

## RFP PROJECT REVIEW CONFERENCE – September 18, 2018

RFP for Best Value Procurement Option One  
**Thornton Student Life Center Renovations**  
UT Knoxville  
SBC No. 540/009-06-2017

### MEETING AGENDA / HANDOUT

1. Introductions of UT and Designer 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 12:00 pm September 26, 2018.
5. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 pm on September 28, 2018.
6. Summary project scope description
7. Evaluation and Selection Process Summary
  - 1) Proposers submit Technical Proposals and Certification Statement.
  - 2) The Owner evaluates and scores Technical Proposals.
  - 3) Up to three of the highest evaluated Proposers are invited to submit a Bid.
  - 4) The Owner opens Bids.
  - 5) The Owner initiates a contract with the Proposer with the best evaluated proposal and lowest responsible Bid.
8. Proposal Requirements and Process
  - 4.2.4 A proposal in response to this RFP shall consist of two parts which will include the following three documents, each of which is further described in a later section and in an RFP attachment.
    - Part 1
      - Technical Proposal (RFP Attachment 3)
      - Certification Statement (RFP Attachment 2)
    - Part 2
      - Bid Form (sample shown in RFP Attachment 4)
  - 4.2.5 Each Proposer must submit seven copies of the Technical Proposal in a separately sealed package that is clearly marked as follows.

**Technical Proposal**

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**For RFP Coordinator Opening Only**

- 4.2.6 Each Proposer must submit one original Certification Statement (Part 1) signed and dated by an individual empowered to contractually bind the Proposer.
- 4.4.1 Requested short list proposers shall record and submit Bid information on a Bid Form similar to that shown on Attachment 4.
- 4.4.2 The Designer will issue the official Bid Form to the short listed proposers.
- 9. Proposal forms (Technical Proposal and Certification Statement) 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 8, 2018.**  
Rebecca Douglas, UT Office of Capital Projects  
5723 Middlebrook Pike, Suite 201  
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 15, 2018.
- 12. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT