

Pre-proposal conference

1) Will you release a list of organizations participating in today's pre-proposal conference (either in person or via the Zoom meeting)?

Yes, a copy of the registration list will be posted to the website after the pre-proposal meeting.

Project Information

2) Can you identify the members of the core project team (CS Shopping Center and BMCF)? In other words, who will the selected consultant team be working with and who will be providing reviews and approvals?

CS Shopping Center

Carrie Woodring, Director of Real Estate

Catherine Potter, General Counsel Associate VP for Administration

Blacksburg Museum & Cultural Foundation

Tom Sherman, VP Board of Directors

Rhonda Morgan, Executive Director

3) Can you confirm that by "multiple exhibits" to memorialize or commemorate the New Town community, you're referring to three specific sub-projects including one within the first floor lobby of the Gilbert Street Project; one outdoor, ground-mounted tribute and/or exhibit on the land surrounding the Gilbert Street Project; and a landscaping plan between the Gilbert Street Project and the St Luke and Odd Fellows Hall? If this is a correct (approximate) description of the three elements, can you clarify if the second element - the outdoor tribute - and the third element - the landscaping plan - could take place in the same physical space, or is the intent to create two separate locations recognizing the New Town community?

Yes, the reference to "multiple exhibits" refers to the three sub-projects: (i) interior exhibit within the first floor lobby of Gilbert Street Project; (ii) exterior monument; and, (iii) landscaping component.

Yes, the exterior monument/exhibit can be included within the area of the landscaping component.

4) Can you provide more information about the "stakeholders" referenced in the description of "Stage One"? Specifically, who is the "SLOFH group" and how are they different from the "BMCF Board of Directors"?

SLOFH refers to the St. Luke & Odd Fellows Hall. This is a historical museum that is part of the Blacksburg Museum & Cultural Foundation. SLOFH has a separate committee that focuses on this particular historical asset. Other stakeholders that will be involved in the final decisions are representatives of the NAACP and the Town of Blacksburg. Additionally, the architect and developer of Gilbert Street Project (Hanbury and WM Jordan, respectively) will assist with final selections to ensure that the tributes coordinate with the new building.

5) Can you clarify what you mean by “Conceptual Design” as the Stage Two deliverable? The development process suggests that this “Conceptual Design” is the final design deliverable before the selection of the fabrication firm. Normally, in exhibit design process, we would typically talk about the Stage One deliverable as the presentation of initial concepts to the stakeholders and in Stage Two we would take the selected and/or approved concept and carry it forward to final design or construction documents phase before turning it over to the fabricator. This is a bit more consistent with the description of the process under the “Lead Consultant” section.

See answer to #8 below.

6) Is there a timetable for completion of the four stages described in the project description?

No. We prefer that the selected team provide a realistic timetable for the project. Our goal, however, is to have the tributes in place shortly to coincide with the phase occupancy of Gilbert Street Project which is anticipated to begin in the fall of 2022.

Consultant Team Scope of Services

7) If we submit a proposal featuring a team of lead consultant and landscape consultant, do you foresee a situation in which the Owner could attempt to mix-and-match different proposal team participants?

Although we intend to make a decision based on the consultant team that is presented, we reserve the ability to remain flexible. However, this could potentially happen if the decision makers feel that a particular component of a suggested team is not a good fit for the project. Should this happen, we envision further discussion with the responding team to determine if some adjustments could be made to the team.

8) In the Lead Consultant description, it sounds like Stage One is the presentation of a master plan approach/concept based on input from stakeholders and Stage Two is to create a single Concept Design package. Is there actually a Stage between Stage Two and Stage Three (“Facilitate choosing a vendor to fabricated/construct”) that is to take the approved Concept Design in Stage Two through Development Design Phase?

We envision this process to occur in stages. Stage One is intended for the consultant team to present their vision(s) for the three components as conceptual drawings. It is likely (and encouraged) that the consulting team present several conceptions for consideration by the Stakeholders. Once the conception designs are presented to the stakeholders and the consulting team receives input and comments, the consulting team can then create detailed plans of the selected/approved concept for the tributes. The development of these detailed plans is Stage Two of the process.

Proposal Submission Requirements

9) For the “Technical Proposal” are we expected to include the elements described in the Project Information section including a description of the consultant team, roles of the consultant team, a point of contact, information about the controlling interest of the consultant team, examples of comparable

projects, “financial capabilities”, references and a one- to two-page description of our proposed approach and procedures?

Yes.

10) Are you requesting that we submit the Technical Proposal and the Cost Proposal separately, and should we not include any reference to cost in the Technical Proposal?

At this point, our primary focus for this RFP process is to identify a consulting team that can help us achieve our goal of creating meaningful tributes to honor the legacy of New Town and SLOFH. Responding teams will be evaluated on expertise, prior experience with similar projects, and price. The pricing structure requested on Attachment 1 refers to the consultant team fees to facilitate the four stages of the process. For example, what is the cost to provide the conceptual designs associated with Phase One? What is the cost for providing final drawings/plans for Stage Two? How much will it cost to assist the stakeholders in selecting vendors to fabricate the tributes (Stage Three)? And, what is the price to oversee and coordinate the actual installation of the tributes/landscaping?

We are not requesting cost estimates to actually fabricate and install the tributes and landscaping. This budget is set at \$150,000 and is in addition to the design services being requested through this RFP process. In it important to note that the budget for the actual fabrication and installation of the tributes/landscaping is firm and the selected team will be required to present conceptual designs that are consistence with this budget.

Other Questions

11) Is there a deadline for the submission of questions?

There is no firm deadline for submitting questions, however, if you want answers to your questions in time to make adjustments to your proposal, all responding teams are encouraged to submit questions by September 30, 2021.

12) Can you confirm that as of the morning of September 9, there have not been any addenda posted to the vtf.org website?

That is correct.

13) The RFP requires six copies of the proposal and provides two addresses. How do you want the proposals submitted?

Submit three (3) copies of the proposal to each of the addresses below:

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

Copy to:

*Rhonda Morgan
BM&CF
P.O. Box 23
Blacksburg, VA 24063*

*or: 204 Draper Road, SW
Blacksburg, VA 24060*