

## RFQ PROJECT REVIEW CONFERENCE – December 11, 2017

RFQ for a Programmer on the  
Maclellan Renovation Programming Project  
SBC No. 540/005-09-2017  
UT Chattanooga

### MEETING AGENDA / HANDOUT

1. Introductions
2. Attendees providing a legible email address on the attendance roster will receive RFQ Communications by email from the RFQ Coordinator including Conference Notes and RFQ Addenda.
3. Access to the RFQ via Web Page: <http://facilitiesplanning.tennessee.edu/>.
4. RFQ Review Conference
  1. The purpose of the conference is to discuss the RFQ 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 RFQ.
  2. RFQ comments may be made by email to the RFQ Coordinator until 5:00 pm January 2, 2018.
5. All communications regarding this project or the RFQ should be directed to the RFQ Coordinator. Any communications outside of this process could lead to the disqualification of the proposer.
6. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 pm on January 5, 2018.
7. Project description is on page 1 of the RFQ.
8. Qualification Statement Submittal should be turned in on digital media and on standard 8-1/2" x 11" paper. It should not exceed 30 pages.
9. **Qualification Statement Deadline: Qualifications received by the Owner at the address below until 12:00 p.m. local time on January 11, 2018.**

Rebecca Douglas, Office of Capital Projects  
5723 Middlebrook Pike, Suite 201  
Knoxville, TN 37996-0045
10. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT