

RFP PROJECT REVIEW CONFERENCE – October 8, 2024

RFP for a CM/GC on the
UTHSC Gross Anatomy Lab Renovation (24/25)
UT Health Science Center
SBC No. 540/013-02-2024

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/rfp-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 October 18, 2024.
5. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 p.m. on October 22, 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
8. Proposal Requirements and Process, RFP Section 1.4, pages 3 through 8.

- 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/>
10. Evaluation Guide and Evaluation Process as in RFP Sections 1.9 Pages 35-36.
 - 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 October 29, 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 October 29, 2024.**

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 November 25,2024.
 - b) Short listed Proposers will be notified of their scheduled time on November 8, 2024.
 - c) Presentation Format will include:
 - i. 2 minutes for introduction of team and Owner representatives
 - ii. 18 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 November 8, 2024 if there are *No Interviews* or December 3, 2024 if there are *Interviews*.
15. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT