RFQ PROJECT REVIEW CONFERENCE – April 25, 2023

RFQ for Master Planning Services for
UT Southern
SBC No. 540/006-02-2023

MEETING AGENDA / HANDOUT

1. Introductions.

2. Attendees can send an email to 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. Access to the RFQ via Web Page: https://capitalprojects.tennessee.edu/real-property/requests-for-services/

4. RFQ Review Conference
   a. 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.
   b. RFQ comments may be made by email to the RFQ Coordinator by 5:00 p.m. on May 5, 2023.

5. Final issuance of Addenda/Comments by posting on the Web site is targeted to occur by 5:00 p.m. on May 11, 2023.

6. Pro Forma Task Order Agreement

7. Project background and scope of services begins on page 1 of 2.3 Project Narrative and documentation.

8. Areas of master planning services are listed below.
   a. Develop Campus Master Plan Components
   b. Address and Integrate Relevant Issues
   c. Develop Master Plan Recommendations
   d. Compile Implementation Table and Cost
   e. Produce Master Plan Graphics and Maps
   f. Conduct Initial Information Gathering and Review
   g. Achieve Anticipated Milestones and Activities in Project Execution


10. Qualification Statement Submittal should be turned in via the assigned portal. It should not exceed 50 pages. Hyperlinks and QR Codes should not be included in any proposal. All pertinent information should be clearly and concisely documented within the 50 pages allowed.


12. Proposal Deadline: Proposals will be received by the Owner at the assigned portal until 12:00 p.m. Eastern time on May 16, 2023.
13. Oral presentations may be required by short listed Proposers.
   a) Presentations will be given in person on June 14-15, 2023.
   b) Short listed Proposers will be notified and of their scheduled time on May 26, 2023.
   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

14. The Target date for Owner notification of all Proposers of the highest evaluated Proposer is June 19, 2023.

15. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT