RFP PROJECT REVIEW CONFERENCE – December 12, 2023

RFP for a CM/GC on the
Fletcher Hall Add & Reno
UT Chattanooga
SBC No. 540/005-02-2023

MEETING AGENDA / HANDOUT

1. Introductions.

2. Attendees can send an email to designer@tennessee.edu by the end of the day today to receive 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/tp-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 21, 2023.

5. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 p.m. on January 4, 2024.

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

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. Hyperlinks and QR Codes should not be
included in any proposal. All pertinent information should be clearly and
concisely documented within the 40 pages allowed.

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/


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 assigned
portal until 12:00 p.m. local time on January 9, 2024.

12. Cost Proposal Deadline:  Cost Proposals will be received by the Owner at the
address below until 12:00 p.m. local time on January 9, 2023.

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

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

   a)  Presentations will be given in person on January 31, 2024.

   b)  Short listed Proposers will be notified and of their scheduled time on
       January 18, 2024.

   c)  Presentation Format will include:

       i.  5 minutes for introduction of team and Owner representatives

       ii. 15 minutes for proposer review of interview agenda items

       iii. 25 minutes for questions

14. The Target date for Owner notification of all Proposers of the highest evaluated
Proposer is January 18, 2024 – No Interviews or February 2, 2024 – With Interviews.

15. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT