

RFQ PROJECT REVIEW CONFERENCE – April 7, 2025

RFQ for Master Planning Services on the Master Plan – Health Science Center (24/25)

SBC No. 540/013-01-2025

UT Health Science Center

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/real-property/requests-for-services/>
- 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 April 9, 2025.
- 6) Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 pm on April 14, 2025.
- 7) UTHSC Vision and Mission
 - a) Vision / Mission
 - b) Colleges
 - c) Key Focus Area
- 8) Campus Summary
 - a) Campus Map
 - b) Buildings
 - c) Square Footage
- 9) 20XX Master Plan Amendment
- 10) Summary of RFQ Document
 - a) RFQ
 - i) Scope of Services – Section 1.1
 - ii) Communication with the University - Section 1.2
 - (1) Interested parties and potential proposers must direct all communications regarding this RFQ to the following RFQ Coordinator, who is the Owner's official point of contact for this RFQ.
 - (2) If the RFQ Coordinator has received a request for RFQ Communications, the University will convey all official communication and addenda. This request needs to be made by April 8, 2025.

- iii) Qualifications Requirements and Process – Section 1.4
 - (1) A proposal in response to this RFQ shall consist of the following documents, each of which is further described in a later section. The format for submittal of each is shown in the designated document.
 - (a) Certification Statement
 - (b) Qualifications Statement – section 2.2 outlines the requirements for the Qualifications statements
 - (c) Qualifications Statement Evaluation Process – section 1.7
 - (d) May include an Oral Presentation
 - (2) Upon the completion of the evaluation of proposals the proposals and associated materials shall be open for review by the public in accordance with Tennessee Code Annotated, Section 10-7-504(a)(7). By submitting a proposal, the Proposer acknowledges and accepts that the full proposal contents and associated documents shall become open to public inspection.
- iv) Contract Requirements and Process – Section 1.5
 - (1) Contract Award Process – see Section 1.5D
- b) RFQ Attachment 1 – Contract Document
 - i) 1.6.B.3 Hourly rates shall be subject to prior written approval by the Owner.
 - ii) 1.6.D.12 – Insurance Requirements –
 - (1) General Liability - \$1,000,000
 - (2) Automobile Liability - \$1,000,000
 - (3) Workers Compensation - \$100,00 each accident/\$500,000 Disease, policy limits
 - (4) Professional Liability Insurance \$1,000,000
- 11) 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.
- 12) Key Dates**
 - a) Advertisement – March 19, 2025
 - b) Project Review Conference – April 7, 2025
 - c) Site Visit – April 7, 2025
 - d) Notice of Intent to Propose – April 8, 2025
 - e) Last Day for Questions – April 9, 2025
 - f) Addenda Issued – April 14, 2025
 - g) Qualification Statement Deadline: Qualifications received by the Owner via the assigned portal until 12:00 p.m. (noon) Eastern Time on April 22, 2025.**
 - h) Oral Presentations – May 16, 2025
 - i) SBC Meeting – target June 12, 2025
 - j) Master Plan Complete – May 2026
 - k) University of Tennessee BOT Meeting – October 2026
 - l) Tennessee Higher Education Commission Board Meeting – November 2026
 - m) State Building Commission – December 2026
- 13) Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT