

AVAILABLE INFORMATION REGARDING
OWNER'S SYSTEM OFFICE ACCESS

1.01 LOCATION

- A.** The Office of Facilities Development (OFD) physical and mailing address at the Tennessee Board of Regents (TBR) system office is:

Tennessee Board of Regents
Office of Facilities Development
1 Bridgestone Park
Nashville, Tennessee 37214-2428

- B.** The general contact phone number for TBR OFD is 615-366-4431.

1.02 ACCESS TO TBR SYSTEM OFFICE

- A.** Meetings related to OFD projects may occur on-site or elsewhere at the involved institution, the designer's or contractor's office, or the TBR system office, as befits the needs of those organizing the meeting. Public bid openings are considered meetings.
- B.** The 1 Bridgestone Park Building is in general an ADA compliant accessible building.
- C.** **Anyone who wishes to enter** the TBR System Office, whether to attend a meeting or deliver a bid or proposal or any other purpose, should contact one of the staff members shown below, or the staff member specifically hosting the meeting if known, and make known their intent to enter. Contact may be made in person, by writing, by email, by telephone, or otherwise, and should be received no later than 4:30pm on the third TBR business day prior to the arrival, unless specifically announced otherwise.

For meetings related to
bid or proposal solicitations

Rilla Froggatt
615-366-3908
rilla.froggatt@tbr.edu

For other meetings

and as back-up to Ms. Froggatt, either
Cindy Potts
615-366-4431
cindy.potts@tbr.edu

Tammy Ray
615-366-4493
tammy.ray@tbr.edu

- D.** **Anyone with a disability**, when making their intent to attend a meeting known, per C above, should also at that time request services needed to facilitate attendance. TBR staff responding to such requests will obtain specific information and coordinate accommodations with building management personnel, and then advise the person who made the request.

END OF SECTION