

## RFP PROJECT REVIEW CONFERENCE – November 29, 2018

### RFP for a CM/GC on the Energy and Environmental Science Research Building (Ellington)

UT Institute of Agriculture  
SBC No. 540/001-04-2013

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

1. Introductions.
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 p.m. on December 4, 2018.
5. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 p.m. on December 7, 2018.
6. Project description is on page 1 of MC Attachment 1.A and in documents referenced in MC Attachment 1.B.
7. Areas of pre-construction phase services in MC Attachment 1.A are listed below.
  1. Review Project Information and Develop Procedures
  2. Administer Meetings and Provide Key CM/GC Personnel Participation
  3. Provide Consultation
  4. Prepare Schedules
  5. Review Construction Feasibility
  6. Develop Project Construction Cost Model and Estimate
  7. Provide Value Analysis
  8. Review Construction Documents
  9. Develop Subcontractor Qualification Requirements and Subcontractor List
  10. Conduct Subcontract Bidding
  11. Provide a Guaranteed Maximum Price (GMP)
  12. Support Incomplete Project Design Activities
8. Proposal Requirements and Process, RFP Section 4, pages 5 through 13.
  - 4.2.4 A proposal in response to this RFP shall consist of the following three documents, each of which is further described in a later section and in an RFP attachment.

1. Certification Statement (RFP Attachment 2)
  2. Technical Proposal (RFP Attachment 3)
  3. Cost Proposal (RFP Attachment 4)
- 4.3.5 The Technical Proposal shall not exceed 50 pages including photo pages, charts, spreadsheets, and appendices. Pages or sheets with print on both sides will be counted as two pages.
- 4.4.1 Each Proposer shall record and submit Cost Proposal information exactly as required by RFP Attachment 4 on an exact duplicate of the attachment and shall not record any other rates, amounts, or information.
9. Proposal forms are on the UT Facilities Planning Web page:  
[http://facilitiesplanning.tennessee.edu/requests\\_rfpconstruction.html](http://facilitiesplanning.tennessee.edu/requests_rfpconstruction.html)
10. Evaluation Guide and Evaluation Process as in RFP Sections 4.18.1 and 4.19, Pages 10-14.
- 4.18.1 The Owner will be guided in the evaluation of proposals by the process described herein. The evaluation process is designed to award the contract to the Proposer with the best Total Score derived by adding their Technical Proposal Score to their Cost Proposal Score as shown in RFP Attachment 5.
- 11. Proposal Deadline: Proposals will be received by the Owner at the address below until 12:00 p.m. local time on December 12, 2018.**
- Rebecca Douglas, UT Office of Capital Projects  
5723 Middlebrook Pike, Suite 201  
Knoxville, TN 37996-0040
12. The Target date for Owner notification of all Proposers of the highest evaluated Proposer is dependent on the Owner's decision to request oral presentations. The RFP Coordinator will email the target date once this decision is made. The date will be immediately after a State Building Commission meeting.
13. There is no site visit scheduled at this time. Proposers are welcome to walk around the site if desired.
14. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT