

Consultant Submittal Guidelines

Renovate/Upgrade Softball Complex

University of Kentucky

Project No. 2338.0

Project Scope: \$7,500,000

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 **ARCHITECT** to provide design services for the **Renovate/Upgrade Softball Complex**, located in Lexington, Kentucky. This solicitation includes architectural and engineering services including M/E/P, structural (including special inspections) and civil design services.

As detailed in the July 5, 2011 Softball and Soccer Complex Feasibility Study (attached), this project consists of 1) Spectator seating and amenities, including replacement of the existing portable seating sections for Softball with new treads and risers from end to end of the dugouts that will provide approximately 400-600 new fixed chair back seats, and a combination of 600-800 of bleachers with and without bench backs for a total permanent seating capacity of around 1200, new elevated terraces overlooking the field at the back of the new grandstands and new press facilities, 2) New indoor practice facilities, including construction of a new indoor practice facility for softball that is approximately 100' x 100' in area, 3) Playing field improvements, including new or upgraded field lighting, site lighting and entry plaza to the complex including a new ticket facility and 4) Renovation of the existing facilities, including the Team Building into primarily the locker, lounge and equipment facilities for Softball. The new press box may have the ability to service soccer field as well as softball field, and other amenities as deemed feasible.

Firms responding to this advertisement need not team with national sports architectural firms given that the major programming and concepts have been developed via the Feasibility Study. 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. Firms should demonstrate similar projects and familiarity with Athletics facilities and/or softball fields.

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 Athletics Facilities and softball fields.

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.

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 Athletics 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. 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 similar scope and complexity.

Project Manager should have recent experience with facilities specializing in Athletics facilities, and/or other projects of a similar scale and complexity; submittal should explain the significance of each project listed. (Please include 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.

G. PROJECT MANAGEMENT (1-10 PTS)

Design Team should be experienced in working with current technological tools, to include designing using building information modeling (BIM) and 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 x-233 or riedl@email.uky.edu.

Submittals must be RECEIVED not later than 4:00 PM, **January 19, 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 UK Athletics Softball Field site is located in Lexington, Fayette County, Kentucky 40506, on the South Campus, on Wildcat Court, off of Alumni Drive and College Way.
- B. As detailed in the July 5, 2011 Softball and Soccer Complex Feasibility Study (attached), this project consists of 1) Spectator seating and amenities, including replacement of the existing portable seating sections for Softball with new treads and risers from end to end of the dugouts that will provide approximately 400-600 new fixed chair back seats, and a combination of 600-800 of bleachers with and without bench backs for a total permanent seating capacity of around 1200, new elevated terraces overlooking the field at the back of the new grandstands and new press facilities, 2) New indoor practice facilities, including construction of a new indoor practice facility for softball that is approximately 100' x 100' in area, 3) Playing field improvements, including new or upgraded field lighting, site lighting and entry plaza to the complex including a new ticket facility and 4) Renovation of the existing facilities, including the Team Building into primarily the locker, lounge and equipment facilities for Softball. The new press box may have the ability to service soccer field as well as softball field, and other amenities as deemed feasible.

II. BUDGET SUMMARY

- A. The total scope of this project is \$7,500,000, with a construction budget of approximately \$6,150,000. Remaining funds are for administration, contingencies and design fees.

III. PROPOSED SCHEDULE

Consultant

Wednesday, December 14, 2011	Consultant Advertisement
Thursday, January 19, 2012	Consultant Proposals Due
Tuesday, January 24, 2012	Consultant Shortlist Meeting
Wednesday, January 25, 2012	Consultant Notification
Wednesday, February 2, 2012 (Tent.)	Consultant Interviews
Wednesday, February 23, 2012	Consultant Contract to Frankfort
Monday, February 27, 2012	Consultant Contract

Design

Tuesday, February 28, 2012	Begin Design
Tuesday, March 27, 2012	Phase 1/2 Schematic/Design Documents
Tuesday, April 10, 2012	Phase 1/2 Final Documents and Estimate
Tuesday, May 8, 2012	Phase 3 Construction Documents
Tuesday, May 22, 2012	Phase 3 Final Documents and Estimate

Bidding

Thursday, May 31, 2012	Advertise
Wednesday, June 6, 2012	Pre Bid
Monday, June 11, 2012	Questions Due
Wednesday, June 13, 2012	Final Addendum
Tuesday June 19, 2012	Bid Opening
Friday, June 27, 2012	Work Order Issued

Construction

Monday, July 2, 2012	Construction Begins
January, 28, 2013	Substantial Completion
February 27, 2013	Final Completion