

The City of Oklahoma City Office of Arts & Cultural Affairs

ADDENDUM TO:

REQUEST FOR QUALIFICATIONS ARTISTS/ARCHITECTS/LANDSCAPE ARCHITECTS/DESIGNERS

FOR CONCEPTUAL DESIGNS FOR THE REDESIGN OF THE AIR FORCE MONUMENT

Arts & Cultural Affairs received a request to clarify aspects of the RFQ.

1. Application process: submit only the requested documents and images. Do not submit any concept illustrations.
2. First Selection: the Selection Committee will review the submittals from all applicants and select up to three designers as Finalists. Finalists will attend a Mandatory Site Tour at which they will be given detailed information about the project, including any available design documents.
3. Finalists are required to prepare a Preliminary Conceptual Design Report which will include the following:
 - a. site plan: this plan can be created using Google Maps and is not intended to be a construction document. The intent is to show how the new structure will be oriented on the site
 - b. Illustrations: at least two to give a clear idea of what is proposed. It is recommended that at least one of these should be an elevation clearly showing dimensions. These are not intended to be finished architectural drawings The intent is for the designer to communicate to the Committee what is proposed. Illustrations may be drawn by hand, or produced digitally.
 - c. project budget: this is an estimated budget for the entire \$250,000 construction project. At the Mandatory Site Tour finalists will be given certain fixed costs to include in the budget. Finalists must provide enough detail based on their knowledge and experience to show how their conceptual design can be realized within the total overall budget. It is understood that this will be a reasonable estimate and is not intended to be a fixed final budget.
 - d. maintenance plan: based on the proposed materials in the conceptual design, make a reasonable estimate of what annual maintenance costs may be.
 - e. a 500 word or less statement about the proposed conceptual design. In plain English, simply explain the conceptual design.
 - f. conflicts statement: simply, is there any reason why you could not submit the Monument Conceptual Design in the Fall of 2024
 - g. teams statement: if this is a team submission, briefly explain who does what.

To sum up, this is the opportunity for you to communicate your concept to the Selection Committee. Do enough to communicate well, but exacting measurements and a high degree of polish are not necessary.

4. The Preliminary Conceptual Design Reports will be presented by the Finalists to the Committee. It will be decided by the time of the Site Tour whether these will be in person or in Zoom or Teams.
5. All Finalists who present reports will receive a \$1,000 stipend.
6. The Finalist who is chosen to create the Monument Conceptual Design will be contracted to create more detailed presentation quality materials that can be used in fund-raising. These will require a higher level of detail and precision, but they are not intended to be construction drawings. The Design Award is \$6,000.
7. When sufficient funds to successfully complete the entire construction project have been secured, it is the intent of the City of Oklahoma City to contract with the Design Awardee to further develop the Monument Conceptual Design and create construction drawings and documents.

All terms, conditions, and Notices in the RFQ apply to the contents of this Addendum.