construct the Conceptual Design.

Stage Four: Once approved, supervise the fabrication and installation of the exhibit(s).

C. Project Budget

The Owner has set aside funds within the Gilbert Street Project budget to cover the cost of the proposed Tributes and the consulting services (which are being sought through this RFP process). For informational purposes, funding for the Tributes is not to exceed \$150,000 and is separate and independent from the Consulting Team Services that are being sought through this request for proposal process.

D. Project Schedule

1. Procurement of Services
 - a) Issue Request for Proposals (August 20, 2021)
 - b) Receive Proposals (October 4, 2021)
 - c) Award of Contract is anticipated to occur shortly thereafter (within 30-60 days)

E. Selection Criteria

While the Owner's/BMCF's review will encompass the entirety of submissions, in evaluating the Proposals, the Owner/BMCF will focus on the following key factors:

- a) The financial capacity of the Respondent and its consultant team;
- b) The Respondent's demonstrated and successful experience with projects of comparable size and complexity; and
- c) Whether the Proposal is in the overall best interests of the Owner/BMCF.

Proposals should indicate the proposers' credentials and include samples of work related to this project. We are seeking creative and innovative approaches that take advantage of the North End area to communicate the meaning and historic importance of New Town. We are seeking immersive and extensive exhibits. The ultimate result should be that everyone who is in North End will have some recognition that this place was once and still is an important, historic neighborhood.

While the Owner/BMCF will endeavor to adhere to the schedule outlined, the Owner/BMCF reserves the right to amend or deviate from the timeline for any reason.

F. Costs of Proposal Preparation

Proposals are to be prepared at the sole cost and expense of the Respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses related to the RFP from the Owner/BMCF or their officers, employees, advisors, or representatives, or any party for any reason.

G. Consultant Team Qualifications

Describe the Consultant Team's general qualifications related to this project, including separate descriptions of the qualifications for those specific individuals that will be involved with the project. The information shall include, at a minimum, the following:

- a) **Description of Consultant Team:** Provide a description of the Consultant Team, including a description of all proposed Consultant Team Members.
- b) **Roles of Consultant Team Members and Key Personnel:** Briefly outline the roles of the Consultant Team Members and qualifications of key personnel.
- c) **Contact Person:** Provide a single contact person for all future communication with the Owner and BMCF.
Please identify the contact person's name, title, organization, address, telephone number, and email address.

- d) **Controlling Interest of Consultant Team:** Identify the individuals or companies who hold a major or controlling interest in each Consultant Team Respondent or Firm.
- e) **Comparable Projects:** Provide a list of projects within the last five (5) years comparable in size and complexity in which Respondent Members have participated. Respondent should specify how these comparable projects relate to the proposed project.
- f) **Financial Capabilities:** Provide evidence of financial capabilities to undertake and complete the proposed Project.
- g) **References:** Provide a list of at least five (5) Consultant Team references. These references should be able to describe the relevant qualifications and capabilities of Consultant Team members seeking to take a leading role in the development of the Project.
- h) Provide a 1-2-page description of the Consultant Team’s approach and procedures to this project.

II. Consultant Team Scope of Services

While we encourage Consultant Service Team respondents to present a proposed comprehensive team with the necessary expertise to design, develop, and implement the various Tributes contemplated in this request for proposal, we recognize that some respondents may specialize in only a portion of the requested work (for example, Interior Tribute vs. Landscaping Tribute). Should a partial team be selected by the Owner/BCMF, the winning consultant will be expected to assist in the selection of the remaining consultants needed to complete the team.

At a minimum, the Owner/BCMF anticipate the following consultants may be needed to undertake this scope of work:

A. Lead Consultant

Analyze the stakeholders’ needs and develop a detailed, all-encompassing plan to pay homage to New Town and the St. Luke and Odd Fellows Hall. The Lead Consultant will be responsible for: (i) ensuring that the Interior Tribute and Exterior Tribute compliment the Landscaping Tribute; (ii) ensuring that all of the Tributes work together in unison to honor New Town and the St. Luke and Odd Fellows Hall; and (iii) that all of the Tributes coordinate with the landscaping for the new Gilbert Street Project and the adjacent areas.

1. The Lead Consultant shall demonstrate his/her ability to collaborate and engage with a diverse range of stakeholders including the Owner, BMCF, SLOFH, Town of Blacksburg, and the development team of the Gilbert Street Project (WM Jordan) during the development and design of the tribute(s) and the ultimate installation of the Tributes.
2. Work with the stakeholders to coordinate the scope of this project and develop the overall Conceptual Design of the Tributes including the Interior Tribute, the Exterior Tribute, and the Landscaping Tribute.
3. Following Owner/BMCF and other stakeholder approval of the Conceptual Design as described in #2 above, proceed with full Development Design services and Development Design Documents.
 - a) Within 30 days of approval of the Design Development documents, the Lead Consultant shall provide Owner/BMCF an overall Project Schedule that adequately identifies any remaining design activities, if any, as well as the time line for completion of Stage Three and Stage Four activities.
 - b) Such time line will include time for bidding to ensure competitive pricing and fabrication of the Tributes.
4. Following Owner/BMCF and other stakeholder approval of the Development Design Documents as described in #3 above, provide assistance to the Owner/BMCF in oversight/administration of the fabrication of the Tributes to ensure compliance with the overall Development Design Documents.
5. Coordinate installation of Tributes with WM Jordan to ensure seamless implementation of these historical Tributes to New Town and SLOFH.

B. Landscape Architect/Consultant (Landscape Consultant)

Analyze the stakeholders' needs and develop a detailed Landscaping Tribute that pays homage to the SLOFH and also flows into the landscaping plan for the new Gilbert Street Project and adjacent areas.

1. Conduct a site analysis for the SLOFH and surrounding properties including the Gilbert Street Project that is currently under construction. Investigate constraints of the site and incorporate areas of interest to ensure adequate circulation/use and pedestrian access analysis.
2. Work with Lead Consultant to ensure that Landscaping Tribute compliments the overall SLOFH Interior and Exterior Tributes.
3. Coordinate installation of the Landscaping Tribute with Lead Consultant and WM Jordan to ensure seamless implementation of this historical Landscaping Tribute to New Town and SLOFH.

III. Proposal Submission Requirements

A. General

1. Please submit six (6) paper copies and one (1) electronic copy of both a **Technical Proposal** for the project, and a **Cost Proposal**.
2. The requirements identified in this section of the RFP shall be considered minimum requirements. Failure to provide any of the requested information may render the proposal non responsive and therefore disqualify the proposer from further consideration.

B. Cost Proposals

Complete the attached Cost Proposal Form for Consultant Team and all associated work.

C. Award of Contracts

1. Upon review of the submitted Proposals, the Owner shall execute a contract with the Lead Consultant and/or any additional consultants as may be necessary to accomplish the goals for this project.

ATTACHMENT 1

CONSULTANT TEAM'S COST PROPOSAL FORM

DATE: _____

PROJECT: St. Luke and Odd Fellows Hall Tribute - Project # GSP.2021-001
Blacksburg, Virginia 24060

TO: Carrie Woodring
Virginia Tech Foundation
902 Prices Fork Road
Suite 130
Blacksburg, Virginia 24061

In compliance with and subject to your Request for Proposal and the documents therein specified, all of which are incorporated herein by reference, the undersigned proposes to furnish all labor, equipment, and materials and perform all work necessary for construction of this project, in accordance with the Request for Proposal dated August 20, 2021, and the Addenda noted below, as prepared by the CS Shopping Center, LLC, for the consideration of the following amount:

STAGE 1.

Price of the overall cost to provide **Consultant Services** as described in Stage 1 in the Request for Proposal:

STAGE 1 = _____ Dollars (\$ _____).

STAGE 2.

Price of the overall cost to provide **Design Services** as described in Stage 2 in the Request for Proposal:

STAGE 2 = _____ Dollars (\$ _____).

STAGE 3.

Price of the overall cost to **facilitate selection of vendor to fabricate the tributes** as described in Stage 3 in the Request for Proposal:

STAGE 3 = _____ Dollars (\$ _____).

STAGE 4.

Price of the overall cost to **Oversee/Coordinate Installation** of the tributes as described in Stage 4 in the Request for Proposal:

STAGE 4 = _____ Dollars (\$ _____).

PROFESSIONAL FEES

Consultant Rates Used to Establish Cost in Phases I, II, and III

Historical Consultant	\$	/hour
Landscape Architect/Consultant	\$	/hour
Information Technology Consultant	\$	/hour

_____ \$ _____

_____ \$ _____

(Add/delete others as required)

Acknowledgment is made of receipt of the following Addenda: _____

Either the undersigned or one of the following individuals, if any, is authorized to modify this Cost Proposal prior to the deadline for receipt of proposals by writing the modification and signing his name on the face of the sealed envelope, on the envelope in which it is enclosed, on a separate document, or on a document which is telefaxed to the Owner or by sending the Owner a telegraphic message:

Proposer _____
(Name of Firm)

By _____
(Signature)

(Typed Name)

Title _____

Business Address:

Telephone # _____

Email _____