<u>RFQ PROJECT REVIEW CONFERENCE – March 19, 2026</u>

RFQ for a Designer on the
UTIA CVM Renovation and Addition (25/26)
SBC No. 540/001-XX-2026
UT Institute of Agriculture

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/

   https://osa-connect.formverse5.com/AUTOCENESERVER/WebApp/Login.aspx

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 March 30, 2026.

6. 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.

7. All firms emailing designer@tennessee.edu their intent to submit qualifications, will receive a link to the College of Veterinary Medicine (CVM) Expansion & Renovation University of Tennessee Institute of Agriculture Programming Document

8. Final issuance of Addenda by posting on the Web site is targeted to occur by 5:00 pm on <u>April 7, 2026.</u>

9. Project description is on page 1 and attached to the RFQ.

10. Qualification Statement Submittal should be turned in via the TN Office of the State Architect's *OSA Connect* site. 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 *OSA Connect* site <u>until</u> 12:00 p.m. (noon) Eastern Time on April 14, 2026.**

12. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT