



March 23, 2022

**ADDENDUM NO. 2 TO ALL OFFERORS**

Request for Proposal: RFP# 2022-5  
Description: Visitor Center Exhibit  
RFP Date: March 14, 2022  
Opening Date: March 30, 2022  
Opening Time: 3:00 PM EST

See Bidder Question Form attached.

## Appendix G: Offeror Question Form – Addendum 2

Questions shall be submitted by March 23, 2022. Questions received beyond this date may not be answered.

Attn: Tracy Spence  
 Via E-mail: [tspence@franklinva.com](mailto:tspence@franklinva.com)  
 Project: RFP#2022-5

Bidders are required to utilize this form for questions. You may submit multiple forms. Note on bottom of page the number of pages pertaining to your question/s.

RFP Reference Paragraph or Page #	Question
Page 1	Please confirm that the proposal is due March 30th? <b>That is correct.</b>
Page 3, Introduction	Can the City provide architectural drawings and plans of the Visitor Center? <b>Unfortunately, due to the age of the building, the City does not have them. Photos of the space are provided below.</b>
Page 3, Introduction	What is the size of the exhibit space in the Visitor Center? <b>Approximately 342 square ft.</b>
Page 3, Introduction	What is the City's vision/expectations for the exhibits in the Visitor Center? <b>The vision for the Visitor Center is an exhibit that showcases the history of Franklin, major businesses/assets, downtown in the past, and current attractions that visitors can see and then go out and explore. Ideally the exhibit would include a timeline of Franklin's history, spotlights on things such as Union Camp/ the train depot/ etc., and information on current attractions throughout the City.</b>
Page 3, Introduction	Is the exhibit design/build fully funded as of the date - March 14, 2022? <b>Yes.</b>
Page 3, Introduction	What is the City's expectation of completion/opening of the exhibits in the Visitor Center? <b>Work should be scheduled to begin as soon as contract is awarded, and design is finalized and approved by Tourism Director. Deadline for project completion (including installation) is June 17, 2022.</b>
Page 3, Statement of Needs	What is the assigned project budget for the exhibits in the Visitor Center? <b>\$25,000.</b>
Page 1	Please confirm that the proposal is to be sent electronically only? <b>That is correct.</b>
Page 3, Statement of Needs	Will the City be providing exhibit script, images, artifacts, and film to the exhibit designer for presentation? Or should the exhibit design/build team provide these services? <b>The design team will have access to artifacts, photographs, and local historians upon a</b>

	contract being awarded. The design team will need to provide scripts for their design pieces.
Page 3, Statement of Needs	How much media/interactivity is expected in the Visitor Center? Regarding media, at the minimum there should be a video or slideshow that can run to market upcoming events, attractions, etc. I will need to be able to update said media as the events and relevant information changes.
Page 5, Proposal Format	Where should price outline fall within the proposal format? This is a RFP which will be competitively negotiated. See item Section V, Item C.

Number of pages submitted with this request: 1





**Appendix G: Bidder Question Form**

Name & Title

---

Signature

---

Date

---

***RETURN THIS PAGE***