

Consultant Submittal Guidelines

UK/Nicholasville Road Flood Mitigation Project

University of Kentucky

Project No. 2336.0

Project Scope: \$8,015,463.00

INTRODUCTION

This advertisement solicitation is dependent on concurrence and approval from the Council of Post Secondary Education (CPE) on Thursday, February 9, 2012 and the Bond Oversight Committee on February 21, 2012. Following these approvals, the University will enter into a contract with the selected firm.

The University of Kentucky is requesting the services of an **ENGINEER** to provide design services for the **UK/Nicholasville Road Flood Mitigation Project**, located in Lexington, Kentucky. This solicitation includes M/E/P and civil (including special inspections) design services.

Engineers responding to this advertisement should propose the complete team with all disciplines necessary for a successful project. It is the universities desire that the finished project has a natural and pleasing appearance in addition to meeting the requirements of the grant. Therefore these elements should be considered when developing your team. It is envisioned the Contract Delivery method for construction will be a Lump Sum General Contractor and no need for advance procurement or “Fast Track” contract deliveries. Further, all firms must be familiar with the process to design, approve and relocate all third party utility easements within the project limits.

The University has included the Federal Emergency Management Agency (FEMA), Kentucky Division of Emergency Management Hazard Mitigation Application. The application does not include the submitted hydraulic model and analysis. The selected firm will be provided a copy of the hydraulic model and analysis.

This project will construct three separate improvements, to provide 100 year storm (and lesser storm) mitigation to prevent roadway overtopping and improve pedestrian safety addressing storm water quantity within this one campus water shed. 1) Area between Alumni Drive and Shawneetown Drive (includes permanent removal of Shawneetown Drive and relocation of existing utilities) will be excavated for additional storm water detention. 2) Existing culvert upgrade at the upstream side of Nicholasville Road. 3) Portions of impervious pavements for the football stadium will be removed and replaced with pervious pavements. The \$8,015,463 project will be funded by a federal grant of \$6,011,597 from FEMA with the balance of \$2,003,866 being the In-Kind value of the 3.6 acres of University of Kentucky land determined by adjacent property values. Water quality related issues may also be part of the project scope depending on available funds and compatibility with storm water quantity design.

The design team's SF330 submittal should include ONLY the names of individuals that will comprise the project team, clearly indicating the specific role each will play in the overall project from schematic design (phase 1) through construction administration (phase 5). This is necessary for the primary design firm as well as for each sub-consultant proposed for the project team.

Hereinafter are listed the criteria, including the scoring weights, by which each firm's submittal will be evaluated. Bearing this in mind, each firm's submittal should clearly and thoroughly address all criteria to allow objective evaluation of the firm'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, programs, 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 SF 330 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 submittal 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 their 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 DBE participation in University work.

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:

A. PRIME FIRM EXPERIENCE (1-10 PTS)

Primary firm's recent experience involving storm water mitigation, utility relocation and multi-year stage construction.

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 FEMA Hazard Mitigation Application.

B. DESIGN TEAM ORGANIZATION (1-10 PTS)

Emphasis should be placed on indicating who the design team will be on this project. Attention should be given toward indicating who the sub-consultants will be, their respective rolls, and who the specific team members will be. Skills necessary to meet the project schedule, budget and design criteria should be demonstrated by all team members. Identify key personnel within the firm and their corresponding roles on this project. Explain their qualifications resulting in their being proposed for this project.

The University of Kentucky is dedicated to promoting DBE participation in University work and encourages participation from design consultants and construction contractors.

C. DESIGN TEAM'S EXPERIENCE (1-15 PTS)

Overall Design Team's recent experience involving storm water mitigation, 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. The team should demonstrate expertise in the understanding and design of storm water mitigation.

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

D. MANAGEMENT SKILLS (1-20 PTS)

Indicate proposed Project Manager's experience with planning, managing and coordinating all aspects of a project of this scale and complexity in a professionally competent manner. Experience should include management and coordination of a full design team on projects of storm water mitigation.

Project Manager should have recent experience with facilities specializing in storm water mitigation, and/or other projects of a similar scale and complexity; submittal should explain the significance of each project listed. (Please limit to a maximum of 5 projects.)

Explain procedures utilized to identify potential problems during the design stage; methods used to coordinate with other design disciplines; and strategies employed to minimize change orders during construction.

E. SCHEDULE AND BUDGET MANAGEMENT (1-15 PTS)

Demonstrate the Project Manager's and Team's abilities to successfully manage budgets and schedules. Include past performances as well as processes to be used on this project. Include the number of change orders issued for each example listed and include the percentages of change order costs when compared to the awarded construction amounts. If the project was re-bid, please also indicate that.

F. CONSTRUCTION ADMINISTRATION (1-20 PTS)

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

Design Team should have experience working with utility agencies for coordination and relocation of existing utilities necessary for the completion of storm water mitigation projects.

G. PROJECT MANAGEMENT (1-10 PTS)

Design Team should be experienced in working with current technological tools, to include designing 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 team. 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 this project.

For further information concerning the scope of this project contact **Rich Riedl**, Project Manager, at: (859) 257-5911 x233 or riedl@email.uky.edu.

Submittals must be RECEIVED not later than 4:00 PM, **January 18, 2012** to be reviewed. Submittals received after this time will be considered non-responsive, and will not be reviewed.

Please provide seven (7) bound copies of the submittal for review.

EXECUTIVE SUMMARY

I. PROJECT DESCRIPTION

A. The site is located on the University of Kentucky (UK) Campus in Lexington. The project is within a drainage area of 225 acres, primarily on UK property and storm water flows via open channel to a concrete box culvert which conveys flows under Nicholasville Road (U.S. Route 27). The drainage basin consists of poorly drained soils and a large impervious component associated with open parking areas for a sports stadium. The parking areas drain to a large storm water detention facility which adequately manages downstream runoff peaks for most storm events. The box culvert has been known to overflow. The box culvert under Nicholasville Road connects to other underground storm sewers and continues underground several hundred feet downstream through an off campus neighborhood. This downstream sewer has limited flow capacity and contributes to flooding upstream of Nicholasville Road on UK property. The flooding has overtopped Nicholasville Road, a major arterial roadway, several times in the past. No UK owned buildings are located in the flooding area upstream of Nicholasville Road. Several private residences are located to the south of the flooding area on the east side of Nicholasville Road. Flooding histories of these structures are not known, however, any flooding to these structures caused by culvert backups would be mitigated by the project.

B. The site located in Lexington, Fayette County, Kentucky 40506. Roadway flooding occurs near the intersection of Dantzler Drive and Nicholasville Road (U.S. Route 27), which is located near the 1500 block of Nicholasville Road. State plane coordinates for the upstream culvert entrance at Nicholasville Road are lat. 38.0228°, long. -84.5124°, which sets the west boundary of the project. The east boundary is lat. 38.0189°, long. -84.5057°. The area west of the UK campus is characterized as urban residential. A major hospital which fronts on Nicholasville Road is located approximately 800 feet south of the roadway flooding site.

The population which will benefit from the project is vehicular based. Nicholasville Road is a state and federal roadway with average daily traffic approximating 45,000.

C. This project will construct three separate improvements, to provide 100 year storm (and lesser storm) mitigation to prevent roadway overtopping and improve pedestrian safety addressing

storm water quantity of this one water shed. 1) Area between Alumni Drive and Shawneetown Drive (includes permanent removal of Shawneetown Drive and relocation of existing utilities) will be excavated for additional storm water detention. 2) Existing culvert upgrade at the upstream side of Nicholasville Road. 3) Portions of impervious pavements for the football stadium will be removed and replaced with pervious pavements.

II. BUDGET SUMMARY

- A. The \$8,015,463 project will be funded by a federal grant of \$6,011,597 from FEMA with the balance of \$2,003,866 being the In-Kind value of the 3.6 acres of University of Kentucky land determined by adjacent property values. A construction budget of approximately \$4,211,597.00 has been allocated. Remaining funds are for administration, contingencies and design fees.

III. PROPOSED SCHEDULE

Consultant

Wednesday, December 14, 2011	Consultant Advertisement
Wednesday, January 18, 2012	Consultant Proposals Due
Monday, January 23, 2012	Consultant Shortlist Meeting
Tuesday, January 24, 2012	Consultant Notification
Wednesday, February 1, 2012 (Tentative)	Consultant Interviews
Wednesday, February 22, 2012	Consultant Contract to Frankfort
Monday, February 27, 2012	Consultant Contract

Design

Tuesday, February 28, 2012	Begin Design
Monday, April 2, 2012	Phase 1 Schematic Design Approval Meeting
Monday, April 16, 2012	Phase 1 Final Documents and Estimate Transmitted to UK
Monday, May 21, 2012	Phase 2 Design Documents Approval Meeting
Monday, June 4, 2012	Phase 2 Final Documents and Estimate Transmitted to UK
Monday, July 16, 2012	Phase 3 Construction Documents Approval Meeting
Monday, July 30, 2012	Phase 3 Final Documents and Estimate Transmitted to UK

Bidding

Monday, August 6, 2012	Advertise
Friday, August 10, 2012	Pre Bid
Wednesday, August 15, 2012	Questions Due
Monday, August 20, 2012	Final Addendum
Tuesday, August 28, 2012	Bid Opening
Tuesday, September 4, 2012	Work Order Issued

Construction

Monday, October 1, 2012
Friday, July 19, 2013
Monday, August 19, 2013

Construction Begins
Substantial Completion
Final Completion