

The University of Tennessee
REQUEST FOR QUALIFICATIONS (RFQ)

Programmer for
Gross Anatomy Lab Renovation Programming Project
UT Health Science Center
SBC No. 540/013-02-2017
July 6, 2017

The University of Tennessee (Owner) issues this RFQ to qualified Programming Consultants interested in providing services for the development of a program statement on a Gross Anatomy Lab Renovation Programming project on the UT Health Science Center campus. The Owner intends to enter into an agreement with a Consultant that will deliver a program statement. Qualifications Statements in response to this RFQ shall be submitted in accordance with the requirements provided herein.

Summary of Project and Required Services

This project will provide programming for the renovation of the Gross Anatomy Lab located in the basement of the Wittenborg (1926) and Link (1990) Buildings.

Programming services for this project will include:

- A. Development of a program statement, the majority of spaces must be defined around HEIGS Taxonomies, the Tennessee Higher Education Commission (THEC) space guidelines, campus direction relative to functional utilization, and the respondent's experience for benchmarking similar space. The THEC space guidelines for instructional classrooms, laboratories, and office space must be consulted and utilized during the development process.
- B. The University is devoted to principals of universal design and the building must conform to all relevant ADA requirements.
- C. The overall building infrastructure, including network wiring, should be compiled in the finished product.
- D. The program statement will be developed to meet the Tennessee High Performance Building Requirements.
- E. The program statement must include site, landscape, Masterplan and other University wide considerations and must comply with pertinent University design and construction guidelines and standards, Masterplans and other related documents.
- F. The program statement will include for each space:
 - a. Name of space
 - b. Number of persons occupying the space
 - c. The net assignable square feet of the space, spaces which fall under the THEC guidelines, unless there is a compelling reason.
 - d. A unique space number
 - e. A description of architectural features and services to include, but not limited to:
 - i. Relation to other spaces within the facility
 - ii. HVAC requirements

- iii. Illumination requirements
 - iv. Electrical requirements
 - v. Plumbing requirements
 - vi. Fume hood requirements (if applicable)
 - vii. Vibration requirements (if applicable)
 - viii. Sound attenuation and acoustical requirements (if applicable)
 - ix. Gas use requirements (if applicable)
 - x. Compressed air requirements (if applicable)
 - xi. Recirculating water system requirements (if applicable)
 - xii. Communications (internet speed, parts, wireless)
 - xiii. Security and fire alarm
 - xiv. Level and Quality of Finishes:
 - 1. Lab bench surface (if applicable)
 - 2. Floors
 - 3. Walls and doors
 - 4. Ceilings
 - 5. Windows
- f. A succinct but precise description of the work which will be performed in the space.
- g. A description of equipment requirements, divided into elements of:
 - i. Major equipment to be housed within the space, with associated requirements for electrical, plumbing, shielding, and the space around the unit/equipment (if applicable)
 - ii. Workstation requirements – describing the type of bench or workstation, along with associated chairs or stools (if applicable)
- h. A complete list of all fixed and movable furniture and equipment to be in the space, with notation of which items are to be consolidated into the project budget (fixed and built-in, and movable equipment) and which will be supplied by the end user (example – scientific equipment). (if applicable)
- i. Site and utility considerations
- G. Periodically meeting with a university committee comprised of faculty and staff concerning the development of the specific building program. This committee shall provide input and review the progress of the program document and ascertain any special requirements dictated by the end users.
- H. Deliver to the owner a package that can be submitted to the architectural firm assigned to the project. In addition, the programming firm shall be available to address questions originating from the architectural firm during the design process.
- I. The final product delivered to the campus shall be 4 hard copies 8-1/2" x 11" format and an executable electronic version that is approved by UT Health Science Center, which can be revised and amended.
- J. The Contents of the final product will address item numbers listed above and incorporated into the following format.
 - a. A project narrative which will provide information to external constituents, such as state government or federally funded research entities. The narrative will include a written description of the project goals, objective justifications, and relationship to the Campus Master Plan. The narrative will also contain philosophical criteria relative to facility design, sustainability and historical significance, if applicable.

- Other issues may include project phasing, future projects, and any known externally imposed requirements.
- b. Diagrams and drawings necessary to define functional relationships among individual spaces otherwise necessary to communicate design criteria.
 - c. Project site plans and diagrams.
 - d. Individual space definition sheets with criteria as shown
 - e. Any specialized requirements or system descriptions
 - f. Related site and utility requirements or system descriptions
 - g. Any externally imposed requirements; in other words, federal requirements, or state and local stipulations.
 - h. Conceptual project timeline
 - i. Reconciliation of program to University Capital Budget (where applicable)

All Designers must register with the Office of the State Architect to be able to enter into an agreement for this work.

<https://designerregistration.osa.tn.gov/WebForms/Home.aspx>

Qualifications Statement Submittal Deadline and Tentative Schedule

Submittal Location: Qualifications Statements will be received at UT Division of Facilities Planning.

The schedule below is tentative. Any events scheduled prior to the submission deadline may be modified at any time with changes issued in an addendum. Events scheduled after the deadline may be modified without notice.

Event	Date	Time**
RFQ Published to UT Facilities Planning Website	July 6,2017	
<u>*Project Review Conference:</u> at UT Health Science Center Physical Plant at 201 East Street, Room 211A	July 17, 2017	9:00 a.m.
<u>Deadline for Questions:</u> emailed to RFQ Coordinator	July 31, 2017	Received by 5:00 pm
<u>Final issuance of Addenda:</u> posted to web site	August 3, 2017	Posted by 5:00 pm
<u>Submittal Deadline:</u> Qualifications Statements will be received at UT Division of Facilities Planning, 5723 Middlebrook Pike, Suite 119, Knoxville, TN 37996-0040.	August 7,2017	Received by 12:00 pm
<u>Negotiation Period</u>	08/16/2017 – 08/30/2017	
<u>Intent to Award</u>	September 1, 2017	
<u>Open File Period Begins</u>	September 2, 2017	
<u>Open File Period Ends</u>	September 8, 2017	
<u>Final Award</u>	September 11, 2017	
<u>Earliest possible start date of contract</u>	September 18, 2017	

*Attendance is not a prerequisite for submission of Qualifications Statement. RSVP if you plan on attending.

**All times noted above are Eastern Time unless noted otherwise

Qualification Statement Submittal Format

Qualifications Statements shall be submitted as six bound copies and a single digital file copy in .pdf format on a flash drive. The digital file should not exceed 20 MB and should be named using the following format: Designer Name UTHSC GALR 2017-08-07.pdf. Submitted packages should be clearly marked as follows:

Qualifications Statement

Gross Anatomy Lab Renovation Programming Project

SBC No. 540/013-02-2017

Submitted By: <<Respondent Name>>

Contact: <<Contact Person Name, Address, Telephone Number>>

The Qualifications Statement shall be on standard 8 1/2" x 11" paper (landscape or portrait). It shall not exceed 30 pages including pages with photos (used as dividers or section headers or otherwise), charts, spreadsheets, and appendices. Binding covers, a one-page transmittal letter, and table of content pages may be provided in addition to the maximum of 30 pages. Pages or sheets with print on both sides will be counted as two pages. All pages must be numbered. Follow the information structure provided herein with clear identification of each information section.

Request for RFQ Communications

The Owner will convey all official communications and addenda pursuant to this RFQ to the interested parties from whom the RFQ Coordinator has received a Request for RFQ Communications in writing, by email, with the request clearly indicating the organization name and the name and title of a contact person with their telephone number and email address.

The Request for RFQ Communications shall be made no later than the date of the Project Review Conference detailed herein. Such request creates no obligation and is not a prerequisite for submitting a Qualifications Statement.

RFQ Communications Process

Interested parties must direct all communications regarding this RFQ to the following RFQ Coordinator, who is the Owner's official point of contact for this RFQ.

Rebecca Douglas, RFQ Coordinator

Office of Capital Projects

The University of Tennessee

5723 Middlebrook Pike, Suite 119

Knoxville, TN 37996-0040

Telephone: (865) 974-2628

Email: designer@tennessee.edu

As specified above, if a respondent contacts anyone except the University's Solicitation Coordinator, the University may disqualify the Respondent. Communicating with anyone other than the Solicitation Coordinator is "ex parte" communication. The University's prohibition against ex parte communication ends only after the University issues a contract.

Only the Owner's official written responses and communications shall be considered binding with regard to this RFQ, and will be issued as an addendum.

Each Respondent shall assume the risk of the method of dispatching any communication to the Owner. The Owner assumes no responsibility for delays or delivery failures resulting from the method of dispatch. "Postmarking" of a communication or proposal shall not substitute for actual receipt of a communication by the Owner.

Additional Information

Exhibit 1 contains the terms and conditions that govern this solicitation

Exhibit 2 is a draft contract that would govern the University's final award. Please note that, by responding, Respondents are not agreeing to the terms of Exhibit 2. Also, please note that The University of Tennessee is an instrumentality of the State of Tennessee and, thus, does not have the ability to negotiate certain provision.

Respondents acknowledge that this solicitation is for programming work only. The University will issue an award to one Respondent as a result of this solicitation. The Respondent to whom the University issues an award will not be eligible to provide design services to the University for the Gross Anatomy Lab Renovation Programming Project; however, the Respondent would be eligible to provide consulting services to any contractor who provides the design services to the University for its Gross Anatomy Lab Renovation Programming Project.

Qualifications Statement Required Information and Scoring

Designer Forms of Business

Any form of business arrangement with consultants or joint venture partners may be proposed. However, the Owner requires this to be a single contract and the respondent serve as the primary contact, project leader, administrative manager and single source of responsibility, with any necessary business partners and consultants serving under their management.

A Qualifications Statement that is submitted by a Respondent with supporting partners or as a joint venture will be evaluated on the combined experiences of the individual member firms as performed through the previous joint venture agreement.

A. Designer Information

A.1 Provide the Designer's name, address, website address, number of years in business, legal structure (e.g., corporation, etc.), and FEIN.

A.2 Provide the name, e-mail address, mailing address and telephone number of a single primary contact of the respondent.

A.3 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under an Agreement with UT System.

A.4 Is Respondent's business currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact of both in organizational and directional terms.

A.5 Describe Respondent's hours of business.

A.6 Describe Respondent's experience transacting with state or local government agencies.

A.7 Provide a statement of whether the Designer, its consultants or any individual who shall perform work under this contract has a possible conflict of interest (e.g., employment by the State of Tennessee) and, if so, the nature of that conflict.

B. Qualifications and Experience

B.1 Describe the Respondent's qualifications to deliver the services needed for this project in regard to the following.

- The form of business and the general credentials of the Respondent.
- The proposed personnel experience who will be working together on the project.
- The firm's sustainable design capabilities including experience with State of Tennessee Sustainable Design Guidelines or The Tennessee High Performance Building Requirements, sustainable design credentials of personnel, and example sustainable design projects.
- Illustrate how the firm is familiar with the code requirements enforced in the state of Tennessee.

B.2 Provide information on up to five of the Respondent's projects where the team provided programming services that have been completed within the last five years and that are of similar type, scope, and complexity. Include the following information:

- Extent of services provided for each project.
- A reference (by an Owner representative) for each project including contact name, address, telephone number, email address. The Owner may contact references as well as any other source available.
- Information, sample format and/or photographs for each project

B.3 Provide the resume of key respondent personnel who will be assigned to this project and describe their proposed role and time commitment to this project.

Include resumes of all principals and technical associates who would be brought together as a staff, which would serve either as an implementation team and/or which would be responsible for overseeing the requirements of this RFQ. This information could include related technical and professional affiliations, related employment, accomplishments and involvement in contracts of this size/complexity. Provide each individual's current position with the firm or consultant, years with the firm, education, licensing, professional credentials, and similar project experience.

B.4 Provide a matrix showing the relationship between the projects (B.2) and the Designer and consultant's personnel (B.3). Show projects in columns and personnel in rows.

B.5 Provide the Respondent and consultant office location(s) that will be supporting this project with the distance in miles to the project site. If the Respondent and consultants have multiple locations serving this project describe how personnel from each location are involved.

C. Technical Services

C.1 Describe how the Respondent team will approach and document various programming aspects of the project including planning, architectural and engineering, site analysis, Master Plan analysis, graphics, accessibility, data/A/V, cost estimating, sustainability, etc. Describe how you will adapt your approach to meet the unique qualities of this project.

C.2 Describe the Respondent's experience in communicating with clients regarding programming, providing alternatives, value engineering options, etc.

C.3 Provide an organizational chart for this project illustrating lines of authority and specific staff proposed. The chart and related explanations shall describe the responsibilities of the personnel (Designer and consultants) and the lines of communication.

- Clarity of responsibility and communication
- Completeness and inclusion of key personnel and design phase which they will be involved.
- List all personnel and roles as described in B.3 with scheduled time commitment

C.4 Provide a preliminary schedule for this project identifying the time appropriate for each phase/tasks. Demonstrate your approach to meeting the target schedule. Provide examples of experience in enabling Owners to meet aggressive project completion schedules.

- Clarity in meeting the schedule
- Examples

Total Maximum Score: 100 points

Scoring

After the University has selected a qualified Respondent, the University will negotiate cost. Respondents must not include a cost proposal with their responses.

- A. The scoring committee will score each Respondent based on the criteria listed below.
- B. The University will average the scores given by each member of the committee.
- C. The University will use the following scoring criteria:

Evaluation Criteria	Maximum Points Possible
Mandatory Requirements	Pass/Fail
Qualifications and Experience	50 points
Technical Services	50 points

- D. The University will consult with the Office of the State Architect.
- E. The University will award 1 Respondent.

End of Request for Qualification

The University of Tennessee
Exhibit 1 Terms Governing this Solicitation

Programmer for
Gross Anatomy Lab Renovation Programming Project
UT Health Science Center
SBC No. 540/013-02-2017
July 6, 2017

Terms Governing This Solicitation: The terms below govern this solicitation. Respondents may not request revisions to this section. If a Respondent objects to a provision in this Exhibit, Respondent must not bid.

- A. Governing Law: The laws of the State of Tennessee, without giving effect to its principles of conflicts of law, govern this solicitation. Any liability of the University is governed by the Tennessee Claims Commission Act. The venue for any claim against the University is the Tennessee Claims Commission.
- B. Presentations: The University may invite any Respondent, only certain Respondents, or all Respondents for presentations. Respondent hereby acknowledges that the University has sole and absolute discretion regarding presentation invitations.
- C. Evaluation Process
 - a. Generally: The University will use the evaluation process to award a contract based on the best value to the University: the best overall combination of technical and pricing.
 - b. Subjective Nature: Respondent understands that its response to this solicitation will be evaluated by a scoring committee. Respondent acknowledges that the scoring committee will subjectively evaluate Respondent's technical proposal.
- D. No Required Quantities or Spend; Non-Exclusive
 - a. No Required Quantities or Spend: Respondent acknowledges that any agreement that results from this solicitation will not obligate the University to purchase any specific amount of goods or services from Respondent, nor will the University be obligated to spend a minimum amount of money with Respondent.
 - b. Non-Exclusive: Respondent acknowledges that any agreement that results from this solicitation will not be an exclusive agreement in which the University may procure goods or services only from Respondent. Respondent acknowledges that the University may purchase any goods or services, including the same or substantially similar goods or services, from sources other than Respondent.
- E. Confidentiality
 - a. Introduction: Tennessee law limits the University's ability to withhold records from disclosure. Respondents must assume that all documentation, including pricing, submitted to the University will be subject to disclosure.
 - b. Prohibition Against Non-Disclosure Agreements: The University will not sign non-disclosure agreements related to Respondent's response to this solicitation.
 - c. Generally: The University hereby notifies all potential respondents and respondents that placing confidentiality notices on documents submitted to the University does not make the documents confidential under Tennessee law. The

University will ignore such notices. Moreover, the University will not agree to provide advanced notice of disclosure.

- d. Open File Period: After the University issues an intent to award notice, Tennessee law deems all materials submitted by Respondents open for inspection by any Respondent for 7 calendar days.
 - e. Public Records Act: If the University issues a final award, all documents, including the final contract, are subject to disclosure to any Tennessee citizen.
 - f. Routine Disclosures: The University routinely discloses records to the State of Tennessee's agencies (including State Audit), and the Tennessee General Assembly.
 - g. Disclosures: State law does not allow the University to place confidentiality obligations on records that are disclosed under applicable law.
- F. Response Preparation Costs: The University will not pay any costs that a Respondent incurs associated with the preparation, submittal, or presentation of a response. By responding, each Respondent waives any claim against the University for costs the Respondent incurs as a result of responding to this solicitation.
- G. Respondent Review; Waiver of Objections
- a. Required Review: Each potential Respondent must carefully review this solicitation.
 - b. Questions: Any potential Respondent having questions, concerns, or comments regarding this solicitation must notify the University no later than the deadline stated in the timeline of events.
 - c. Waiver of Objections: Any Respondent who fails to submit questions, concerns, or comments before the deadline irrevocably waives their right to object to anything in this solicitation. Accordingly, any such Respondent's protest will be invalid in the event that the protest involves issues to which the Respondent could have objected, but did not.
- H. Amendment; Cancellation; Rebid
- a. University's Right to Amend: The University may amend this solicitation at any time before the response deadline. If the University amends this solicitation, the University will issue a written addendum.
 - b. University's Right to Cancel: The University may cancel this solicitation at any time. The University will have no liability to Respondents in the event of a bid cancellation.
 - c. University's Right to Rebid: In the event that the University cancels a bid, the University may issue a rebid. In the event that the University issues a rebid, the University has no obligation to provide notification to respondents other than through issuance of the rebid.
- I. Unrestricted Right to Reject: The University may reject any response for any reason.
- J. Immaterial Defects: The University may waive minor variances from full compliance with this solicitation. If the University waives immaterial defects in a response, such a waiver does not modify this solicitation's requirements.
- K. Negotiation: The University may negotiate with the top-scoring respondents in the best interest of the University.
- L. Respondent's Right to Withdraw its Response

- a. **Withdrawal:** Respondents may withdraw their response at any time before the deadline for responses. To withdraw a response, a Respondent must submit a written request signed by a representative authorized to legally bind the Respondent. Respondent must send withdrawal requests to the RFQ Coordinator.
 - b. **Resubmit:** Respondents may resubmit a response at any time before the deadline for responses.
- M. **Late Responses:** The University will not accept responses after the deadline listed in the RFQ.
- N. **University's Discretion**
- a. **Generally:** All decisions regarding this solicitation, including the award, are within the University's sole discretion.
 - b. **Examples:** Without limiting the University's unrestricted discretion, the University may:
 - i. Reject any response to this solicitation for any reason.
 - ii. Seek new proposals at any time before the response deadline
 - iii. Seek clarification of additional information from any individual Respondent.
 - iv. Modify the selection criteria.
 - v. Modify the time schedule.
 - vi. Conduct negotiations:
 - 1. The University may negotiate with qualified Respondents.
 - 2. The University may negotiate with only a single Respondent.
 - 3. The University may elect to conduct multiple negotiation rounds, and the University may structure the negotiations in the University's sole discretion.
 - 4. If the University determines costs and contract finalization discussion and negotiations are not productive, the University reserves the right to bypass the apparent best evaluated Respondent and enter into contract negotiations with the next apparent best evaluated Respondent.
- O. **Dispute Resolution:** In the event that a Respondent disputes anything related to this solicitation, the Respondent must first follow the University's protest procedures. If the Respondent is not satisfied with the University's resolution of the Respondent's protest, and if requested by the University's Chief Financial Officer, the Respondent shall enter into mediation with the University before the Respondent pursues any formal legal action. The parties shall make reasonable efforts to resolve any dispute before filing any formal legal action.
- P. **Waiver of Claims:**
- a. **Irrevocable Waiver:** By responding to this solicitation, Respondent hereby irrevocably waives any claims against the University's trustees, officers, and employees, or former employees. Respondent hereby covenants not to sue University employees in their individual capacity. This release and waiver applies to Respondent and Respondent's successors, heirs, and assigns.

- b. Materiality: The University and Respondent state that this clause is material to this solicitation.

Q. University Policies

- a. Non Solicitation: Respondents shall comply with the University's Vending and Solicitations on the University campus" policy:
http://policy.tennessee.edu/fiscal_policy/fi0325/
- b. Gift Acceptance: Respondents shall comply with the University's "Employee Gift Acceptance Policy:" http://policy.tennessee.edu/fiscal_policy/fi0717/

R. Severability: The University and Respondent intend as follows:

- a. That if any provision of this solicitation is held to be unenforceable, then that provision will be modified to the minimum extent necessary to make it enforceable, unless that modification is not permitted by law, in which case that provision will be disregarded;
- b. That if an unenforceable provision is modified or disregarded in accordance with this section, then the rest of the solicitation will remain in effect as written; and
- c. That any unenforceable provision will remain as written in any circumstances other than those in which the provision is held to be unenforceable.

S. Compliance with Law: Respondent shall comply with applicable law.

End of Exhibit 1

The University of Tennessee
Exhibit 2 Pro Forma Contract

Programmer for
Gross Anatomy Lab Renovation Programming Project
UT Health Science Center
SBC No. 540/013-02-2017
July 6, 2017

The University of Tennessee
Contract

This contract documents the agreement between The University of Tennessee (hereinafter University), _____ (hereinafter Contractor).

This contract consists of this cover page, the University's Standard Terms and Conditions, the requested scope of services described in the Request for Qualifications dated July 6, 2017 for the Gross Anatomy Lab Renovation Programming Project (SBC No. 540/013-02-2017) at the UT Health Science Center campus, Memphis, Tennessee and the Contractor's proposal dated _____. Terms contained on this cover page and the University's Standard Terms and Conditions shall prevail over those of any attachment unless otherwise stated under "Other terms" below.

The period for performance under this contract is from _____ through _____.

The University will compensate the Contractor a maximum hourly not to exceed fee in the amount of \$_____ invoiced and compensated as described herein up to the maximum amount unless additional services is requested. Payment shall be made after receipt of the Contractor's statement of services is performed. The final payment shall be made only after Contractor has completely performed the required services. The compensation shall be based on rates stated herein for services and reimbursement for expenses.

The University agrees to reimburse Contractor for printing costs and customary travel expenses incurred in connection with this Contract according to University policy. Reimbursement shall be made only after Contractor has completed and submitted an expense statement accompanied by receipts.

In witness of their acceptance of the terms of this agreement, the parties have had this Contract executed by their duly authorized representatives.

Contractor:

_____ Signature	_____ Name	_____ Date
_____ Title	_____ Telephone Number	_____ Federal Tax ID Number

The University:

_____ Michelle L. Crowder Executive Director of Capital Projects	_____ Date
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_____ Gross Anatomy Lab Renovation Project Name	_____ Responsible Account
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STANDARD TERMS AND CONDITIONS

1. The University is not bound by this Contract until it is approved by the appropriate University official(s) indicated on the signature page of this Contract.
2. This Contract may be modified only by a written amendment, which has been executed and approved by the appropriate parties as indicated on the signature page of this Contract.
3. This University may terminate this Contract by giving the Contractor at least thirty (30) days written notice before the effective termination date. The Contractor shall be entitled to receive equitable compensation for satisfactory authorized work completed as of the termination date.
4. If the Contractor fails to perform properly its obligations under this Contract or violates any term of this Contract, the University shall have the right to terminate this Contract immediately and withhold payments in excess of fair compensation for completed services. The Contractor shall not be relieved of liability to the University for damages sustained by breach of this Contract by the Contractor.
5. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the University.
6. Unless otherwise indicated on the reverse, if this Contract provides for reimbursement for travel, meals or lodging such reimbursement must be made in accordance with University travel policies.
7. The Contractor warrants that no part of the total Contract amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to Contractor in connection with any work contemplated or performed relative to this Contract, and that no employee or official of the State of Tennessee holds a controlling interest in the Contractor. If the Contractor is an individual, the Contractor certifies that he/she is not presently employed by the University or any other agency or institution of the State of Tennessee; that he/she has not retired from or terminated such employment within the past six months; and that he/she will not be so employed during the term of this contract.
8. The Contractor shall maintain documentation for all charges against the University under this Contract. The books, records and documents of the Contractor, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment, and shall be subject to audit, at any reasonable time and upon reasonable notice, by the University or the Comptroller of the Treasury, or their duly appointed representatives. These records shall be maintained in accordance with generally accepted accounting principles.
9. No person on the grounds of disability, age, race, color, religion, sex, national origin, veteran status or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract. The Contractor shall, upon request, show proof of such non-discrimination,

and shall post in conspicuous places, available to all employees and applicants, notice of non-discrimination.

10. The Contractor shall maintain insurance coverage with the limits set forth below. Contractor's certificates of insurance, in a form acceptable to Owner, shall be provided to the Owner before the date of this Agreement and thereafter upon written request. The Designer's insurance coverage shall be from the date of this Agreement until four (4) years after the date of Substantial Completion of the Project.

Commercial General Liability	Each Occurrence	\$ 1,000,000
	Aggregate	\$ 1,000,000
Commercial Automobile Liability		
Any Auto – Each Accident, Combined Single Limit		\$ 1,000,000
Workers' Compensation as required by statute, including employers' liability with limits of:		
	Each Accident	\$ 100,000
	Disease, each employee	\$ 100,000
	Disease, policy limits	\$ 500,000
Professional Liability Insurance		
	Each Claim	\$ 1,000,000
	Annual Aggregate	\$ 1,000,000

11. The University shall have no liability except as specifically provided in this Contract.
12. The Contractor shall comply with all applicable Federal and State laws and regulations in the performance of this Contract.
13. This Contract shall be governed by the laws of the State of Tennessee, which provide that the University has liability coverage solely under terms and limits of the Tennessee Claims Commission Act.
14. The Contractor shall avoid at all times any conflict of interests between his/her duties and responsibilities as a Contractor and his/her interests outside the scope of any current or future Contracts. The following principles define the general parameters of a conflict of interests prohibited by the University:
 - a. Contractor's outside interests shall not interfere with or compromise his/her judgment and objectivity with respect to his/her duties and responsibilities to the University.
 - b. A Contractor shall not make or influence University decisions or use University resources in a manner that results in: Financial gain outside any current or future Contracts for either the Contractor or his/her relatives or Unfair advantage to or favored treatment for a third party outside the University.
 - c. A Contractor's outside financial interests shall not affect the design, conduct, or reporting of research.
 - d. The Contractor certifies that he/she has no conflicts of interests and has disclosed in writing the following:

- a) Any partners or employees of the Contractor who are also employees of the University.
 - b) Any relatives of the Contractor's partners or employees who work for the University.
 - c) Any outside interest that may interfere with or compromise his/her judgment and objectivity with respect to his/her responsibilities to the University.
15. For personal, professional, and consultant services, the Contractor shall submit brief, periodic progress reports to the University as requested.
16. Prohibition of Illegal Immigrants: The requirements of Public Acts of 2006, Chapter Number 878, of the state of Tennessee, addressing the use of illegal immigrants in the performance of any contract to supply goods or services to the state of Tennessee, shall be a material provision of this Contract, a breach of which shall be grounds for monetary and other penalties, up to and including termination of this Contract.
- a. The Contractor hereby attests, certifies, warrants, and assures that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract. The Contractor shall reaffirm this attestation, in writing, by submitting to the University a completed and signed attestation document, hereto, no less than semi-annually during the period of this Contract. Such attestations shall be maintained by the contractor and made available to state officials upon request.
 - b. Prior to the use of any subcontractor in the performance of this Contract, and semi-annually thereafter, during the period of this Contract, the Contractor shall obtain and retain a current, written attestation that the subcontractor shall not knowingly utilize the services of an illegal immigrant to perform work relative to this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant to perform work relative to this Contract. Attestations obtained from such subcontractors shall be maintained by the contractor and made available to state officials upon request.
 - c. The Contractor shall maintain records for all personnel used in the performance of this Contract. Said records shall be subject to review and random inspection at any reasonable time upon reasonable notice by the State.
 - d. The Contractor understands and agrees that failure to comply with this section will be subject to the sanctions of Public Chapter 878 of 2006 for acts or omissions occurring after its effective date. This law requires the Commissioner of Finance and Administration to prohibit a contractor from contracting with, or submitting an offer, proposal, or bid to contract with the State of Tennessee to supply goods or services for a period of one year after a contractor is discovered to have knowingly used the services of illegal immigrants during the performance of this contract.
 - e. For purposes of this Contract, "illegal immigrant" shall be defined as any person who is not either a United States citizen, a Lawful Permanent Resident, or a

person whose physical presence in the United States is authorized or allowed by the Department of Homeland Security and who, under Federal immigration laws and/or regulations, is authorized to be employed in the U.S. or is otherwise authorized to provide services under the Contract.

17. Upon completion of the Contract, the documents provided by Contractor to University as instruments of professional services shall be the property of The University of Tennessee, and may be used again by Contractor only for the benefit of the University. Originals of these documents may remain in the files of Contractor. Contractor and Contractor's consultants may reuse any portion of the work prepared for this Project for other projects. Except as set forth in the Contract or any subsequent agreements between Contractor and University, Contractor shall have no liability for any future use by University of the instruments of professional service provided by Contractor under the Contract where Contractor is not engaged to provide services for such future use.
18. This Contract is the entire agreement between the University (including University employees and other end users) and Contractor. In the event Contractor enters into terms of use, end user agreements, or other agreements or understandings, whether electronic, click-through, or shrink-wrap, and whether verbal or written, with University employees or other end users, such agreements shall be null, void, and without effect, and the terms of this Contract shall apply.
19. In compliance with the requirements of Tenn. Code Ann. § 12-4-120, the Contractor hereby attests that the Contractor has registered with the State of Tennessee's Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material requirement of this Contract.
20. Iran Divestment Act. The Contractor certifies, under penalty of perjury, that to the best of its knowledge and belief the Contractor is not on the list created pursuant to Tenn. Code Ann. § 12-12-106. The Contractor further certifies that it shall not utilize any subcontractor that is on the list created pursuant to Tenn. Code Ann. § 12-12-106.
21. Additional services shall be negotiated as a not to exceed amount billed at an hourly rate as set forth in the Contract. Compensation for these additional services shall not be payable to the contractor unless prior to the time such additional services are rendered. The University shall have approved by written agreement the payment and scope of work to the Contractor prior to the Contractor commencing with any additional work.

End of Exhibit 2