

*Consultant Submittal Guidelines*

***Expand/ Renovate Ambulatory Care:  
Orofacial Pain Clinic***

***UNIVERSITY OF KENTUCKY  
Medical Center***

***PROJECT NO. 2333.0***

***PROJECT SCOPE: \$1,448,000***

The University of Kentucky is requesting the services of an architect to provide design services for the Expand /Renovate Ambulatory Care: Orofacial Pain Clinic located at University of Kentucky, Kentucky Clinic.

Design firms responding to this request must be experienced in healthcare design and should propose a complete team with all disciplines required for a successful project.

As detailed in the October, 2011 Feasibility Study (attached) the Orofacial Pain Clinic project requires the renovation of approximately 2,850 square feet on the 2<sup>nd</sup> floor of the Warren Wright Medical Building. The clinic will consist of (4) full procedure exam rooms, (4) consulting exam rooms, and associated registration, conference rooms and support space.

The clinic is to be located in an area which was formerly a materials warehouse, and is located over a loading dock. Thru slab utility work to support the clinic will require the partial removal and replacement of the loading dock ceiling. Major upgrades to the HVAC system will be required to improve the conditioning of this space. An updated entrance will be required to create an "inviting atmosphere" for patients visiting the suite.

At this time the anticipated project delivery method for construction will be "Lump sum General Contractor". Construction will occur in an occupied building, adjacent to other clinical spaces, on a corridor with heavy public pedestrian traffic.

Hereinafter are listed the criteria, including the scoring weights, by which each firm's submittal will be evaluated. Bearing this in mind, each team's submittal should clearly and thoroughly address all criteria to allow objective evaluation of the team's previous experience and capability to successfully complete this project. All submittals should be in an 8 1/2" x 11" bound format and **GIVE SPECIFIC PROJECT EXAMPLES**, including

photographs, drawings, resumes, etc. to properly substantiate the firm as well as individual experience in all categories.

**The submittal should include a BRIEF EXECUTIVE SUMMARY (maximum of 3 pages) as a cover to the submittal, as well as a response to each of the evaluation criterion (maximum of one page per criterion). The SF330 should be provided in support of the Executive Summary and criteria response. BE SURE TO SPECIFY WHO THE PROJECT MANAGER WILL BE IN THE EXECUTIVE SUMMARY.**

The Project Manager is defined as the consulting team member who will act as the Design Team's primary point of contact with the University's designated Project Manager so as to coordinate and manage design and construction administration services and/or activities for the duration of the project.

The consultant should focus their submittals toward the issues and needs that are unique to this project. Design Teams expressing interest in this project should demonstrate what special experience and/or attributes the team has that makes them the most qualified for this project. Include ONLY relevant projects that have been completed within the last 5 years for the overall team, individual firms and the Project Manager. Use specific project examples that will illustrate the team and individual team members' abilities to complete this project in a satisfactory manner.

The University of Kentucky is dedicated to promoting minority participation in University work. To that end, and where appropriate, consultants are encouraged to consider using the services of minority sub-consulting firms where the demands of the project will permit.

## **EVALUATION CRITERIA**

(Scoring for each category will be as indicated herein).

The following criteria will be used in the evaluation of the submittals using an overall 100 point scale:

### **I. PRIMARY FIRM EXPERIENCE (1-15pts)**

Primary firm's recent experience involving medical and dental facilities.

Describe the firm's strategy to assure compliance with the defined programmatic needs for a project of this scale and complexity.

The submittal should indicate projects recently completed by the Prime Firm with regards to design excellence which suggests a capability of providing an acceptable design solution consistent with the University guidelines.

**II. DESIGN TEAM'S EXPERIENCE (1-15pts)**

Overall Design Team's recent experience involving medical /dental Facilities, and/or other significant projects of similar scale and complexity should be indicated. Include a maximum of 5 projects for each sub-consultant; explain the significance of each project.

Include a matrix indicating who the full design team members will be and what their respective roles were with the examples listed.

**III. CONSTRUCTION ADMINISTRATION (1-10pts)**

Explain Team's approach to construction administration, and how the Team will respond to issues that arise during construction.

**IV. PROJECT MANAGEMENT (1-10pts)**

Design Team should be experienced in working with current technological tools, to include web-based project management systems. Design Team should show commitment necessary to adequately manage and coordinate the project through all phases of programming, design, contract documents, bidding and construction administration – maximizing project funds, while minimizing change orders and maintaining an aggressive project schedule.

The consultant should be careful to address each criterion, as neglect of any section will result in a lower total score for the firm. **DO NOT ASSUME THOSE REVIEWING THE SUBMITTALS ARE ALREADY FAMILIAR WITH YOUR FIRM.** Your presentation should be concise and to the point. Emphasis should be given to a few examples, which clearly show the team's qualifications, rather than numerous examples, which are unrelated to the project.

For further information concerning the scope of this project, contact Raymond Haunsz, Project Manager, at (859) 257-6526 or [raymond.haunsz@email.uky.edu](mailto:raymond.haunsz@email.uky.edu)

**SUBMITTALS MUST BE RECEIVED NOT LATER THAN 4:00 PM EST,  
on February 7, 2012. Submittals received after this time will not be reviewed.**

**PLEASE PROVIDE FIVE (5) COPIES OF THE SUBMITTAL INFORMATION FOR REVIEW.**

**Executive Summary**

***Expand / Renovate Ambulatory Care:  
Orofacial Pain Clinic***

***UNIVERSITY OF KENTUCKY  
Medical Center***

**PROJECT NO. 2333.0**

**PROJECT SCOPE: \$1,448,000**

**I. PROJECT DESCRIPTION**

- A. The Orofacial Pain Clinic will be located in the Warren Wright Medical Plaza, 745 Rose St. Lexington, KY 40536 (UK Building #223) as a part of the Kentucky Clinic complex.
- B. As detailed in the October 2011 Feasibility Study (attached) this project requires the renovation of a 2,850 square foot suite for use as an Orofacial Pain Clinic. The project consists of a waiting /check in- check out area with associated staff spaces. A conference room and resident's space is required. The clinical space needed is (4) full procedure exam rooms and (4) consulting exam rooms. Supporting space requirements will be a small lab, office and areas dedicated supplies and equipment. Extensive upgrades to the building HVAC system will be required to provide adequate conditioned air to this space. The suite does not have medical gases; however a small medical air compressor and piping will be required for this project.

**II. BUDGET SUMMARY**

<b>TOTAL CONSTRUCTION BUDGET</b>	<b>\$800,000</b>
<b>TOTAL PROJECT SCOPE</b>	<b>\$1,448,000</b>

### **III. PROPOSED PROJECT SCHEDULE**

**The following is the tentative schedule presently proposed for this project:**

January 17, 2012	Consultant Advertisement
February 7, 2012	Consultants' Submittals Due
February 10, 2012	Selection Committee Shortlist Meeting
February 10, 2012	Consultant notified
February 16, 2012	Consultant Interviews
February 28, 2012	Consultant Contract to Frankfort
March 2, 2012	Consultant Contract
March 5, 2012	Begin Design
March 26, 2012	Phase 1/2 Schematic/ Design Documents
April 16, 2012	Phase 1/2 DD Documents and Estimate
May 7, 2012	Phase 3 Construction Documents
May 29, 2012	Phase 3 Final Documents and Estimate
June 5, 2012	Advertise
June 19, 2012	Pre-Bid Conference
June 22, 2012	Questions Due
June 29, 2012	Final Addendum
July 9, 2012	Bid Opening
July 12, 2012	Work Order Issued
July 16, 2012	Construction Begins
December 17, 2012	Substantial Completion
January 17, 2013	Final Completion