

PRE-PROPOSAL CONFERENCE – February 19, 2025

University of Tennessee

Construction Procurement Through Best Value Option One (BV1) REQUEST FOR QUALIFICATIONS (RFQ)

Art & Architecture Office Renovation

540/009-03-2023

University of Tennessee Knoxville

AGENDA

1. **Introductions.**
2. Attendees can send an email to designer@tennessee.edu by the end of the day today to receive RFQ Communications by email from the RFQ Coordinator including Conference Notes and RFQ Addenda.
3. The Owner will convey all official **communications** and addenda to attendees.
4. **RFQ website:** <https://capitalprojects.tennessee.edu/fp/requests/rfp-construction/>
5. The **purpose** of the Pre-Proposal Conference is to discuss the RFQ scope of services and contract requirements. While questions will be entertained, the oral response to a question at the conference shall be considered tentative and non-binding with regard to this RFQ.
6. Each Proposer shall carefully review this RFQ and all attachments for comments, questions, defects, objections, or other matters requiring clarification or correction, collectively called **Comments**. Comments must be made in writing and received by the RFQ Coordinator no later than the comments deadline detailed in the RFQ Section 2.1 Schedule of Events – **February 28, 2025**.
7. The Owner reserves the right to issue **addenda** to this RFQ in writing up to five days prior to the proposal deadline.
8. RFQ Section 2.1 Schedule of Events details the requirements for requesting the Microsoft Teams upload information and the **deadline** time and date for submitting a proposal – **12:00 pm (noon) ET March 13, 2025**. A late proposal or a proposal not submitted to the designated location will not be accepted.
9. RFQ Section 2.3 **Project Narrative and Documentation Overview**
10. **RFQ Process Overview**
 - a. A proposal in response to this RFQ shall consist of a Technical Proposal as described in the RFQ.
 - b. An Evaluation Team made up of three or more employees of the State of Tennessee will evaluate responsive proposals.
 - c. After Technical Proposal evaluations are completed, the Owner will advise proposers of evaluation results.
 - d. The Designer will issue bidding documents to proposers that meet proposal format and content requirements, meet the requirements of Section 2.2 Technical Proposal, Section A, Mandatory Requirements, and, after evaluation, meet or exceed the Minimum Qualifying Technical Proposal Score provided in Section 2.2 Technical Proposal.

- e. The Owner intends to contract with the responsive and responsible bidder offering the lowest cost for the work. Such bidder will be recommended to the State Building Commission for award of a contract.

11. Technical Proposal Requirements

- a. Each proposer must submit a single digital file in a searchable PDF format at the assigned Microsoft Teams portal. The digital file should not exceed 20 MB and should be named using the following format: "<<Proposer Name>> BV1 <<SBC Number>>".
- b. All pages must be numbered excluding covers.
- c. The Technical Proposal shall not exceed 25 pages excluding covers.
- d. Hyperlinks and QR Codes should not be included in any proposal. All pertinent information should be clearly and concisely documented within the 25 pages allowed.

12. Comments and questions from attendees.

END