

## RFP PROJECT REVIEW CONFERENCE – March 19, 2026

### RFP for a Lease of Property for the UTHSC Plough Center

UT Health Science Center

RFP Transaction Number: 25-01-013

#### **MEETING AGENDA / HANDOUT**

1. Introductions.
2. Attendees can send an email to [designer@tennessee.edu](mailto:designer@tennessee.edu) by the end of the day today to receive RFP Communications by email from the RFP Coordinator.
3. Access to the RFP via Web Page: <https://tennessee.edu/about/divisions/finance-admin/capital-projects/construction-opportunities/requests-for-services/>
4. RFP Review Conference
  1. The purpose of the conference is to discuss the RFP documentation and lease parameters. 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 RFP.
  2. RFP comments may be made by email to the RFP Coordinator by 5:00 p.m. ET on April 1, 2026.
5. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 p.m. ET on April 7, 2026.
6. RFP process information and lease description begins on page 1 of 1.1 Introduction.
7. Proposal Requirements and Process, RFP Section 1.4 – 1.6, pages 4 through 10.
  - 1.4. B.4 A proposal in response to this RFP shall consist of the following documents as described herein in regard to content and required number of copies.

#### **Phase I**

1. Cover Letter (Section 2.2)
2. Certification Statement (Section 2.3)
3. Financial Interested Parties (Section 2.4)
4. Qualitative Requirements (Reference section 1.4 C and RFP Section 2.5). Section 2.2 should be used as a Table of Contents for Phase 1 Submission.
5. Red-lined Form of Ground Lease Agreement (Reference section 1.4 D and RFP Section 2.4)

**Phase II -** In this phase, each Proposer will make any updates (due to shifts in team composition, plans, fiscal abilities, etc.) to its Phase I proposal and address the following issues in the Phase II proposal submittal as listed in 1.5 B.

1. Functional and Space Program
2. Refined Design
3. Schedule

4. Capital Financing Plan
5. Operating and Financial Plan
6. Lease Mark-Up

**Phase III**

In this final phase of the RFP, the Proposer having the Best Evaluated Proposal shall enter into negotiations with the University regarding the terms of the lease between the parties and other financial terms, as applicable. The University may request that the Proposer make modifications to its proposal and the parties will act in good faith to reach a mutually acceptable agreement. If the University and the Proposer having the Best Evaluated Proposal cannot agree to terms, then the University may negotiate with the Proposer having the second-best evaluated proposal and so on.

8. Evaluation Guide and Lease Award as in RFP Sections 1.7 Pages 10-13.

1.7 The Owner will be guided in the evaluation of proposals by the process described herein. The evaluation process is designed to award the contract not necessarily to the Proposer of least cost but rather to the Proposer with the highest Total Score which is derived by adding the Technical Proposal Score to the Cost Proposal Score of the qualifying proposers.

**9. Proposal Deadline:**

**Phase I: Proposals will be received by the Owner at the assigned portal until 12:00 p.m. ET on April 21, 2026.**

**Phase II: Proposals will be received by the Owner at the assigned portal until 12:00 p.m. ET on May 8, 2026.**

10. Oral presentations may be required by short listed Proposers.

- a) Presentations will be given in person on May 20, 2026.
- b) Short listed Proposers will be notified of their scheduled time on May 13, 2026.
- c) Presentation Format will include:
  - i. 5 minutes for introduction of team and Owner representatives
  - ii. 25 minutes for proposer review of interview agenda items
  - iii. 30 minutes for questions

11. The Target date for Owner notification of all Proposers of the highest evaluated Proposer is June 3, 2026.

12. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT