MEETING AGENDA / HANDOUT

1. Introductions.
2. Gwen Sanders – Diversity Business Liaison
3. 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.
4. Access to the RFP via Web Page: https://capitalprojects.tennessee.edu/fp/requests/rgp-construction/
5. 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 November 14, 2022.
6. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 p.m. on November 18, 2022.
7. Project description begins on page 1 of 2.4 Project Narrative and documentation.
8. 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
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.

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


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.

12. Proposal Deadline: Proposals will be received by the Owner at the assigned
portal until 12:00 p.m. local time on November 29, 2022.

13. Cost Proposal Deadline: Cost Proposals will be received by the Owner at the
address below until 12:00 p.m. local time on November 29, 2022.

Rebecca Douglas, UT Department of Capital Projects
400 W Summit Hill Drive – UT Tower 9th Floor #944D
Knoxville, TN 37902

14. Oral presentations may be required by short listed Proposers.

a) Presentations will be given in person on December 20, 2022.
b) Short listed Proposers will be notified and of their scheduled time on
December 8, 2022.
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

15. The Target date for Owner notification of all Proposers of the highest evaluated
Proposer is December 21, 2022.

16. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT