



THE UNIVERSITY OF
MEMPHIS™

Capital Projects Management

Designer Letter of Interest

Date _____

Campus: University of Memphis

Project title: Central Plant and CFA Building Chillers and HVAC and Replacements

A. Firm (list info only of the office that will do the work):

Name : _____
Address & City : _____
Phone : _____
Website : _____

B. Project Experience (50 points)

1. Describe up to 5 projects of similar type / scope how each project relates to this project.
For each project include the name and role of your staff and name and role of consultants:

- Project Title, Location (City and State)

○ _____
○ _____
○ _____

- Project Title, Location (City and State)

○ _____
○ _____
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- Project Title, Location (City and State)

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- Project Title, Location (City and State)

○ _____
○ _____
○ _____

- Project Title, Location (City and State)

○ _____
○ _____
○ _____

C. Services (50 points)

1. List your staff proposed for this project, define their roles and qualifications.
Provide firm location for staff that will be supporting this project.

The entire design team is in the _____ metro area within ____ miles of campus.
_____ is registered with the Office of the State Architect.