

**PROGRAMMER RFQ ADDENDUM 1**  
**April 11, 2019**

REQUEST FOR QUALIFICATIONS  
**Programming Consultants**

The University of Tennessee  
SBC No. 540/000-01-2019

This Addendum forms a part of the Request for Qualifications (RFQ) and modifies the original RFQ documents issued March 19, 2019.

**Request for Qualifications**

**Section A: Introduction and Basic Information**

Item 1.1        8. Schedule

Qualification Statement Deadline: Qualifications received by the Owner until 12:00 p.m. local time on April 16, 2019.

Item 1.2        Add the following - 9. Process of Contract Award

9. Process of Contract Award: After prequalified consultants are approved by the SBC, the following process will determine the final contract award.
  - A. Projects will be identified based upon the project types and each prequalified firm within that project type will be solicited to submit a letter of interest, which will include specific qualifications, staffing, and schedule.
  - B. Each firm will have the option to submit their letter of interest based upon their availability for the services requested.
  - C. An evaluation team consisting of up to three University employees will review and select the best evaluated consultant.
  - D. All firms will be notified of the outcome of the evaluations and the best evaluated consultant will enter contract negotiations with the University.
  - E. The best evaluated consultant will submit a proposal documenting scope of work, fee based upon hourly not to exceed rates and broken down into each scope of service, and anticipated reimbursable costs including travel and printing
  - F. Once negotiations are finalized, a contract will be awarded only to the prequalified consultant.

**Section B: Instructions and Evaluation Criteria**

Item 2.1        14. Award

- A. Add the following item to "14. Award"
  - A. The Respondent to whom the University issues an award and subsequent contract will not be eligible to provide design services to the University for the future project to which the award was based upon; however, the Respondent

would be eligible to provide consulting services to any designer who provides the design services to the University for the awarded design contract.

B. Any consultant to the Respondent to whom the University issues an award would be eligible to submit for design or construction services on the future project.

### **Section C: Technical Response**

Item 3.1 Part B: Qualifications and Experience

A. Replace item B.2 with the following:

Provide information on up to a maximum of five of the Respondent's projects where the team provided programming services that have been completed within the last five years and that are of similar program function type. Include the following information:

- Extent of services provided for each project.
- A reference (by a University representative) for each project including contact name, address, telephone number, and email address. The University may contact references as well as any other source available.
- Include staff, which are listed in B.3 if applicable.
- Information, sample format and/or photographs for each project.
- Signify which project type(s) the projects represent.

**END OF ADDENDUM 1**