

**Statewide Facilities Space Utilization RFQ ADDENDUM 1
December 9, 2024**

REQUEST FOR QUALIFICATIONS

Statewide Facilities Space Utilization Consultant

The University of Tennessee
SBC No. 540/000-01-2024

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 Summary of Project and Required Services

Remove item “12) Determine the extent and severity of the deferred renewal liability.”

Section B: Instructions and Evaluation Criteria

Item 2.1 Qualifications Submission

Remove the following stipulation: “Hyperlinks and QR Codes should not be included in any proposal. All pertinent information should be clearly and concisely documented within 50 pages allowed.”

Section C: Technical Response

Item 3.1 Part B: Qualifications and Experience

A. Replace B.2 with the following:

B.2 Provide a listing of up to 5 recently completed Space Utilizations that have been developed by your firm which are similar or have aspects related to the scope of services. Include:

- Project Information
 - Project Title
 - Project Location
 - Project Amount
 - Start and Finish Date
 - Summary Description of the project scope and services
 - Photos if appropriate
- Client Name (Firm or Organization)
- Identify the firm’s role (e.g., prime consultant, subconsultant) on the project.
- Provide three client references for similar projects including the representative’s

- Name
- Title
- Phone Number
- Email address

Item 3.2 Part B: Qualifications and Experience

B. Replace B.3 with the following:

B.3 Provide the following work examples:

(a) digital file in .pdf format uploaded with proposal as a separate file (not exceeding 20 MB) or link to sample dashboard of three Space Utilization Assessments undertaken by your firm for institutions comparable to the University of Tennessee and listed in the proposal to B.2.

(b) Owner will utilize such information only for purposes of evaluation and will not reproduce or redistribute such in any manner. If proprietary agreements limit submission of a work example, then the Respondent shall provide

- 1) the portions that are “public domain” or are not so limited and/or
- 2) supplementary written description of the work example so as to provide a proxy for the portions of the work example that are relevant to the Owner’s project.”

Item 3.3 Part C: Technical Services

A. Replace item C.1 with the following:

C.1 Provide a narrative outlining the methodology, approach, and philosophy your firm will utilize to accomplish the scope of work. Include how the Proposer intends to address:

- 1) Developing Space Initial Utilization Reports
- 2) Assist in developing a strategic plan for classrooms.
- 3) Possible corrective actions associated with classrooms.
- 4) Achieving milestones for project execution.

END OF ADDENDUM 1