



1 OCTOBER MEMORIAL COMMITTEE
Clark County Government Center, BCC Chambers
500 S. Grand Central Parkway
Las Vegas, NV 89155
August 25, 2021
9:00 AM

MEETING MINUTES

Board/Council Members: Tennille Pereira, Chairperson
 Karessa Royce, Vice Chairperson
 Harold Bradford
 Robert Fielden
 Rebecca Holden
 Kelly McMahill
 Mynda Smith

Secretary: Mickey Sprott, 702-455-8685, Mickey1@ClarkCountyNV.Gov
 Business Address: Sunset Administration Building, 2601 E. Sunset Rd, Las Vegas, Nevada 89120

County Liaison(s): Mickey Sprott, 702-455-8685, Mickey1@ClarkCountyNV.Gov
 Business Address: Sunset Administration Building, 2601 E. Sunset Rd, Las Vegas, Nevada 89120

- I. Call to Order, Roll Call, Pledge of Allegiance, and Moment of Silence.
 Meeting called to order at 9:03 AM by Vice Chairperson Karessa Royce.

- II. Public Comment.
 No public comment.

- III. Approval of the Agenda for August 25, 2021 (*for possible action*).
 Agenda item # 6 removed.
 MOTION by Robert Fielden
 2nd MOTION by Kelly McMahill
 Action PASSED (7-0) / Unanimous

- IV. Approval of Minutes for July 2, 2021 (*for possible action*).
 MOTION by Karessa Royce
 2nd MOTION by Mynda Smith
 Action PASSED (7-0) / Unanimous

- V. Review survey results (*not for action item*).
 Review of August 2021 survey results presented to committee by Bridget Kelly.
 Discussion among the committee regarding further specifications on leaving mementos
 and the inclusion or exclusion of technology in the memorial.

VI. Presentation by staff about the pros and cons of releasing a request for qualifications versus proposals for the design and building of the 1 October Memorial (*for possible action*).
Agenda item removed.

VII. Discussion and possible action on various requirements and processes to include in the invitation paperwork for the design and building of the 1 October Memorial (*for possible action*).

**Presentation of Design Solicitation Process presented to the committee by Mickey Sprott.
Discussion among the committee regarding the various requirements of RFQ/RFP.**

Committee motioned to approve the following processes:

- a) **Architects, designers, and public artists to apply as one team.**
- b) **The selected teams will receive some compensation or a stipend for their work.**
- c) **The RFQ will be opened internationally with the requirement that the lead architect must be registered/licensed in the state of Nevada.**

MOTION by Robert Fielden

2nd MOTION by Mynda Smith

Action PASSED (7-0) / Unanimous

VIII. Report by staff regarding monthly summary of activities, including survey topics, marketing, and research which may require further actions (*for possible action*).

- **Staff recommendations to accept individual donations for the 1 October Memorial Fund approved by the BCC. Clark County Parks and Recreation can accept up to \$25,000 via check, cash, and credit card in donations. The County cannot solicitate any donations.**
- **Clark County Real Property Management has been engaged to assist with matters relating to memorial process and construction requirements.**
- **Updated activities of the 1 October Memorial Committee presented to the BCC.**
- **Discussion with existing non-profit to assist with a timeline for a 501c3.**
- **Review of mementos ranking of importance from survey results.**

IX. Identify emerging issues to be addressed by staff or by the Committee at future meetings; receive updates on activities and direct staff accordingly.

Committee encouraged to contemplate a way to summarize what the community wants with the memorial to someone who has not been part of the process since the beginning.

X. Comments by the General Public.
No public comment.

Public comments received by 1OctoberMemorial@ClarkCountyNV.Gov before 08/23/2021:

From Krystal Rubio:

I just left my survey... I don't know if you guys cared enough to know but yes, my children's father was present and working the bar the night of Oct. 1. He recently

passed away, previously he had mentioned how bad he suffered from PTSD after the incident. Anyways I definitely think you should do something commemorating survivors and victims lost that night.

(Email end.)

From Leslie Zabo:

I strongly believe the 1 October Massacre Memorial should be designed thoughtfully for future generations-not solely for the victims & families & those involved.

It truly needs to be for EVERYONE, Residents & Tourists alike. It needs to help people to Understand what this Massacre meant/brought about: The Very Best in our Community; the UNITY, SACRIFICE, SUPPORT, LOVE & BEAUTY that occurred due to a Horrific Event!!

As opposed to breaking it down into individuals, victims, their families etc & certain groups of 1st Responders -possibly not giving credit to others that may be found later that May have supported or responded in a significant way to Help or Heal etc.!

Anything that could possibly cause discord in the future considering the how unsettled our country had become.

Each Victim & Responder has been remembered in some way prior to now, therefore; I Very Strongly believe this Should be a Lasting Memorial that Signifies the Strength-Unity-Kindness-Love & Respect that Exists here in Clark County.

Yes, Celebrate all the 'Good' that emerged from the 1 October Massacre. It was a Horrific Event! We'll always remember the horror...but let's move forward & remember the Love & Light...Please?

(Email end.)

From Traci Weber:

For artistic features, I suggest a series of murals depicting the heroism in the chaos, by first responders, concert goers, and Good Samaritans. I also suggest a mural specifically based on the photo of blood donors in line at sunrise the following morning.



(Email end.)

From Anita Shapiro:

Please have your focus group include input from Audubon Society. Any light that points towards the sky will attract birds who could perish. This is really, really important.

Up to 1 billion birds die from building collisions in the United States each year. Birds get distracted by the light and will continue to fly within the light until they are exhausted & perish. The Audubon Society is working with the Vietnam Memorial in Washington D.C. on this very issue. Light pollution is a fact in Las Vegas. Let's not add something destructive.

(Email end.)

From Stanley Hunterton:

You should use moving water. Put most of the memorial underground(like 9/11 in NYC) and use escalators to enter and exit.

(Email end.)

From MarvAnn Unger:

Seventy-three percent of initial respondents felt “education” was important? Including EDUCATION in the memorial? What does this mean? We do NOT know why the shooting happened. We do not know HOW to prevent such an event in the future. AND

we have learned nothing.....we still congregate in large crowds for concerts etc. How do we LEARN from the experience? We don't.

(Email end.)

From Ellen Jackson:

I was a kid when the antenna was set on the North Tower of the World Trade Center. I watched the Towers being built. I was here in Nevada & watched them fall.

I saw various stages of the clean up and finally got to see the memorial in 2019. I think the site here should incorporate some of the features like the memorial there and Oklahoma City and Pearl Harbor.

The mementos should be fresh flowers so that they can be composted when they wilt. Sell them at a flower shop that's close by if people just happen to stop by. A vending machine with flowers after the shop closes if the site is open 24/7.

Go check out the site in Manhattan. They have sections where there's no pictures or phones allowed to be used. They play the answering machine messages, the 911 calls. Have something like this here. Really show the impact of that night.

I was working overtime that night. I hit the employee parking lot at 9pm and can see Mandalay Bay from there. I was tsa then. I got home about 10:45pm, grabbed a bite, and fell asleep on the couch. I found out what happened because my friends were blowing up my phone to find out where I was. I was glued to the tv for the next 2 days as that was my weekend.

I wanted to leave candles but the site where it happened was not available to do so. For me, leaving them at the alternate site wasn't the same. I will pay my proper respects when this memorial is ready.

Thank you for asking my opinion. My friends were at the festival but not Sunday night. They had friends who were and were wounded. I know they'll go, too.

(Email end.)

From Angela McIntyre:

The memorial should include all of the 60 victims. I feel very strongly about this.

Thank you for considering my opinion...

I am a survivor of Rte 91...

(Email end.)

From Karen Allison:

I think VEGAS STRONG needs to be part of this memorial

(Email end.)

From Kim Lee:

I would like to offer a creative suggestion for your project.

First, I think it is wonderful that the casino is donating property to enable a memorial. I think it will go a long way in helping the community, survivors, witnesses, and responders heal.

I am sure that you have had countless recommendations. I hope that adding another doesn't create additional burden for your team.

Ideally a large fountain or reflection pool could be used, but a grass or surfaced courtyard would work too, with different music notes representing victims, survivors, and responders. Perhaps a different color/tone for each group - gold, silver, bronze or all one tone with different shine/polish for each to visually allow people to know which group they represent. The note could be inscribed with a bio of the individual they represent. They could be placed at different heights, positions, locations throughout the courtyard, allowing people to walk among them and read them. The position could be made more symbolic by being able to read the combination of them as the musical notes of a song when viewed from a given spot.

If the courtyard is "paved", people could purchase bricks with the music note theme. Donations for the survivors, responders, or building/upkeep of the memorial could be collected for the purchase of bricks. They could be plain or inscribed depending on the amount of the donation. The brick/inscription allows for people to "leave" something without it becoming a burden or hazard.

Country music from the artists that played at the festival could be played in the area, perhaps with lights or fountains or a combination, timed to coordinate with the music.

Anyway, it is just a thought.

Thank you for all you are doing to help the community heal. Best wishes in your endeavor and decisions. I am sure you have many tough decisions ahead, but in the end they will be worth it when you see the impact they have on everyone.

(Email end.)

From Michelle Moya:

Hello, thank you for letting me give my feedback and ideas for our 1 October Memorial. My suggestion is of a huge Heart representing the victims in the formation of a heart that could be visible from above from a aerial view while flying over into Las Vegas. I think that will be a nice remembrance to everyone even if they don't feel comfortable walking to the event site they could honor them from a different view and as you mentioned like a lit candle or multiple candles or light - when it's night time.

(Email end.)

From Peter Reynolds:

The casino industry should be expected to contribute generously to this memorial, which is long overdue. Their unconscionable attempts to deny the significance of this event for the sake of marketing, to say nothing of attempts to sue the survivors, is not forgotten.

(Email end.)

From Ann Blev:

I think you ought to include at this memorial the fact that the killer stockpiled assault weapons and took advantage of lax laws to perpetrate this crime. It's bs to not address the fact that this incident was part of a pattern in the US of deranged individuals not being stopped from owning guns, and people being allowed to stockpile assault weapons in the US. NO WHERE else in the world does this happen on a regular basis because we live in a country that refuses to regulate Gun ownership. I would like to remind you that most industrialized nations curtail or outright ban Gun ownership. I'm sorry some gun owners refuse to accept this reality, but it is the current situation and it is in part what allowed this incident to happen. It SHOULD be addressed.

(Email end.)

From Lisa Fine-Cavalli:

Our team at Route91Strong nonprofit would love to have our story as a group of survivors that pulled together to bring a positive & healing impact on helping survivors be a part of the memorial in some way. Please let us know how that might be possible.

(Email end.)

From Pat Smith:

It would be great to see a two-sided wall with victims who died on one side and injured victims who survived on the other side. A black wall with victims who died names in red to represent blood loss and white letters for those who survived. Also, concrete benches with appropriate prayers and/or poetry carved into each bench for those who choose to sit and meditate and pray for those who suffered and continue to suffer. Dripping recycled water for tears and or digital technology that reflects water running down the wall may add a little serenity. Visitors should be encouraged not to leave momentos , not only for safety reasons and clean up requirements, but eventually, they can overwhelm the purpose of the memorial.

Good luck with whatever choices you make, I'm certain it will be appropriate as a symbol for the victims of a very tragic event that we hope will never happen again.

(Email end.)

From Craig Lee:

I took the survey. I like to request some representation for the unknown heroes at this site.

My name is Craig. I am a State Correctional Officer from the California Department of Corrections and Rehabilitation. I don't call myself a hero. I was decorated for my actions at the concert I was attending.

While the shooting was still going on. I was in the venue (the pit area) with my friend Vince, aiding the injured. We had injured people that were serious and no other help around. Joining up with 4 other unknown people we move multiple injured to safer location on barricades. Hopefully for better medical help. When the shooting stopped. Vince's wife and a second team of 6 unknown heroes came out to help aid and rescue. Injured were moved to a street location where more people came to help. 40 minutes in there with no outside help, law enforcement came to secure the area.

I seen, on tv, many heroes that helped and aided. I'm talking about the unknown heroes. The ones I witnessed the bravery and selfless actions to aid the injured. None of them were on tv or interviewed.

I request, in the memorial, something said about these unknown heroes. Maybe someday they see and read and know they are true heroes. Maybe help aid in their healing. Hopefully they doing well.

(Email end.)

From Phyllis Kay:

I would like to share my thoughts of a 1 Oct. memorial:

I would like to see a small/simple non-denominational chapel built on the site. The name could be THE OCT 1, 2017 MEMORIAL CHAPEL.

On the walls of the chapel would be a picture of each person who died, together with information about each of them.

Inside would be 58 chairs. Each chair would have the name of a person who died engraved on the back of a chair.

Also, there would be an area dedicated to the first responders and ordinary people, who with no regard for their own safety, helped those in need.

If possible, place those handmade crosses that a gentleman from Illinois made for each person somewhere inside.

On Oct 1 of each year, at sundown, have the bell tower ring 58 times.

(Email end.)

From Bob Kuhn:

Even though I wasn't in attendance of the festival that this tragedy occurred, My wife and I were impacted just by living in the community. We have one suggestion that we believe is important and that is in addition of all the victims and their families that a

small remembrance of Greg Zanis would be appropriate. He certainly didn't have to build and deliver all the crosses for the victims but he did because he cared. Now that he is deceased it would be a nice gesture. Thank you for listening.

(Email end.)

From Dan Kean:

It is appropriate to include focus on gun violence and the result of it for the memorial.

(Email end.)

From Susan Vondracek:

I think it would be very important to include all the people that died because of the shooting, even if it was some time after the event. Not just 58, but 60 people died. These two women may have had more time with family and friends, but they also had to live and try to heal thru their injuries. They have their stories to tell too.

Imagine going to this memorial knowing someone that meant the world to you died because of this tragedy and they are not even mentioned. Please, do not exclude them and their loved ones.

(Email end.)

From Julie Posocco:

I would like to add something that I feel is important to keep in mind for the memorial; adequate parking that is free for visitors of the memorial

(Email end.)

From Cynthia Johnson:

It would be nice to have an open air chapel for those that choose to pray for peace and survivors, non political and non denominational in design , maybe surrounded with the long leaf Acacia trees that resemble weeping willows.

Thank you to those involved in this project.

(Email end.)

From Robert Buss:

1. Regarding a water feature: I know we are in a drought; the water feature does not have to be "Bellagio Fountains" sized. We have a small birdbath in our backyard that trickles water 24/7. It is pleasing to listen to and does not waste or use an enormous amount of water. Small fountains can be used while still being considerate of the drought.

2. The "Seven Mountains" near Jean are a total waste of money. I had read the artist was paid a million dollars to "create" this eyesore. That money should've been spent in so many other ways to help this community. I am totally against paying any artist any money for their "creative skills" and profit from this tragedy. Any honorable and honest artist should be satisfied knowing his/her art was chosen to represent this tragedy. Look at the woman who created the "Welcome to Las Vegas" sign - not a dime went to her - she did it for the city. If you can't find someone to do this for free please reach out to me and I can, and I will find someone to do from their heart and not their wallet. No one should make money from this.

3. The mention of technology being used is asked. If this passes, I am offering my technology time and skills to make this happen w/o recognition or money. I am an 18-year tech vet and can offer ample skills and time. Again, this should not be a paid job. If you can't find someone please reach out to me.

4. We visited the Oklahoma Bombing Museum. I was shocked as to how much "attention" was paid to that scum that caused it. They had a lot of items and displays about him and it made my stomach turn. Generations from now will always know his name, face, and that is not fair to the victims. They even had his car there! It totally took away from the tragedy that he caused.

I am totally against having this sick man's name, the hotel, the floor, or even the window he used mentioned anywhere at this memorial. I don't want to see "selfies" being taken next to any recognition of this sick man like I did in Oklahoma. He should remain anonymous and not be "memorialized" so that future sick people don't think if they cause harm like this there will be a memorial "paying tribute" to them. This man was sick - he does not belong in this memorial for people that were destroyed. You can easily explain what happened without pointing out the facts - we are there to pay tribute to those lost and do not want to be reminded of who he was.

5. Totally in favor of a mental health outreach of some type at the end. This is necessary so sick people know where they can get help if thoughts like this sick man occur. Mental health is very overlooked or swept under the rug today. The two girls in the Olympics brought that to light recently - others will hopefully follow. The media is too focused on the LGBQ community and exposing them for what they are for national sensationalism; where's the media for mental health? Why should we care if a football player is gay? I'm concerned he can play football for the team. Sadly, the media does focus on mental health only when a tragedy happens and by then it is still only for sensationalism.

Thank you so much for this. I was really worried evil greed was going to win by not being able to locate this memorial on the site where it happened. We went to the Harvest Fest the year prior and when we heard what happened our hearts sank and we cried together. In fact, while I attended that 3-day concert I never felt more secure while I was there. We were "searched" coming in and every safety precaution was happening during the event. Everyone was having fun - no fights, no tempers flaring, just everyone having fun. I can't imagine what those people went through. I had the honor of working with a girl who was there that night. Her best friend was struck and

died right next to her. Unfortunately, she could not hold onto her job - any loud noise made her jump and she was depressed most of the time which affected her work performance. We didn't fire her- she just resigned on her own. My Aunt was a nurse that night - she won't talk about it. Our best friend is an ER doctor on duty that night - he also refuses to talk about it. They both remind me of my Dad who fought in the heat of the Battle of the Bulge - he never talked about it -he would say "there are not any words to describe what I saw."

My name is Robert Buss. I moved here in 1984; graduated from UNLV in '86. My wife and I met at UNLV and we have raised 3 children here. Since I am a vet I plan on being interred at the Boulder City Vet Cementary - hopefully not anytime soon. She is a native. We are very strong, but silent in our ways, community supporters. We do not look for recognition. The city, the county, and the State have been very good to both of us and our children; we try to pay it back in any way we can. If you need help I'm here for you - I'm not only a technologist but also a handyman of some sort. I do not need a paying job and I do have the time and some talent to volunteer to help keep this city great. Like this city, I am available 24/7.

(Email end.)

From Debby Wilson:

I do not feel the survey I just took regarding October 1 memorial address key issues. It is maintenance and monitoring. Keep the memorial simple and a place for remembrance of 58 soles. Do not encourage any items to be left to blow around. Do not encourage gathering of large groups. Do not use technology that will need to be maintained and go out of date like a lot of Vegas; make it timeless. Do not make it a place that will need to be monitored for safety (use by transients). Take into consideration the harsh nature of the environment and extreme hot temps for visitors and materials.

Thank about who really will be taking the time to visit the site. Not many as a general tourist, frequent tourist or those that live in the area. Make it so that the expression can be felt as you drive by (like most everything else in Vegas) or understood from the surrounding hotels. The best memorials can be seen, and felt, from driving by in the comfort of AC; with a second experience if you go to the site.

Do not make it about first responders as a whole, but give them remembrance and gratitude.

As a resident of Henderson who family member worked for Henderson Police at the time of event, THANK YOU.

(Email end.)

From Adelle Wright:

In lieu of a “water“ feature, my suggestion is to build one using fiber optics and plexiglass. A computer could be used to project water scenes and background audio.

(Email end.)

From Madison Poort

The Aura digital frame is a fantastic solution for technology. People can send in pictures, create messages, and send them to you to be displayed on the monitor, etc. there are other digital frames, but the Aura has unlimited space and can be rearranged, or added and deleted as needed. We bought one for my grandma, and we could sit and watch it for hours. I am not sure how it holds up in heat, but it could be a really great option.

(Email end.)

From Tim Tyler:

Every cogent adult that was here in the LV area at the time of the incident & days/weeks/months afterward is very well aware of the graphic details, and is likely to have some unresolved anxiety at *any* mention of the event. While that doesn't mean the incident should be forgotten, I am strongly in-favor of a minimalist design that balances remembrance and a brief education -- an explanation of the basic facts (for those too young or not living in the area at the time of the incident to be aware) but doesn't go overboard in detailing it. Something like "People of all ages and walks of life came to Las Vegas to enjoy a music festival. From a hotel room nearby, an evil person tried to deny them of joy, and even of life. 60 people were killed at the scene or died later as a result of their injuries. Hundreds were injured, many thousands were and are traumatized. But heroic festival attendees, first responders, public health, local government and the entire community came together to render all the assistance they could, saving many lives, and such people continue to help others, showing that Good prevails over Evil, and coining the phrase "Vegas Strong."

That's the important message to convey. Any sentient human reading the display will understand that the people killed were decent, fun-loving people with lots of friends, families, etc. and not need to see actual photos & bios of them, unless perhaps they choose-to, via some electronic kiosk. Simplicity will have more of a long-term emotional impact, rather than a "cluttered" approach where visitors are going to be busy walking from one display to another and become overwhelmed reading about every victim.

(Email end.)

From Felicia Polizzi:

I just wanted to express my disappointment in the placement of the memorial. On the backside of the venue near a corner where not many will ever see? That area is so remote. Why aren't we placing in it view of main strip like the Southwest corner? It almost appears it's being hidden. I am a survivor, I am surprised that not many are paying attention to this. The true location should be the SOUTH side of the venue in direct view of oncoming northbound traffic.

(Email end.)

- XI. Next Meeting Date: **September meeting cancelled.**
Next meeting date: Wednesday, October 27, 2021

- XII. Adjournment.
Meeting adjourned at 12:47 PM by committee.

1 OCTOBER MEMORIAL COMMITTEE
COMMUNITY SURVEY

AUGUST 2021



Data collection

Collaborative survey development with Committee (Jul. meeting)

Survey data collection open August 2 – March 15, 2021

Survey link promoted extensively by Clark County Public Communications & 1 October Memorial Committee:

- dedicated website
- advertising and marketing campaign
- news media outreach
- outreach to survivor groups and other groups of local and government employees impacted
- word of mouth (snowball sampling)

Final respondent count: 5,199 respondents (answered 1+ Q), 13 in Spanish

- 6,306 accessed the survey link
- ~5,000 answered most questions

Previous Work Summarized

8 words that represent the most important feelings to be experienced at the memorial: remembrance, respect, healing, honor, unity, community, peace, and love

Strong support for having the memorial at the event venue (the location has since been secured)

There were 3 aspects of the memorial deemed to be very or extremely important by the majority of survey respondents:

- Education about the event
- An artistic feature
- Option to leave mementos to commemorate victims and survivors

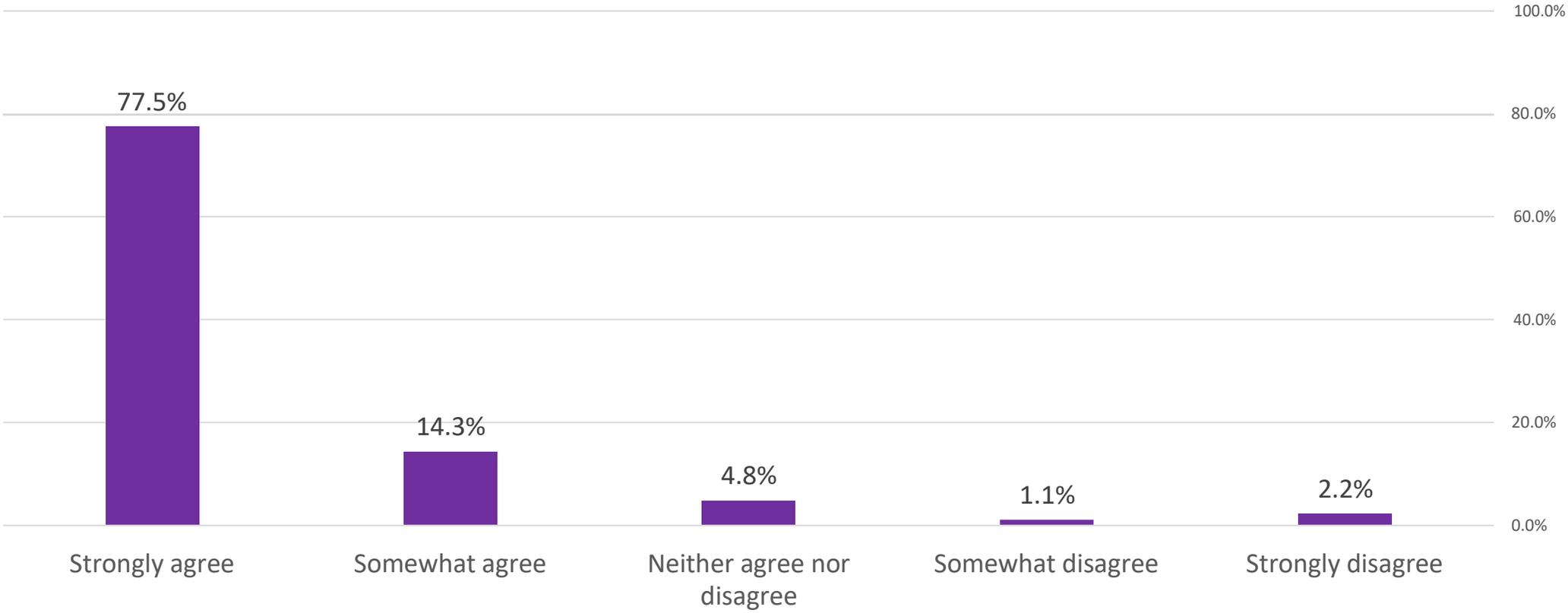
Focus groups helped to generate specific ideas to address each aspect - their ideas are embodied in this survey

Education

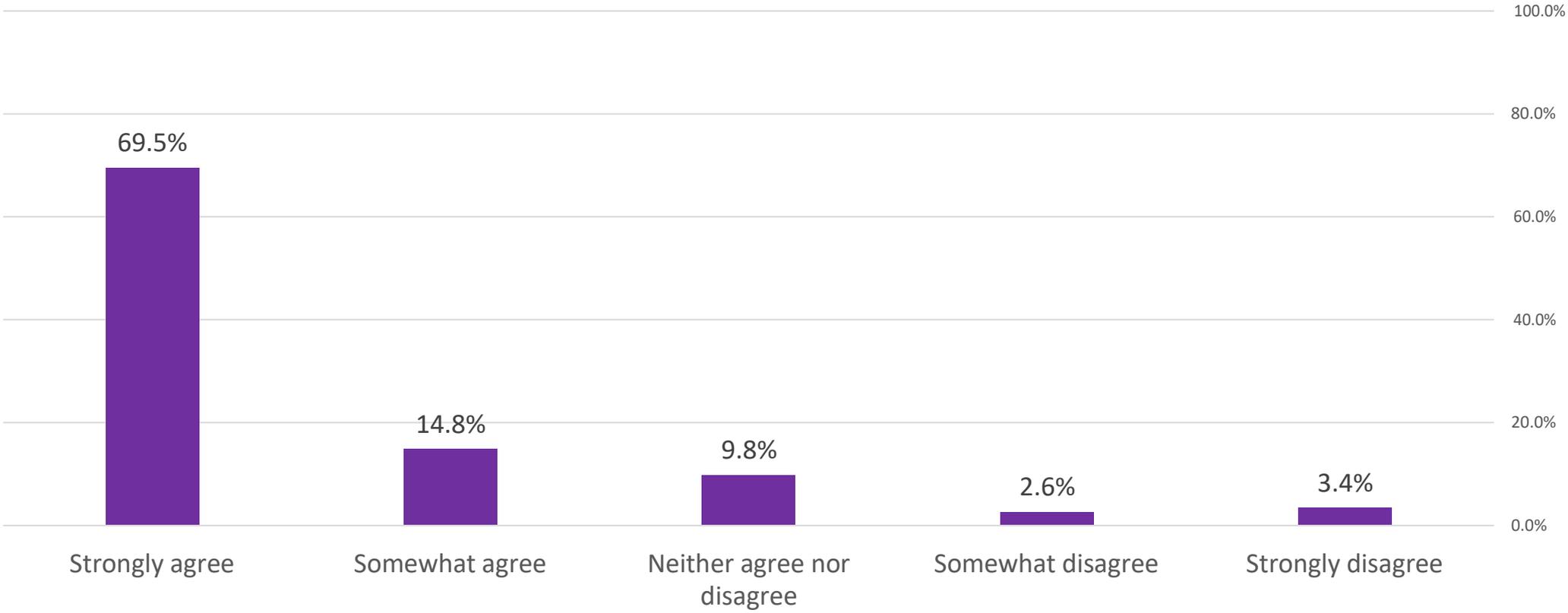
In the initial survey, 73% of respondents felt that education was very or extremely important. Focus groups refined this by indicating unanimously that the memorial should avoid political topics and personal details about the perpetrator.

Please indicate your level of agreement about what the education SHOULD include...

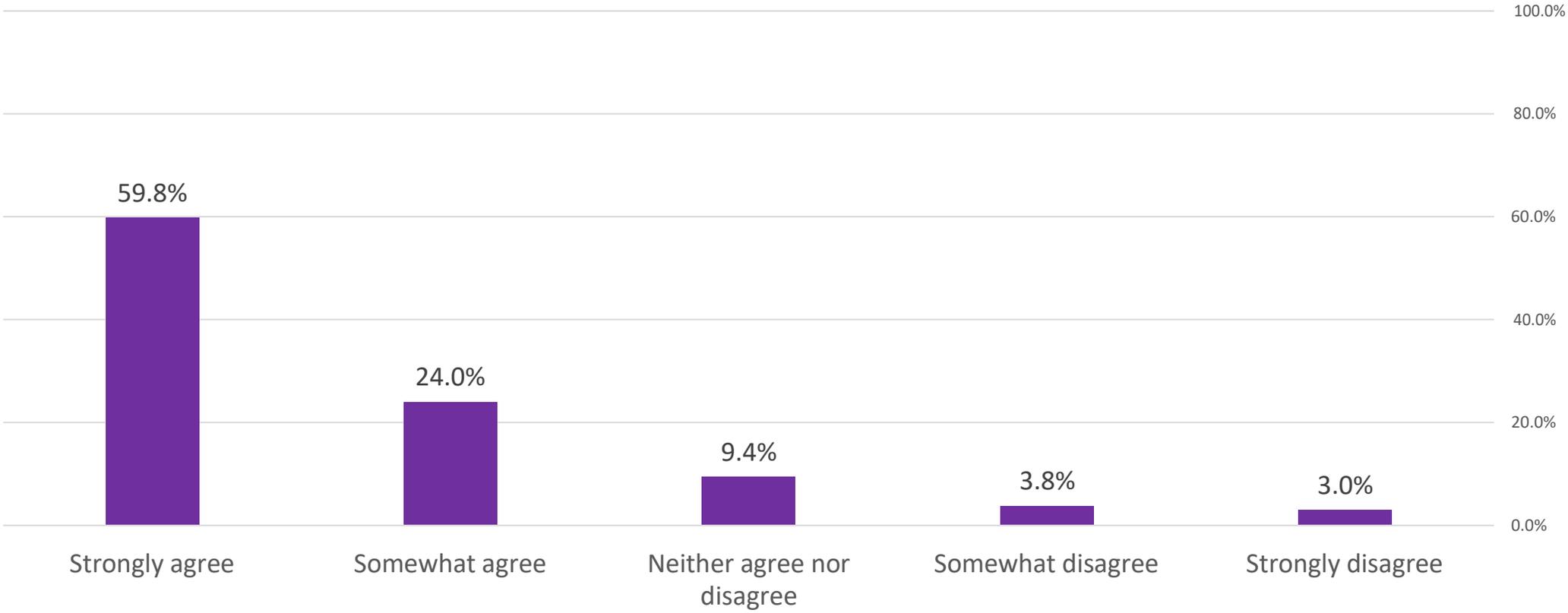
Education: Stories of Community Heroism and Support



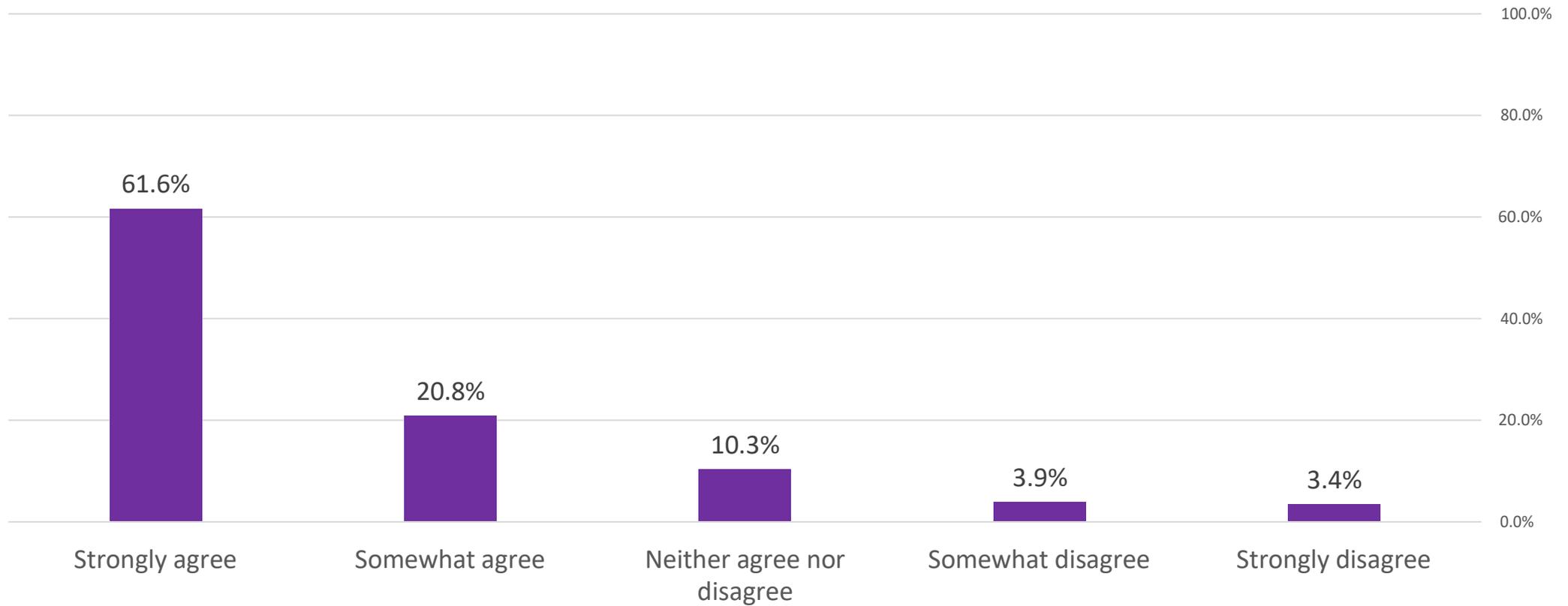
Education: Support for Mental Health



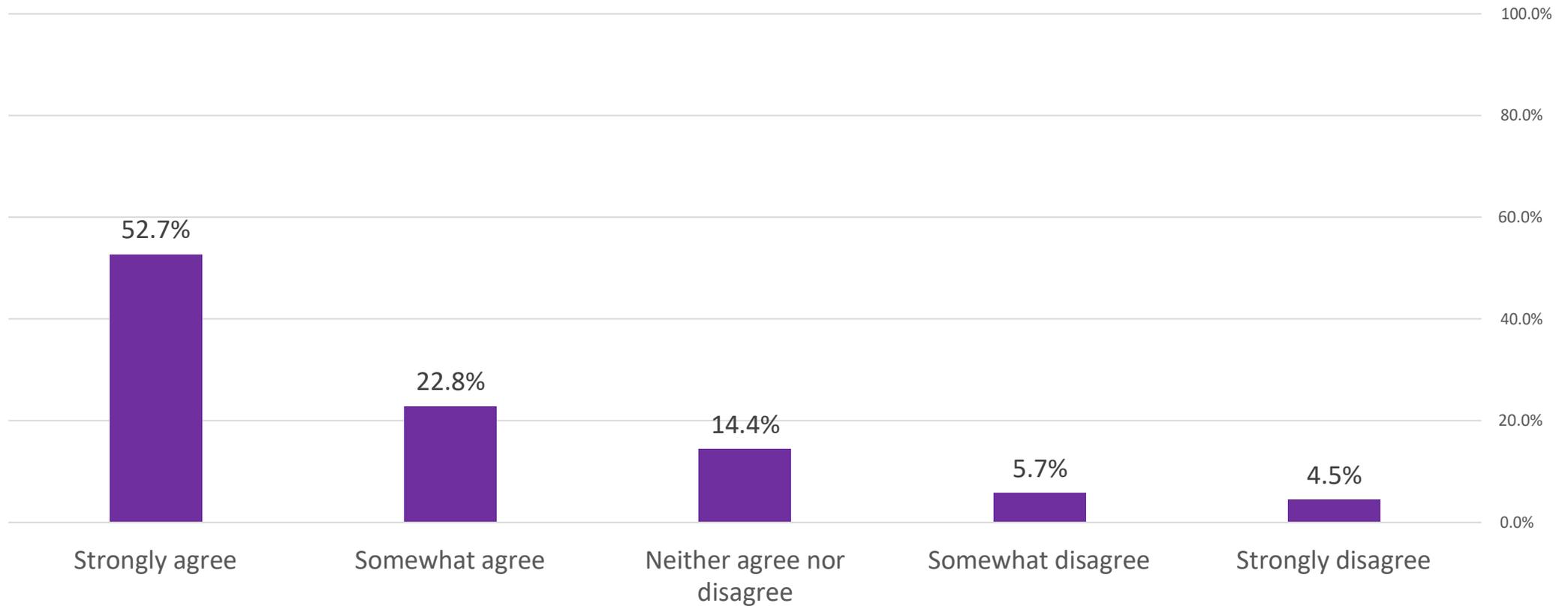
Education: Survivor Stories



Education: Biographies of Victims



Education: Lessons Learned by First Responders and the Hospitality Industry

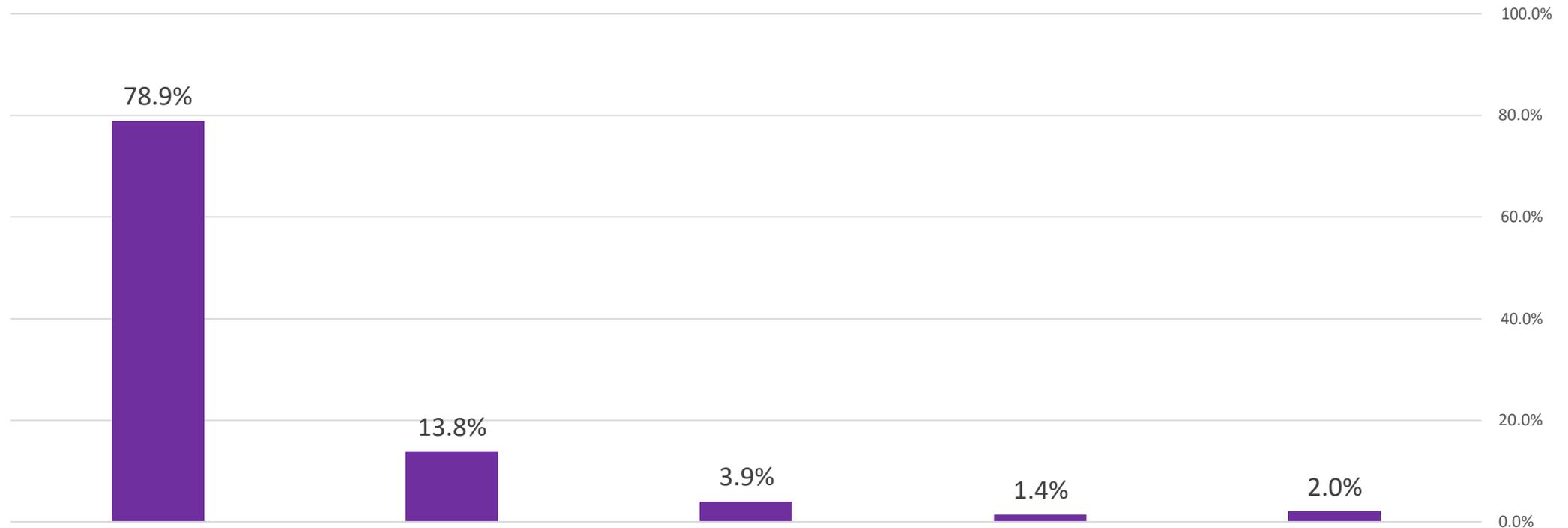


Artistic Feature

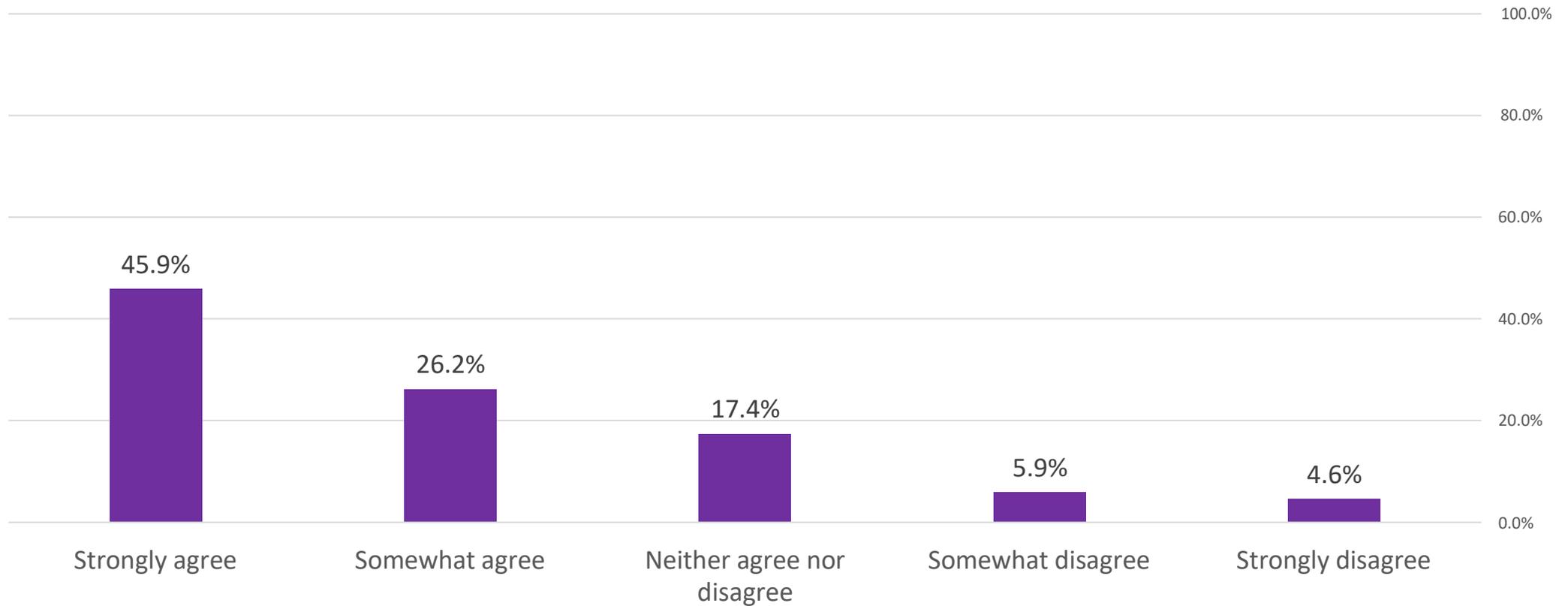
The majority of previous survey respondents (60%) felt that an artistic feature would be important for the memorial. While the artist chosen will have creative freedom, the following ideas were identified as specific attributes to include in some way.

Please indicate your level of agreement with the following...

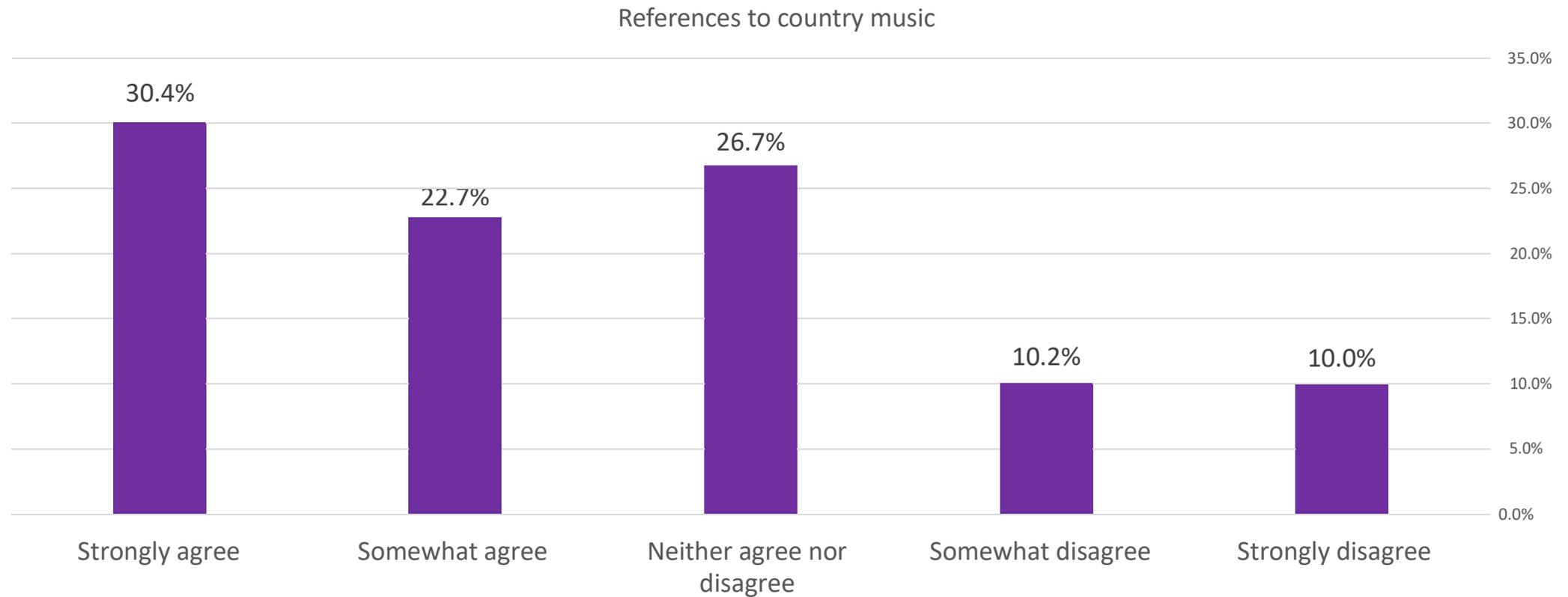
Artistic Feature: Symbolic Representation of 58 Victims



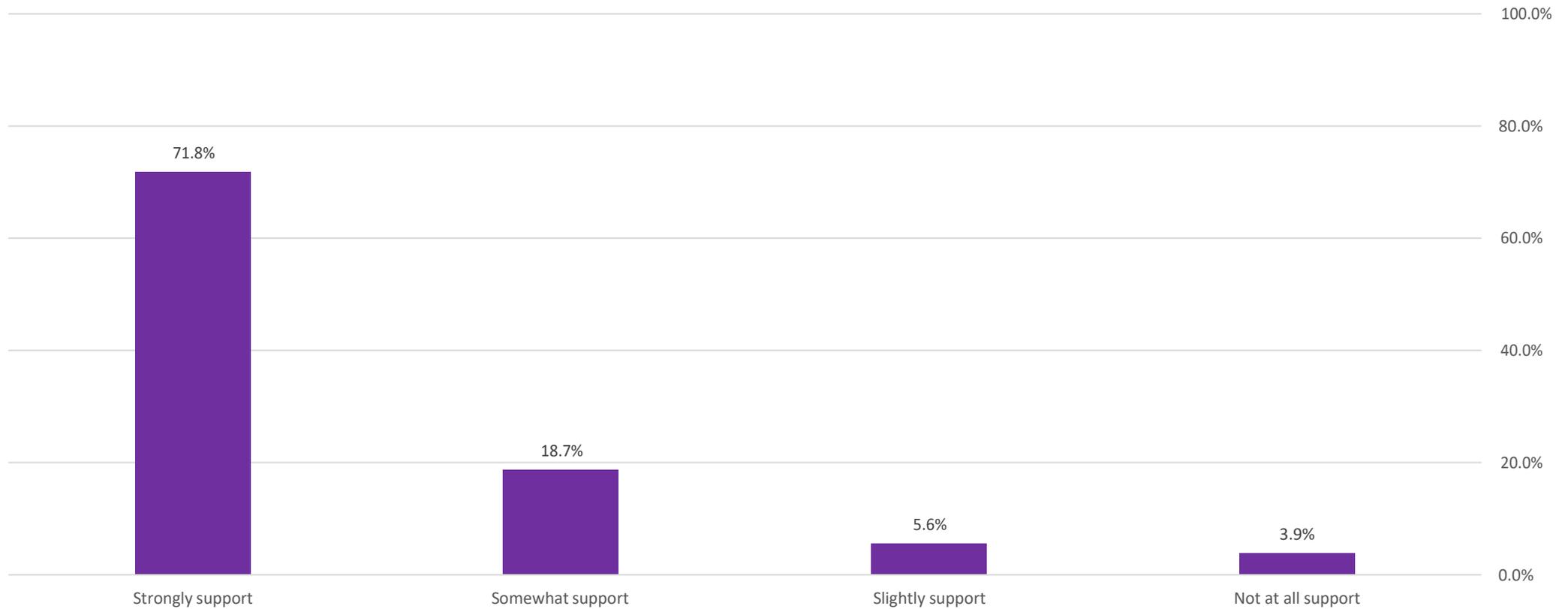
Artistic Feature: Images Provided by Those Impacted



Artistic Feature: References to Country Music



Artistic Feature: Alternatives to Water

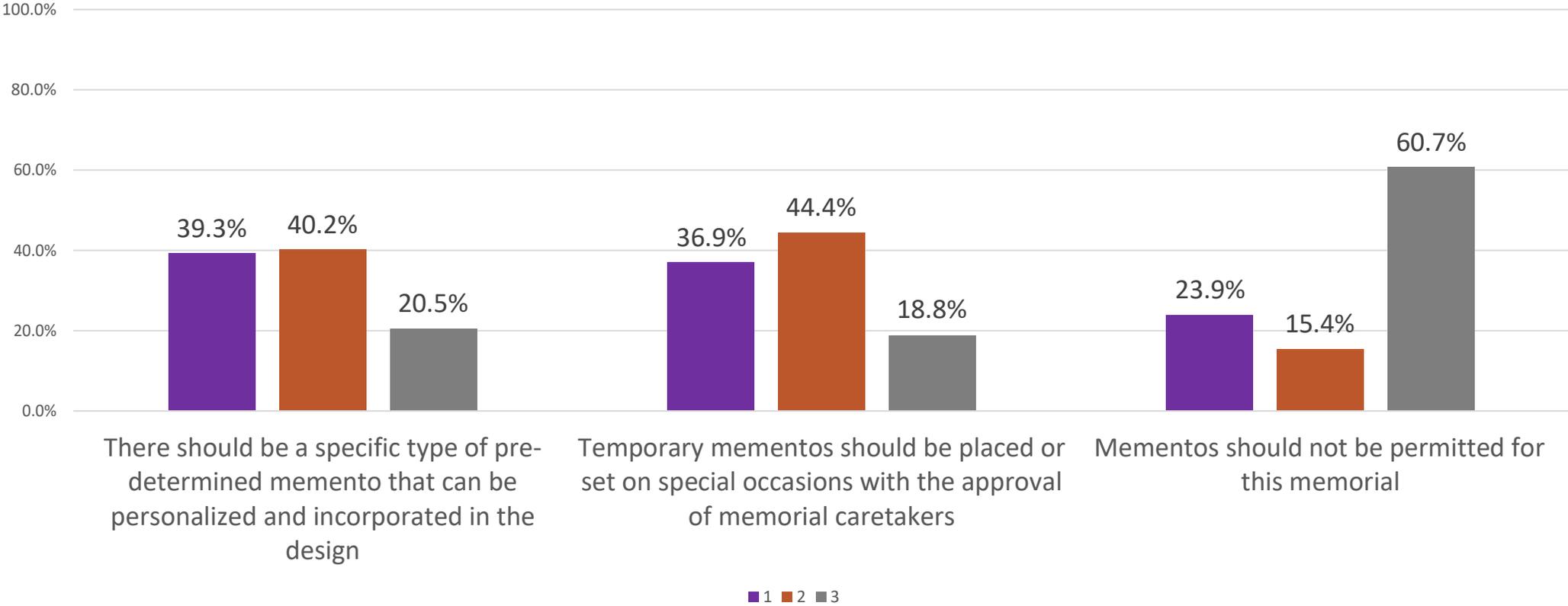


Mementos

The Committee has learned that allowing mementos to be left without any restrictions can have unintended negative consequences (lost or destroyed items, an abundance of items, or items becoming a safety/security concern). To manage this concern, focus groups indicated that perhaps mementos should be limited or perhaps even not allowed.

Please rank the following possible solutions...

Mementos: Ranked Options

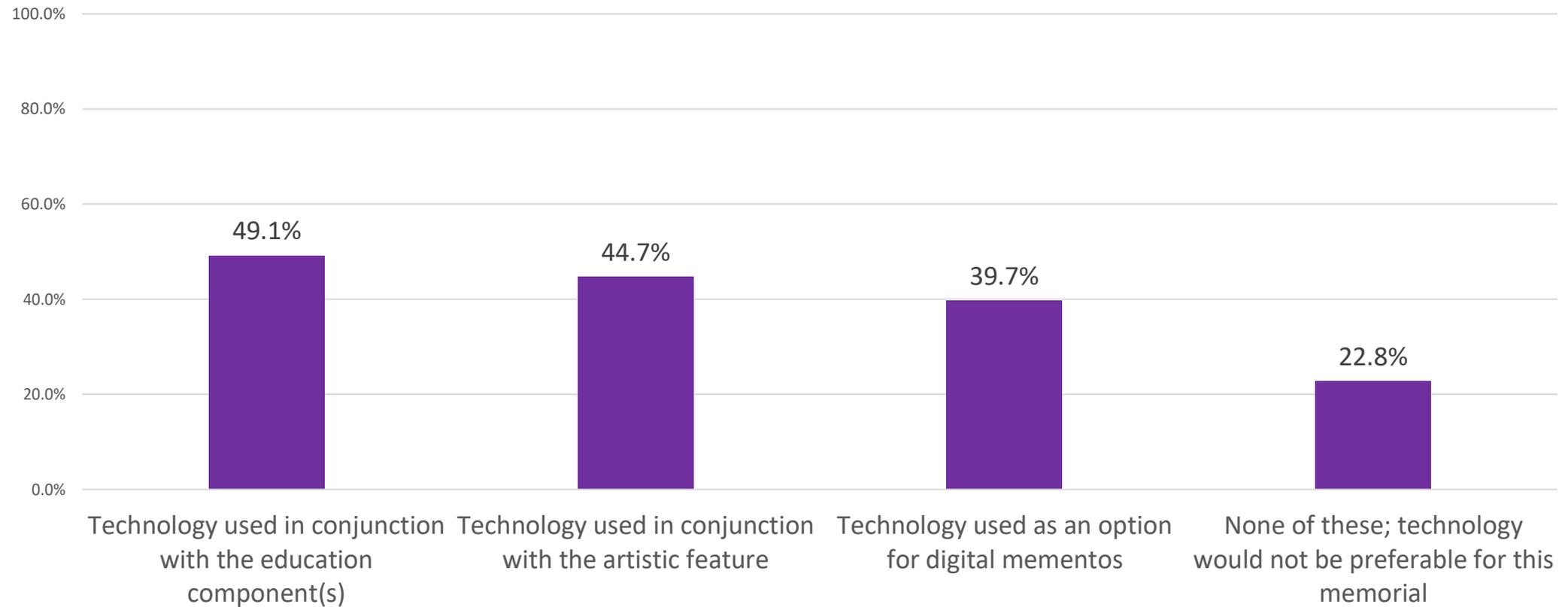


Technology

For the overall design, a concept emerged among focus groups with strong support for a curated "journey" which would include separate spaces for quiet reflection and for learning about the event and its consequences. In these spaces, it was noted that there are opportunities to incorporate technology (digital/interactive screens, videos, apps, light features, etc.) as a component of the memorial.

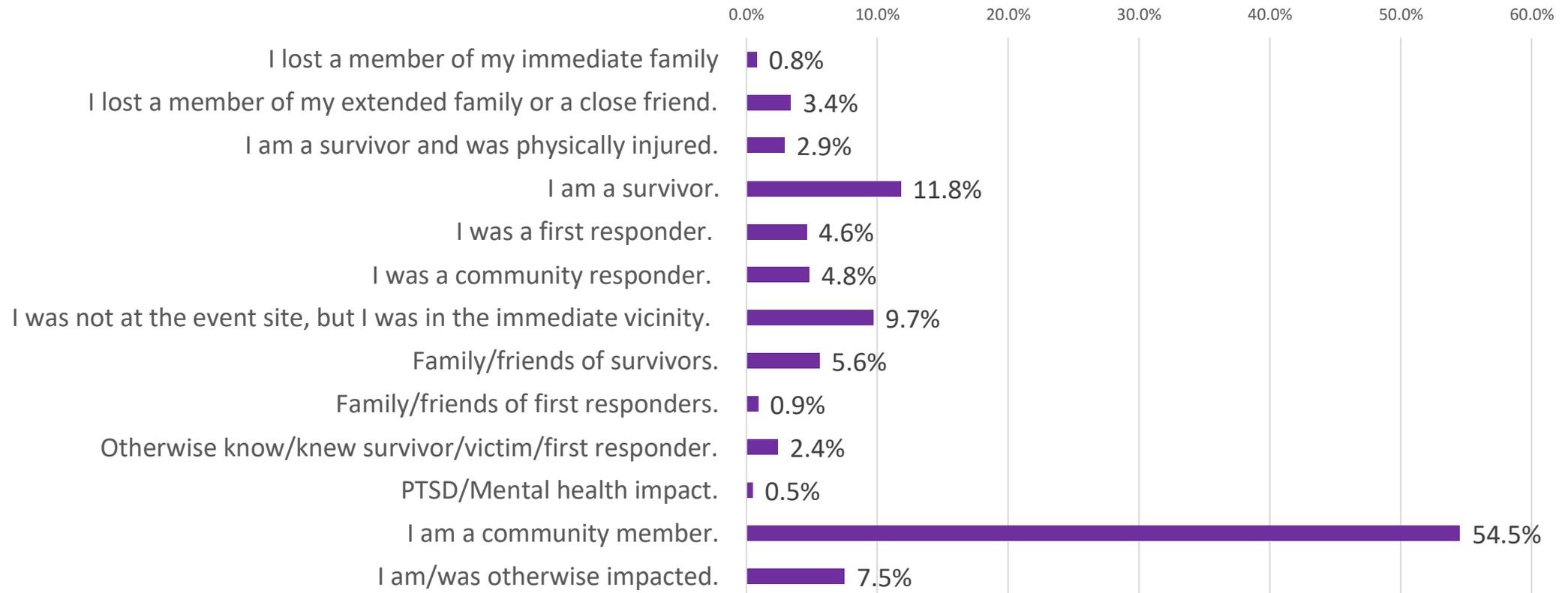
Please select all of the following concepts you would support.

Support for Use of Technology

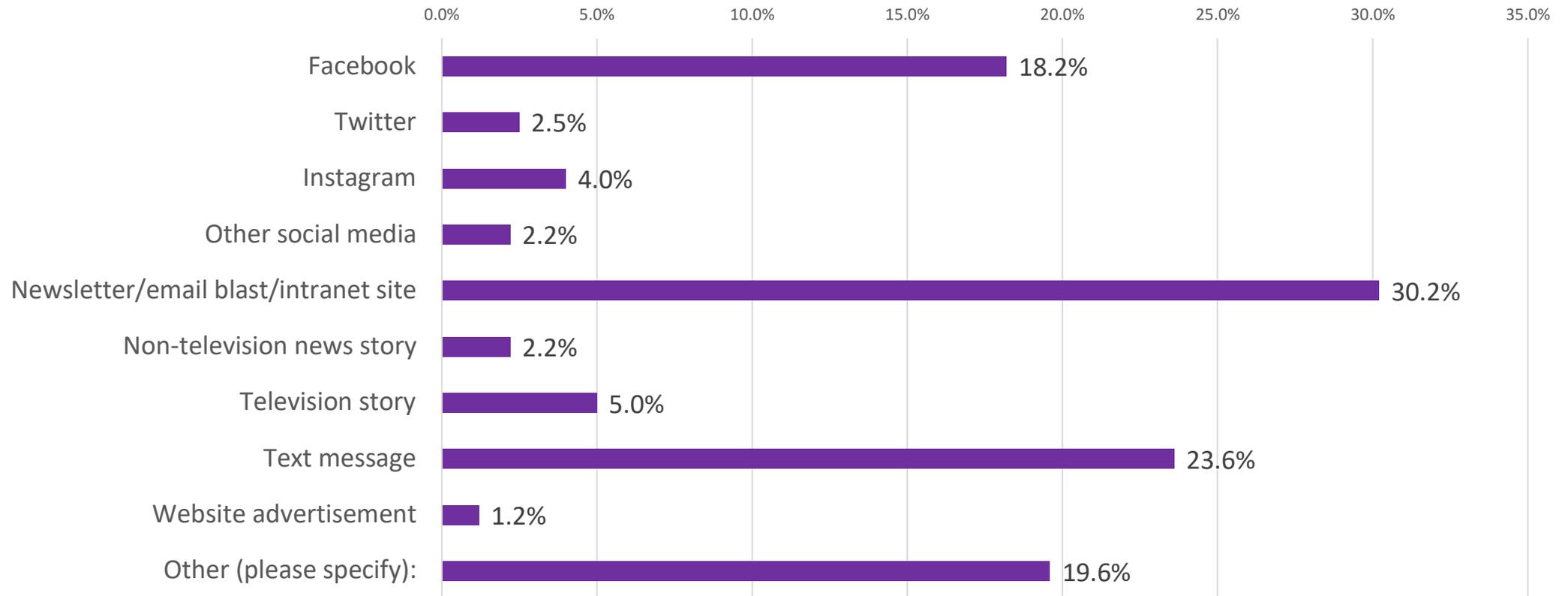


Survey Respondents

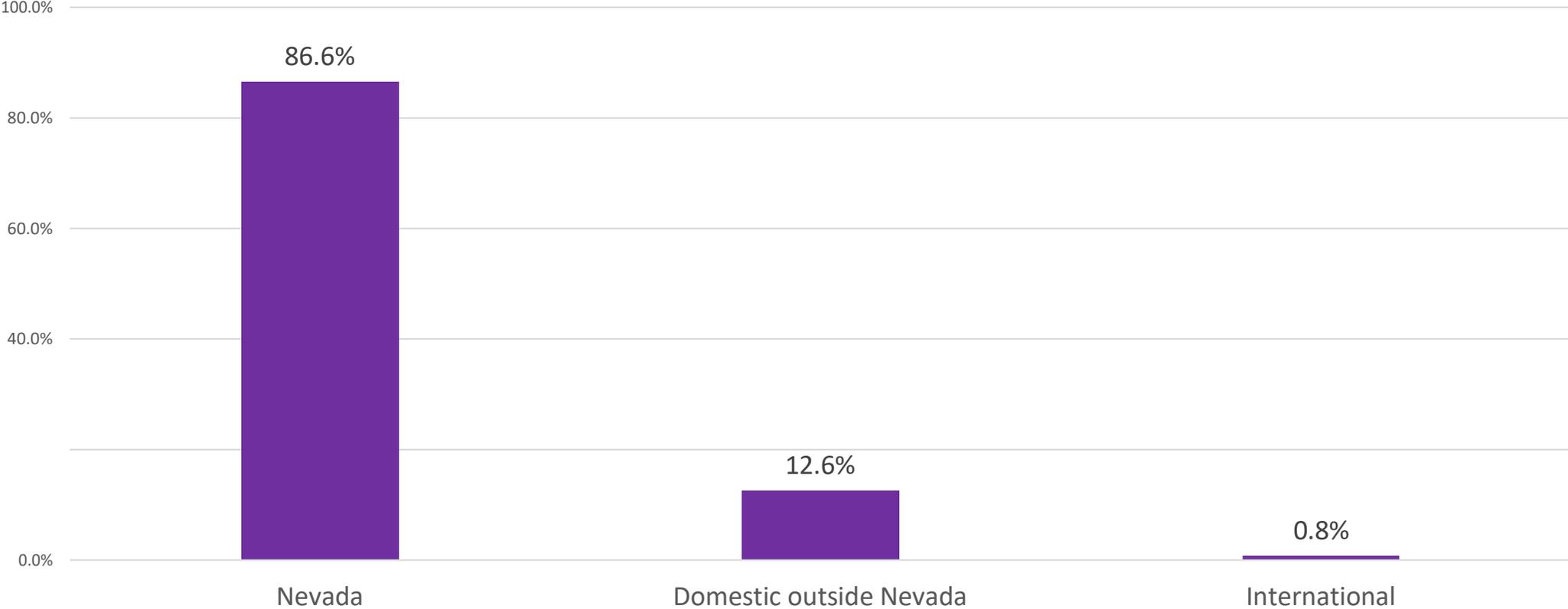
Impact of 1 October Event on Survey Respondents



Sources of Survey Notification



Location of Respondents



DESIGN SOLICITATION PROCESS

Through our process of discovery and community outreach, the committee will be able to identify goals for the memorial that will be input into a document that will be sent out to the design community.

This can be in the form of a

Request for Qualifications (RFQ) or
Request for Proposals (RFP).

DETERMINE SOLICITATION METHOD

Request for Qualifications (RFQ)

- Requests the applicant's qualifications for a project (resume/CV, etc.) prior to the applicant receiving any compensation or entering into a formal agreement with the commissioning agency.
- Increases the amount of interested applicants, due to the type of information requested.
- Allows for the selection of qualified applicants to embark on design development as a second phase while being compensated accordingly.
- Increases the quality of proposal materials received.
- Top applicants are able to spend time with stakeholder groups before proposing a design. Which means better design that is inline with RFQ requirements.

Request for Proposals (RFP)

- Requests the applicant's qualifications for a project (resume/CV, etc.) in addition to developed project proposals, prior to the applicant receiving any compensation or entering into a formal agreement with the commissioning agency.
- Decreases the amount of interested applicants, due to the lack of compensation for extensive work.
- Applicants pitch designs with zero engagement to stakeholder groups.

DETERMINE SOLICITATION METHOD

Request for Qualifications (RFQ)

Request for Proposals (RFP)

Develop and finalize the Scope of Work

Post the solicitation

Evaluate the application materials received



Selected finalist applicants issued a Request for Proposals (RFP) and invited to propose a design for the project. This gives an opportunity for staff to meet with applicant and explain project in detail. This gives time for the applicant to meet with stakeholders before developing a thoughtful design.



Selected finalist applicants present their designs to the public

1 OCTOBER MEMORIAL PROCESS

- Develop the invitation
- Review with Board of County Commissioners
- Release invitation
- Market
- Close invitation
- Jury applications
- RFQ - Staff or nonjury members meet with top applicants
- RFQ – Top applicants meet with stakeholders
- RFQ – Top applicants are contracted to prepare a project brief, and design presentation
- Designs are presented in a public meeting possibly over several days
- Public makes public comment
- The jury scores the project brief, the design presentation and the overall design
- Top design goes to the Board of County Commissioners for final approval

OPTIONS FOR RFQ

- Architect, Designers, and Public Artists to apply as **one team**.
- Architect to apply and the contracted architect is given **three artists names**.
- Architect to apply with the committee to retain the right to go out for **RFQ for Artistic Feature** later.

QUESTIONS?

Contact:

Mickey Sprott, Cultural Supervisor

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DEVELOP THE SCOPE OF WORK

- Develop a project overview
- Determine the intended applicant
- Develop the project budget
- Develop the project timeline
- Confirm the project location
- Identify any specific requirements for the project or site
- Identify the evaluation criteria applicants will be judged against
- Identify the evaluation panel
- Provide any additional relevant information in order to allow the applicant to determine if they are interested in participating in this project

DEVELOP A PROJECT OVERVIEW

- What is the general scope of this project?
 - Monument
 - Park
 - Garden
 - Museum
 - Mural
 - Sculpture
 - Or a combination of some or all the above?

DETERMINE THE INTENDED APPLICANT

- Including but not limited to landscape architects, architects, and artists, are invited to apply individually or as teams.
- Does the committee want to limit qualifications to
 - Local, national or international?
 - If national or international, should committee require the design team to hire a local design team to help navigate the codes and policies of the county?
 - Experienced professionals or emerging design professionals?
 - If experienced, should the committee limit to experience close to the same price point?

SELECTION COMMITTEE

- This seven-member board would be staff recommendation for the selection committee.

ADDITIONAL ITEMS TO THINK ABOUT AND DEVELOP

- Develop the project budget
- Develop the project timeline
- Confirm the project location
- Identify any specific requirements for the project or site
- Identify the evaluation criteria applicants will be judged against
- Provide any additional relevant information in order to allow the applicant to determine if they are interested in participating in this project