

RFQ PROJECT REVIEW CONFERENCE – May 28, 2026

RFQ for Master Planning Services for UT Chattanooga SBC No. 540/005-01-2026

MEETING AGENDA / HANDOUT

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. Access to the RFQ via Web Page: <https://tennessee.edu/about/divisions/finance-admin/capital-projects/construction-opportunities/requests-for-services/>
4. RFQ Review Conference
 - a. 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.
 - b. RFQ comments may be made by email to the RFQ Coordinator by 5:00 p.m. on June 8, 2026.
5. Final issuance of Addenda/Comments by posting on the Web site is targeted to occur by 5:00 p.m. on June 11, 2026.
6. Pro Forma Task Order Agreement
7. Project background and scope of services begins on page 1 of 2.3 Project Narrative and documentation.
8. Areas of master planning services are listed below.
 - a. Develop Campus Master Plan Components
 - b. Address and Integrate Relevant Issues
 - c. Develop Master Plan Recommendations
 - d. Compile Implementation Table and Cost
 - e. Produce Master Plan Graphics and Maps
 - f. Conduct Initial Information Gathering and Review
 - g. Achieve Anticipated Milestones and Activities in Project Execution
9. Proposal Requirements and Process, RFQ Section 2.2.
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. Evaluation Guide and Evaluation Process as in RFP Sections 1.7 Pages 16-17.
12. **Proposal Deadline: Proposals will be received by the Owner at the assigned portal until 12:00 p.m. Eastern time on June 18, 2026.**

13. Oral presentations may be required by short listed Proposers.
 - a) Presentations will be given in person on July 23, 2026.
 - b) Short listed Proposers will be notified and of their scheduled time on July 10, 2026.
 - c) Presentation Format will include:
 - i. 2 minutes for introduction of team and Owner representatives
 - ii. 28 minutes for presentation
 - iii. 30 minutes for questions
14. The Target date for Owner notification of all Proposers of the highest evaluated Proposer is July 28, 2026.
15. Comments and questions from attendees.

END OF MEETING AGENDA / HANDOUT