

## RFP PROJECT REVIEW CONFERENCE – September 14, 2017

### RFP for an Energy Service Company for the Energy Performance Contract

SBC No. 540/013-05-2016  
UT Health Science Center

#### **MEETING AGENDA / HANDOUT**

1. Introductions of UT representatives
2. Attendees providing a legible email address on the attendance roster will receive RFP Communications by email from the RFP Coordinator, including Conference Notes and RFP Addenda.
3. Access to the RFP via Web Page: <http://facilitiesplanning.tennessee.edu/>.
4. RFP Review Conference
  1. The purpose of the conference is to discuss the RFP scope of services and contract requirements. While questions will be entertained, the oral response to any question at the conference shall be considered tentative and non-binding with regard to this RFP.
  2. RFP comments may be made by email to the RFP Coordinator by 5:00 ET pm **September 25, 2017**.
5. Final issuance of Addenda by posting on the Web site is targeted to occur around 5:00 pm ET on **September 29, 2017**.
6. Summary project scope description
7. Evaluation and Selection Process Summary
  - 1) Proposers submit Qualification and Technical Proposals, Certification Statement with required attachments, and Cost Proposal.
  - 2) The Owner evaluates and scores based upon Qualifications and Technical Proposal.
  - 3) The Owner may require oral presentations.
  - 4) Cost proposals will be opened after all scoring for Qualification and Technical proposals are completed.
  - 5) A total score will be derived based upon the Qualifications and Technical Proposal with the Cost Proposal.
  - 6) The Owner initiates a contract with the proposer with highest total score.
8. Proposal Requirements and Process
  - 5.2.4 A proposal in response to this RFP will include the following three documents, each of which is further described in a later section and in an RFP attachment.
    - Certification Statement with required attachments (RFP Attachment 1)
    - Qualification and Technical Proposal (RFP Attachment 2)
    - Cost Proposal (RFP Attachment 3)
  - 5.2.5 Each Proposer must submit eight copies of the Qualifications and Technical Proposal in a separately sealed package that is clearly marked as follows.

#### **Qualifications and Technical Proposal**

Energy Service Company  
Energy Performance Contract, UT Health Science Center

SBC No. 540/013-05-2016  
**For RFP Coordinator Opening Only**

- 5.2.6 Each Proposer must submit one original Cost Proposal (Part 3) signed and dated by an individual empowered to contractually bind the Proposer.
- 5.2.7 Each Proposer must submit one original Certification Statement (Part 1) signed and dated by an individual empowered to contractually bind the Proposer.
- 9. Proposal forms (Certification Statement, Qualification and Technical Proposal, and Cost Proposal) are on the UT Facilities Planning Web page:  
[http://facilitiesplanning.tennessee.edu/requests\\_rfpconstruction.html](http://facilitiesplanning.tennessee.edu/requests_rfpconstruction.html)
- 10. Proposal Deadline: Proposals will be received by the Owner at the address below until 12:00 p.m. (noon) local time (Eastern Time) on October 2, 2017.**
  - Rebecca Douglas, Office of Capital Projects
  - 5723 Middlebrook Pike, Suite 119
  - Knoxville, TN 37996-0040
- 11. The Target date for Owner notification of all Proposers of the highest evaluated Proposer from the Qualifications evaluation is **October 30, 2017.**
- 12. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT