

## PRE-PROPOSAL CONFERENCE – December 17, 2020

### **University of Tennessee**

### **Construction Procurement Through Best Value Option One (BV1) REQUEST FOR QUALIFICATIONS (RFQ)**

### **Science Laboratory Facility (Strong Hall Site) (Trace Metal Clean Room)**

540/009-19-2012

UT Knoxville

### **AGENDA**

1. **Introductions.**
2. Attendees can send an email to [designer@tennessee.edu](mailto:designer@tennessee.edu) by the end of the day today to receive RFQ Communications by email from the RFQ Coordinator including Conference Notes and RFQ Addenda.
3. The Owner will convey all official **communications** and addenda to attendees.
4. **RFQ website:** <https://capitalprojects.tennessee.edu/fp/requests/rfp-construction/>
5. The **purpose** of the Pre-Proposal Conference is to discuss the RFQ scope of services and contract requirements. While questions will be entertained, the oral response to a question at the conference shall be considered tentative and non-binding with regard to this RFQ.
6. Each Proposer shall carefully review this RFQ and all attachments for comments, questions, defects, objections, or other matters requiring clarification or correction, collectively called **Comments**. Comments must be made in writing and received by the RFQ Coordinator no later than the comments deadline detailed in the RFQ Section 2.1 Schedule of Events – **January 5, 2021**.
7. The Owner reserves the right to issue **addenda** to this RFQ in writing up to five days prior to the proposal deadline.
8. RFQ Section 2.1 Schedule of Events details the requirements for the location and the **deadline** time and date for submitting a proposal – **12:00 pm (noon) January 12, 2021**. A late proposal or a proposal not submitted to the designated location will not be accepted.
9. RFQ Section 2.3 **Project Narrative and Documentation Overview**
10. **RFQ Process Overview**
  - a. A proposal in response to this RFQ shall consist of a Technical Proposal as described in the RFQ
  - b. An Evaluation Team made up of three or more employees of the State of Tennessee will evaluate responsive proposals.
  - c. After Technical Proposal evaluations are completed the Owner will advise proposers of evaluation results.
  - d. The Designer will issue bidding documents to proposers that meet proposal format and content requirements, meet the requirements of Section 2.2 Technical Proposal, Section A, Mandatory Requirements, and, after evaluation, meet or exceed the Minimum Qualifying Technical Proposal Score provided in Section 2.2 Technical Proposal.

- e. The Owner intends to contract with the responsive and responsible bidder offering the lowest cost for the work. Such bidder will be recommended to the State Building Commission for award of a contract.

**11. Technical Proposal Requirements**

- a. Each proposer must submit eight copies of the Technical Proposal and a single digital file copy in a searchable PDF format on a flash drive, not password protected. The digital file should not exceed 20 MB and should be named using the following format: "<<Proposer Name>> BV1 <<SBC Number>>". The proposer must enclose the Technical Proposal copies and flash drive in a sealed package clearly marked as shown in Section 1.4 Proposal Requirements.
- b. All material must be on standard 8 1/2" x 11" paper with exceptions permitted for foldouts containing non-text information such as charts and spreadsheets. The proposal must be in a spiral bound format that lays flat on a desktop.
- c. All pages must be numbered excluding covers.
- d. The Technical Proposal shall not exceed 25 pages excluding covers. Pages or sheets with print on both sides will be counted as two pages.

**12. Comments and questions** from attendees.

END