

Master Plan RFQ ADDENDUM 1
June 25, 2026

REQUEST FOR QUALIFICATIONS

UTK Research Innovation District Master Plan (25/26)

SBC No. 540/009-01-2026

UT Knoxville

This Addendum forms a part of the Request for Qualifications (RFQ) and modifies the original RFQ documents issued May 26, 2026.

Standard Documents

Item 1.1 1.1 Introduction

- A. Replace item 1.1.B - The Consultant's services shall consist of providing master planning services for the Project described in RFQ Section 2.3, Project Requirements and Documentation. The State Building Commission's approved project budget is \$400,000.

Item 1.2 1.4.C Qualifications Statement Requirements

- A. Replace Item 5 - The Qualifications Statement shall be formatted to standard 8 1/2" x 11" (landscape or portrait). It shall not exceed 50 pages including pages with photos (used as dividers or section headers or otherwise), charts, spreadsheets, and appendices. Binding covers, a one-page transmittal letter, and table of content pages may be provided in addition to the maximum of 50 pages. Pages or sheets with print on both sides will be counted as two 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 50 pages allowed. Follow the information structure provided herein with clear identification of each information section.

Item 1.3 1.5.A Assignment and Subcontracting

- A. Add Item 5. The Proposer and any consultants on the team awarded under this contract would not be prohibited from proposing on any future Requests for Qualifications / Proposals related to the design or development advisory services for future projects.

Project Specific Documents

Item 2.1 2.1 Schedule of Events

- A. Replace with attached.

Item 2.2 1.1 UTK Research Innovation District Background Information

- A. Replace 1.2.C Implementation Framework

1. Provide a phased implementation and capital investment plan that includes a 'Phase 0' baseline and subsequent 3-, 5-, 10-, 15-, and 20-year phases.
 - a. For each phase, describe anticipated development priorities, enabling infrastructure, and probable order-of-magnitude costs.
 - b. Identify infrastructure and utility networking improvements and needed investment —such as electrical power distribution, roadway networks, and mobility/transportation circulation—to support each phase.
 - c. Incorporate an investment schedule illustrating funding strategies, potential developer participation, and sequencing of capital improvements.
 - d. Include a co-phased detailed implementation plan with descriptions, cost estimates, and metrics to track progress.
 - e. Be prepared to work with a separately procured Development Advisory Services group who may be brought on near the 30% mark to help Consortium members strategize what to fund, when, and how—without creating conflicts of interest—ensuring the plan is actionable and attainable.
 - Potential Future Development Advisory services anticipated scope would provide professional advice and assistance as the Owner may request regarding the development of existing and future property planning, coordination, and operations management which may include evaluating the economic/market feasibility of proposed developments; advise and recommend on development financing and ownership structuring options; and assist in negotiations with respondents.

The tasks and activities described in the Scope of Work will culminate in a set of tangible, actionable deliverables. These deliverables are designed to document the consultant's findings, strategies, and recommendations, providing the Consortium with a clear, phased roadmap for implementation. By aligning the deliverables with both the Project Goals and the Scope of Work, the consultant will ensure that the resulting plan is both visionary and practical, supporting decision-making, investment, and future growth across the Peninsula.

Item 2.3 2.2 Qualifications Statement

- A. Replace Section 2.2 with attached 2.2 Qualification Statement

Item 2.4 2.3 Project Narrative and Documentation

- A. Replace section 1.2.A Stakeholder Engagement & Collaboration

- Facilitate workshops with CFDC, UT, UTMC, and UTHSC COM-K to refine goals and objectives.
- Incorporate stakeholder feedback into each area of the planning process.

- B. Replace section 1.2.B. Needs Assessment

- Identify gaps which may exist from a broad research perspective against existing research and clinical spaces.
- Analyze opportunities for shared resources and partnerships.

- C. Add items “G - I” to 1.4 Available Data

- G. As-Built Record Documentation from Cherokee Farm Infrastructure Project
- H. As Building Record Documentation for Institute of Advanced Materials and Manufacturing
- I. Limited Design Contract Documents for other buildings within the Research Park.

END OF ADDENDUM 1

2.0 PROJECT SPECIFIC DOCUMENTS

2.1 SCHEDULE OF EVENTS

The following table provides the Owner’s proposed Schedule of Events. The Owner reserves the right, at its sole discretion, to change this schedule. The Owner will communicate a change to the Schedule of Events to entities from whom the Owner has received a Notice of Intent to Propose.

EVENT	DATE	TIME at LOCATION
1. Owner Issues RFQ	May 26, 2026	
2. Project Review Conference Conference will be held via Zoom and in person with details below. If attending in person, please RSVP by June 9 th , by 12:00 pm (Noon) ET.	June 10, 2026	2:00 pm ET
3. Site Visit (optional)	June 10, 2026	2:30 pm ET
4. Notice of Intent to Propose Deadline Proposers who provide a notice of intention to submit will receive instructions on uploading submissions to the assigned portal.	June 17, 2026	
5. Comments Deadline	June 18, 2026	
6. Owner Responds to Comments	June 23, 2026 June 25, 2026	
7. Qualification Statement Deadline Proposals must be submitted to the Owner no later than the date and time shown, at the location below.	June 30, 2026 July 1, 2026	12:00 pm ET
8. Target Date for Notification of Proposers for Oral Presentations	07/17/2026	
9. Target Date for Oral Presentations	07/30/2026 July 28 & 29, 2026	
10. Owner Advises Proposers of Evaluation Results and Procurement File Opened for Public Inspection	08/04/2026	

MASTER PLAN RFQ PROJECT SPECIFIC DOCUMENTS – SCHEDULE OF EVENTS

11. Cost Proposal Due	08/20/2026	
12. Request State Building Commission Approval to Award	09/10/2026	
13. Anticipated Notice Proceed Date	09/30/2026	
14. Master Plan Complete	July 2027	
15. UTK Campus Advisory Board	September 2027	
16. University of Tennessee Board of Trustees Meeting	November 2027	
17. Tennessee Higher Education Commission Meeting	Fall Meeting – November 2027	
18. State Building Commission	December 2027	

Project Review Conference Location and Instructions:

University of Tennessee Knoxville
 Institute for Advanced Materials & Manufacturing
 Conference Room 300
 2641 Osprey Vista Way
 Knoxville, TN 37920

Held via Zoom and in person – Zoom meeting invitation will be sent to firms requesting information from RFQ Coordinator by June 9, 2026, by 12:00 pm (Noon) ET. If attending in person, please RSVP as such.

Site Visit Instructions:

The Site Visit will begin at the TBD following the Project Review Conference. If you plan to join the Site Visit, please RSVP.

END

2.2 QUALIFICATIONS STATEMENT

PROPOSER NAME:	
QUALIFICATIONS STATEMENT SECTION A: MANDATORY REQUIREMENTS	Submission Page Number (By Proposer)
Owner Evaluation for Each Requirement: Pass or Fail	
A.1 Provide a completed Certification Statement, in the format provided herein.	
A.2 Describe Proposer’s form of business (e.g., corporation, partnership, limited liability company) and the U.S. state in which it is established.	
A.3 Provide a statement of whether there have been mergers, acquisitions, or sales of Proposer within the last five years, and if so, an explanation providing relevant details.	
A.4 Provide a statement that discloses pending litigation against Proposer. The Owner reserves the right to request an opinion of Proposer’s counsel as to whether pending litigation will impair performance in a contract under this RFQ.	
A.5 Provide a statement declaring whether, in the last ten years, the Proposer has filed, or had filed against it, bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.	
A.6 Identify Proposer’s primary contact person for the Owner including mailing address, telephone number, and email address.	
A.7 Provide a statement declaring Proposer does not have a prohibition for proposing as stated in RFQ Section 1.4.D.9 and an explanation of potential conflict.	
A.8 Provide a list of current projects on which the Respondent’s specified team members are presently committed, the time frame for each, the start and completion dates, and what services are being provided.	

CERTIFICATION STATEMENT (In response to Technical Approach Section A.1.)

Proposer Legal Entity Name: _____

Proposer Tennessee Contractor License Information:

The Proposer hereby acknowledges, attests, certifies, warrants, and assures that:

1. This Qualification Statement constitutes (a) a commitment to provide all services as defined in an Agreement executed pursuant to this Request for Qualifications (RFQ) and (b) confirmation that the Proposer shall comply with all of the provisions in this RFQ.
2. The information detailed in the Qualification Statement submitted herewith in response to the subject RFQ is truthful, accurate and complete.
3. The Qualification Statement submitted herewith in response to the subject RFQ shall remain valid for at least 60 days subsequent to the date of the cost negotiation and thereafter in accordance with a contract pursuant to the RFQ.
4. The Proposer shall not knowingly utilize the services of an illegal immigrant in the performance of an executed Agreement and shall not knowingly utilize the services of a subcontractor, sub-subcontractor, or consultant who utilizes the services of an illegal immigrant in the performance of the Work.
5. As applicable to an executed Agreement, the proposer shall comply with:
 - a. the laws of the State of Tennessee;
 - b. Title VI of the federal Civil Rights Act of 1964;
 - c. Title IX of the federal Education Amendments Act of 1972;
 - d. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
 - e. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
 - f. the condition that the submitted Qualification Statement was independently arrived at, without collusion, under penalty of perjury;
 - g. the condition that no amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the Procurement under this RFQ; and,
 - h. the condition that in compliance with the Iran Divestment Act the Proposer is not on the list created pursuant to Tennessee Code Annotated (TCA) § 12-12-106 and shall not utilize a subcontractor on that list.
 - i. TCA § 12-4-119, Contractors currently engaged in a boycott of Israel or who intend to engage in a boycott of Israel should not bid.
6. The person who signs this certification on behalf of the Proposer is legally empowered to bind the proposer to the provisions of this RFQ and a resulting contract.
7. The Proposer shall provide proof of insurance in accordance with the requirements of the RFQ.
8. The Proposer acknowledges receipt of Addendum:

Addendum number(s) and date(s): _____

SIGNATURE: _____ **DATE:** _____

Printed Name and Title: _____

END OF CERTIFICATION STATEMENT

PROPOSER NAME:	
QUALIFICATION STATEMENT SECTION B: QUALIFICATIONS AND EXPERIENCE	Submission Page Number (By Proposer)
<p>B.1 Provide a brief statement indicating Proposer’s credentials to deliver the services required by this RFQ. Name the office location(s) providing services and number of employees in each. List your staff’s conference presentations and published journal articles that are relevant to the project scope.</p> <p>5 points</p>	
<p>B.2 Provide a listing of recently completed master plans that have been developed by your firm which are similar or have aspects related to the scope of services for this project. Include description, photographs, location, and client name. Identify the firm’s role (e.g., prime consultant, subconsultant) on the project. Provide three client references for similar projects including the person’s name and title, organization, address, phone number, email address, and project(s) completed under this person’s direction.</p> <p>15 points</p>	
<p>B.3 Provide the following work examples:</p> <ol style="list-style-type: none"> 1. Include digital PDF submissions in a separate file to the Qualification Statement for the three Comprehensive Master Plans undertaken by your firm for institutions comparable to this project and listed in the Qualification Statement B.2. These attachments will not count toward the Qualification Statement submission page limits. 2. Owner will utilize such information only for purposes of evaluation and will not reproduce or redistribute such in any manner. If proprietary agreements limit submission of a work example, then the Respondent shall provide <ol style="list-style-type: none"> a. The portions that are “public domain” or are not so limited and/or b. Supplementary written description of the work example so as to provide a proxy for the portions of the work example that are relevant to the Owner’s project.” <p>15 points</p>	

MASTER PLAN RFQ PROJECT SPECIFIC DOCUMENTS – QUALIFICATION STATEMENT

<p>B.4 Provide brief (one page or less) resumes of each key staff and Subconsultant staff who will be assigned to this project. Include background information demonstrating the individual’s capabilities and qualifications to perform assigned tasks. Identify related experience, professional registration, and years of experience.</p> <p>15 points</p>	
<p>B.5 Provide a table identifying the personnel named in B.4 assigned to projects named in B.2 and their job titles for those projects.</p> <p>10 points</p>	
<p>B.6 Provide a table identifying the estimated amount of time in hours per week that each of the key personnel identified in B.4 will be committed to this project.</p> <p>5 points</p>	
<p>Section B: 65 points</p>	

PROPOSER NAME:	
QUALIFICATION STATEMENT SECTION C: TECHNICAL APPROACH	Submission Page Number (By Proposer)
C.1 Provide a narrative outlining the methodology, approach, and philosophy your firm will utilize to accomplish the scope of work. 10 points	
C.2 Support the response to C.1 above by providing the following: <ol style="list-style-type: none"> 1. A list of tasks, deliverables, and milestone activities demonstrating the firm’s approach to this project plan development. 2. A project timeline with supporting information for each phase or major component of the scope of services and including durations and target completion dates for each. 3. An organizational description or chart illustrating roles and reporting relationships of project staff including any Subcontractor staff. 10 points	
C.3 Oral Presentation and /or Clarification of Qualification Statements: <ol style="list-style-type: none"> 1. Respondents who are shortlisted may be asked to give an oral presentation to the evaluation committee concerning its submission. The evaluation committee may also require the Respondent to submit written responses to questions regarding its submission prior to presentation. 2. It is within the evaluation committee’s discretion whether to require oral presentation. This action should not be taken to imply acceptance or rejection of a submission. 15 points (Only applies to Proposers Short-listed for Oral Presentations)	

Section C: 35 points

Maximum Technical Approach Score: 100 points.

END OF QUALIFICATIONS STATEMENT