

## RFQ PROJECT REVIEW CONFERENCE – November 26, 2024

### UT Statewide Facilities Space Utilization The University of Tennessee System

#### **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.
4. Access to the RFQ via Web Page:  
<https://capitalprojects.tennessee.edu/fp/requests/rfq-programming/>.
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 December 3, 2024.
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 December 9, 2024.
8. Project description is in **Section A: 1. Purpose and Scope** starting on page 2 of the RFQ.
9. 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.
- 10. Qualification Statement Deadline: Qualifications received by the Owner via the assigned portal until 12:00 p.m. (noon) local time on December 18, 2024.**
11. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT