

UT Professional Consultant Pool RFQ ADDENDUM 1

June 10, 2026

REQUEST FOR QUALIFICATIONS

UT Professional Consultant Pool for Appraisal Services

UT Statewide

This Addendum forms a part of the Request for Qualifications (RFQ) and modifies the original RFQ documents issued May 18, 2026.

Item 1.1 Section B: Instructions and Evaluation Criteria

Replace the following Section B. 2.

Qualifications Submission / Technical Response: Qualification Statements will be received by the UT Department of Capital Projects, via email submission.

Qualifications Statements / Technical Response shall be submitted as a single digital file copy in .pdf format. The digital file should not exceed 5 MB and should be named using the following format: Appraisal Firm Name UT Professional Consultant Appraisal Firm Pool 2026-01-21.pdf. Proposers who intend to submit a qualification should contact the RFQ Coordinator no later than the time specified above. The subject line of the email should be clearly marked as follows:

Technical Response for UT Appraisal Firm Pool

In the body of the email please include the following:

Submitted By: <<Appraisal Firm Name>>

Contact: <<Contact Person Name, Address, Telephone Number, email address>>

The Qualifications Statement/Technical Response shall be formatted to standard 8 1/2" x 11" (portrait). It shall not exceed six (6) pages including pages with photos (used as dividers or section headers or otherwise), charts, spreadsheets, and appendices. Binding covers, a one-page transmittal letter, table of content pages, and Part C: Additional Information may be provided in addition to the maximum of 6 pages. All pages must be numbered. Hyperlinks and QR Codes should not be included in any proposal. All pertinent information should be clearly and concisely documented within 6 pages allowed. Follow the information structure provided herein with clear identification of each information section.

Item 1.2 Section C: Technical Response

Add Part C: Additional Information to the Technical Response

C.1 Completed Appraiser Application attached.

C.2 Provide 3 Sample Commercial Appraisals with 1 being of a complex commercial property. Confidential information may be redacted from these reports.

END OF ADDENDUM 1



Appraiser Application

Name of Applicant:	Tennessee Real Estate Appraiser Commission License/Certification No: _____
	Original License/Certification Issuance Date (Year): _____
Company Name & Address:	Expiration Date (Mo/Yr): _____
	Yr. Company Established: _____ State: _____
	Type of Organization: _____ Corporation
	_____ Partnership
	_____ Proprietorship

Complete for Primary Office Only:	Have You Previously Completed Appraisals for the University of Tennessee?
Contact Information: _____	Yes No
Primary Contact Name: _____	Date of Last Previous: _____
Office Phone: _____	Are You Currently Approved to Perform Appraisals for STREAM?
Cell Phone: _____	Yes No
Years of Appraisal Experience: _____	

Professional Appraisal Organization Membership(s):			
Name of Organization	Type of Membership	Member Since (Date)	Professional Designation(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STATEMENT OF APPLICANT

I hereby certify that the responses given and statements herein made in this application are true and correct to the best of my knowledge. If so requested by The University of Tennessee, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given herein. I acknowledge that this application may be disapproved for cause and that any approval obtained may be revoked for supplying false or misleading information to the University.

Date of Application (Mo/Day/Yr): _____ Signature: _____

Please Check (X) "Yes" or "No" To the Following Questions		Yes	No
1.	Has your real estate appraiser's license/certification in Tennessee or any other state ever been suspended or revoked?		
2.	Have you ever been the subject of any disciplinary action by any State Real Estate Appraiser Commission or Licensing Board?		
3.	Are you now the subject of investigation, or is there any pending charge(s) against you by any State Real Estate Appraiser Commission or Licensing Board?		
4.	Have you ever been convicted of, pled guilty or pled "no contest" to any criminal offense, or is there any criminal charge(s) now pending against you?		
5.	Has any judgment or decree of court been entered against you in which you were charged in the petition, complaint, declaration, answer, counterclaim or other pleading with any fraudulent or dishonest dealing?		
6.	Are you presently employed by the University or any other agency or institution of the State of Tennessee?		
7.	Are you retired from or terminated from employment with the University or any other agency of institution of the State of Tennessee within the past 6 months?		
8.	Will you be employed by the University or any other agency or institution of the State of Tennessee during the term of this contract?		

9. Is your business currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact of both in organizational and directional terms in the box below.
10. Is there any reason that would prevent you from testifying in court as an expert witness?

"Yes" Responses to Any of the Above Require Explanation (attach, if necessary):

Locale & Property Type	Appraisal Experience			
	Commercial	Urban	Suburban	Rural
	Industrial			
	Residential			
	Agricultural			
	Special Purpose			

	Geographic Regions Served		Comments
	Yes	No	
East Tennessee			
Middle Tennessee			
West Tennessee			

*Must have geographic competence and adequate available data sources in the area(s) selected.

Property Types In Which You Have Predominant Experience:

Describe General Appraisal Experience and Appraisal Experience Transacting with State or Local Governments (attach, if necessary)

MISC.
List Any Property Types For Which You Have A Preference, And / Or In Which You Have A Particularly High Level Of Valuation Expertise
List Any Counties/Regions In Which You Would Prefer <u>NOT</u> To Work
List Those On-Line Searchable Data Services To Which You Subscribe & Use
If Awarded A Continuous Contract, I Understand That I will Be Required To Carry Professional Liability Insurance For The Entire Term Of The Contract In An Amount Not Less Than \$1,000,000