AVAILABLE INFORMATION REGARDING
OWNER’S SYSTEM OFFICE ACCESS

1.01 LOCATION

A. Campus Planning and Construction Administration (CPCA) physical and mailing address at the Middle Tennessee State University (MTSU) system office is:
   Middle Tennessee State University
   Campus Planning
   Holmes Building
   PO Box 44
   1301 East Main Street
   Murfreesboro, Tennessee 37132

B. The general contact phone number for CPCA is 615-898-2411

1.02 ACCESS TO MTSU SYSTEM OFFICE

A. Meetings related to CPCA projects may occur on-site or elsewhere at MTSU, the designer’s or contractor’s office, as befits the needs of those organizing the meeting. Public bid openings are considered meetings.

B. The Holmes Building is in general an ADA compliant accessible building.

C. Anyone who wishes to enter the MTSU 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 MTSU business day prior to the arrival, unless specifically announced otherwise.

   For meetings related to bid or proposal solicitations
   Debra Boyce                         Debbie Nichols
   615-898-5162                        615-898-2967
   debra.boyce@mtsu.edu               debbie.nichols@mtsu.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. MTSU 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.

E. Persons who have made their intent to attend known as described above will normally find that building security officers will have a list of names, and will take a brief time to check them in, assign them a building visitor identification badge, and expect its return upon departure. Other persons might find that building security officers will require significant time to check with MTSU and determine whether entry will be allowed.

END OF SECTION