

PROGRAMMER RFQ ADDENDUM 1

December 9, 2024

REQUEST FOR QUALIFICATIONS

Programming Consultants

The University of Tennessee

This Addendum forms a part of the Request for Qualifications (RFQ) and modifies the original RFQ documents issued November 19, 2024.

Request for Qualifications

Section A: Introduction and Basic Information

Item 1.1 Add the following - 9. Process of Individual Project Solicitation and Award

9. Process of Individual Project Solicitation and Award: After prequalified consultants are awarded by the University; the following process will determine the final task order contract award.
 - A. Projects will be identified based upon the project types and each prequalified firm within that project type will be solicited to submit a letter of interest, which will include specific qualifications, staffing, and schedule. In some instances, multiple pools may be solicited if the project covers multiple project types.
 - B. Each firm will have the option to submit their letter of interest based upon their availability for the services requested within the Universities desired schedule.
 - C. An evaluation team consisting of up to three University employees will review and select the best evaluated consultant.
 - D. All firms will be notified of the outcome of the evaluations and the best evaluated consultant will enter contract negotiations with the University.
 - E. The best evaluated consultant will submit a proposal documenting scope of work, fee based upon hourly not to exceed rates and broken down into each scope of service, and anticipated reimbursable costs including travel and printing
 - F. Once negotiations are finalized, a contract will be awarded only to the prequalified consultant.

Section B: Instructions and Evaluation Criteria

Item 2.1 13. Award

- A. Add the following items to "13. Award"
 - A. The Respondent to whom the University issues an award and subsequent contract will not be eligible to provide design services to the University for the future project to which the award was based upon; however, the Respondent would be eligible to provide consulting services to any designer who provides the design services to the University for the awarded design contract.

B. Any consultant to the Respondent to whom the University issues an award would be eligible to submit for design or construction services on the future project.

Section C: Technical Response

Item 3.1 Part B: Qualifications and Experience

A. Replace item B.2 with the following:

Provide information on up to a maximum of five of the Respondent's projects where the team provided programming services that have been completed within the last five years and that are of similar program function type. Include the following information:

- Extent of services provided for each project.
- A reference (by a University representative) for each project including contact name, address, telephone number, and email address. The University may contact references as well as any other source available.
- Include staff, which are listed in B.3 if applicable.
- Information, sample format and/or photographs for each project.
- Signify which project type(s) the projects represent. If your firm is proposing on multiple project types, then project types should be represented in the project outlined. Each project can also represent multiple project functions.

END OF ADDENDUM 1