

RFQ PROJECT REVIEW CONFERENCE – March 13, 2025

RFQ for a Designer on the
UTM College of Business and Global Affairs
SBC No. 540/011-XX-2025
UT Martin

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/rfd-qualifications/>.
5. Please note updated RFQ on website.
6. 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 March 24, 2025.
7. 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.
8. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 pm on March 27, 2025.
9. Project description is on page 1 and attached to the RFQ.
10. 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.
- 11. Qualification Statement Deadline: Qualifications received by the Owner via the assigned portal until 12:00 p.m. (noon) local time on April 3, 2025.**
12. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT