

RFP PROJECT REVIEW CONFERENCE – November 30, 2020

RFP for a CM/GC on the
Haslam Field Expansion
UT Knoxville
SBC No. 540/009-08-2016

MEETING AGENDA / HANDOUT

1. Introductions.
2. Attendees can send an email to designer@tennessee.edu by the end of the day today to receive RFP Communications by email from the RFP Coordinator including Conference Notes and RFP Addenda.
3. Access to the RFP via Web Page:
<https://capitalprojects.tennessee.edu/fp/requests/rfp-construction/>
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, 2020.
5. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 p.m. on December 11, 2020.
6. Project description begins on page 1 of 2.4 Project Narrative and documentation.
7. Areas of pre-construction phase services 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 1.4, pages 3 through 8.
 - 1.4. B.4 A proposal in response to this RFP shall consist of the following two documents, each of which is further described in a later section and in an RFP attachment.
 1. Technical Proposal (RFP Section 2.2)

2. Cost Proposal (RFP Section 2.3)

1.4. C.5 The Technical Proposal shall not exceed 40 pages including photo pages, charts, spreadsheets, and appendices. Pages or sheets with print on both sides will be counted as two pages.

1.4. D.1 Each Proposer shall record and submit Cost Proposal information exactly as required by RFP Section 2.3 on exact duplicates of subsections A through F and shall not record any other rates, amounts, or information.

9. Proposal forms are on the UT Facilities Planning Web page:
<https://capitalprojects.tennessee.edu/fp/requests/rfp-construction/>

10. Evaluation Guide and Evaluation Process as in RFP Sections 1.9 Pages 35-36.

1.9 The Owner will be guided in the evaluation of proposals by the process described herein. The evaluation process is designed to award the contract not necessarily to the Proposer of least cost but rather to the Proposer with the highest Total Score which is derived by adding the Technical Proposal Score to the Cost Proposal Score of the qualifying proposers.

11. Proposal Deadline: Proposals will be received by the Owner at the address below until 12:00 p.m. local time on December 17, 2020.

Rebecca Douglas, UT Office of Capital Projects
5723 Middlebrook Pike, Suite 201
Knoxville, TN 37996-0040

12. Oral presentations will be required by all Proposers.

- a) Presentations will be given via zoom on December 29, 2020.
- b) Proposers will be notified of their scheduled time on December 18, 2020.
- c) Presentation Format will include:
 - i. 5 minutes for introduction of team and Owner representatives
 - ii. 20 minutes for presentation
 - iii. 30 minutes for questions

13. The Target date for Owner notification of all Proposers of the highest evaluated Proposer is December 30, 2020.

14. Site visits will be held on December 4, 2020 after 5:30 pm. Each proposing firm will be limited to 2 participants. Times will be given to those who have notified the RFQ Coordinator by December 3, 2020 at 12:00 pm.

15. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT