RFQ PROJECT REVIEW CONFERENCE – October 6, 2022

RFQ for a Designer on the
540 McCallie Renovation
SBC No. 540/005-XX-2022
UT Chattanooga

MEETING AGENDA / HANDOUT

1. Introductions
2. Opening Remarks
3. Attendees who requested a Zoom meeting invitation will receive RFQ Communications by email from the RFQ Coordinator.
5. 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 October 17, 2022.
6. 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.
7. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 pm on October 21, 2022.
8. Project description is on page 1 and attached to the RFQ.
9. Qualification Statement Submittal should be turned in via the assigned portal. It should not exceed 50 pages.
10. Qualification Statement Deadline: Qualifications received by the Owner via the assigned portal until 12:00 p.m. (noon) local time on October 27, 2022.
11. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT