

Consultant Submittal Guidelines

Replace Wildcat Lodge Student Housing

University of Kentucky

Project No. 2309.0

Project Scope: \$7,000,000

INTRODUCTION

The University of Kentucky is requesting the services of an **ARCHITECT/ENGINEER** to provide design services for the **Replace Wildcat Lodge Student Housing** project, located in Lexington, Kentucky. This solicitation includes architectural, interior design, M/E/P, landscape, and structural (including special inspections) design services.

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 (maximum of one page per criteria) to each of the evaluation criterion. The SF 330 is 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 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 or attributes their team have that make them the most qualified for this project.

Include ONLY relevant projects that have been completed within the last 10 years for the overall team, individual firms and the Project Manager. Use specific project examples that will illustrate the Team's ability to complete this project.

The University of Kentucky is dedicated to promoting DBE participation in University work.

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

A. 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.

B. PRIME FIRM EXPERIENCE (1-10 PTS)

Primary firm's recent experience involving the design of residential and dorm facilities, and/or other significant structures of similar scale and complexity.

Describe the firm's strategy to assure compliance with the defined programmatic needs for a facility 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 an established architectural vernacular.

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

Overall Design Team's recent experience involving residential and dorm facilities, and/or other significant structures of similar scale and complexity should be indicated. Include a maximum of 3 projects for each sub-consultant; explain the significance of each project. The team should demonstrate expertise in the understanding and unique design requirements necessary for the design of a specialized residential housing unit.

The Design Team should have LEED certified designers with Team members that have successfully achieved LEED certification for comparable projects.

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.

Project Manager should have recent experience with the design of residential and dorm 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 3 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, to include Design Development and Construction Phase Estimates as well as actual bid amounts (if the project was re-bid, please indicate the original bid amounts as well as the re-bid amounts). Please indicate processes to be used on this project to assure estimates reflect the current construction market.

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.

All key members of the Design Team should be familiar with the CM delivery method, and should have successful experience working closely with Construction Management firms for coordination and completion of construction projects.

G. PROJECT COMMITMENT (1-10 PTS)

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 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 **David Collins**, Project Manager, at: (859) 257-5911 x-229 or dcollin@email.uky.edu.

Submittals must be RECEIVED not later than 4:00 PM, **Wednesday, December 2, 2009** 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 **Replace Wildcat Lodge Student Housing** project will consist of approximately 18,000 GSF to replace the existing Wildcat Lodge to house the UK Men’s Basketball players in addition to other non-athlete students. The building will include a controlled main entry way, with combination living/bedroom spaces, a common space, with dining and gaming rooms. In addition, it will have a conference room and public restrooms in all common areas. The public spaces will include a central audio system that can be used for intercom, music, etc.

The residents of the basketball lodge will reside at the facility during the school year as a team, studying for their classes and having their meals together in a common dining area or an outdoor courtyard space. As the residents of the building will be University basketball team players or act as support staff for the athletic program, the focus of the design should display the rich history of UK Athletics while providing a safe, up-to-date home for the students.

The new building is to be a more contemporary facility with a more home-like setting for the students that live there. A new state of the art facility will allow UK to better compete with other Universities, allowing the parents to see that their children will be living in safe contemporary facility and the student athletes to recognize they are highly valued members of the campus community.

- B. The site will be located in an existing parking lot near the intersection of Rose Street and College View Ave., just east of the Joe Craft Center (which is connected to the north side of Memorial Coliseum).
- C. The design for this project is to reflect the “pattern language” as established by the new Davis Marksbury Building (currently under construction) and the Joe Craft Center.

II. BUDGET SUMMARY

- A. The total scope of this project is \$7,000,000, with a construction budget of approximately \$4,800,000 for the building. Remaining funds are for furnishings/equipment, administration, contingencies, infrastructure and design fees.

III. PROPOSED SCHEDULE

<u>NO.</u>	<u>ACTIVITY BEGINS</u>	<u>ACTIVITY</u>	<u>DURATION</u>
1	Tue, 27 Oct '09	Board of Trustee Approval	◆
2	Tue, 17 Nov '09	CP&BOC Approval	◆
3	Wed, 18 Nov '09	Advertise for Consultants	14
4	Wed, 2 Dec '09	Consultant Submittals Due	2
5	Fri, 4 Dec '09	Consultant Shortlist Meeting	14
6	Fri, 18 Dec '09	Consultant Interviews	4
7	Tue, 22 Dec '09	Consultant Notified - Fee Negotiation	16
8	Thu, 7 Jan '10	Consultant Contract Sent to Frankfort	14
9	Thu, 21 Jan '10	Review/Finalize Design Program	14
10	Thu, 4 Feb '10	Final Program Approved	28
11	Tue, 26 Jan '10	Issue RFP for CM Services	21
12	Tue, 16 Feb '10	Deadline for Written Questions for CM	7
13	Tue, 23 Feb '10	CM RFP Proposals Due Date	3
14	Fri, 26 Feb '10	CM Shortlist Review	3
15	Mon, 1 Mar '10	Shortlisted CM Firms Notified	14
16	Thu, 4 Mar '10	Phase 1 Documents submitted to CPMD	7
17	Thu, 11 Mar '10	Phase 1 Review Meeting	35
18	Mon, 15 Mar '10	CM Interviews	7
19	Mon, 22 Mar '10	CM Negotiations completed/Contract routed	4
20	Fri, 26 Mar '10	CM Contract Sent to Frankfort	◆
21	Thu, 15 Apr '10	Phase 2 Documents submitted to CPMD	7
22	Thu, 22 Apr '10	Phase 2 Review Meeting	84
23	Thu, 15 Jul '10	Phase 3 documents submitted to CPMD	7
24	Thu, 22 Jul '10	Phase 3 Review Meeting	7
25	Thu, 29 Jul '10	Final Documents presented to CPMD	18
26	Mon, 16 Aug '10	Pre-Bid Conference	14
27	Mon, 30 Aug '10	Bid Date	10
28	Thu, 9 Sep '10	Contract Awarded (341 calendar days)	11
29	Mon, 20 Sep '10	Construction Begins	330
30	Tue, 16 Aug '11	Substantial Completion (Beneficial Occupancy)	365
31	Tue, 16 Aug '11	Furniture Delivery/Set-up	15
32	Wed, 31 Aug '11	Move-In	15
33	Thu, 15 Sep '11	Final Completion	◆
34	Wed, 15 Aug '12	Year-end Warranty	◆