# Consultant Submittal Guidelines

**for the**

***Improve Building Systems – UK Healthcare***

***(Pavilion WH – Replace Air Handling Unit #4 & #5)***

***(Pavilion H – Replace Air Handling Unit #S1 & S1A)***

***for the***

***UNIVERSITY OF KENTUCKY***

**PROJECT NO. 2553.0 & 2554.0**

The University of Kentucky is proposing to contract the services of an engineering firm to provide design services for the replacement of (4) Air Handling Units located at the University of Kentucky, Main Campus. The AHUs are in Chandler Hospital, Pavilion H and the Whitney-Hendrickson building in Markey Cancer Center.

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

This project requires an evaluation of the current AHUs to determine areas served and to develop the requirements of the replacement unit. New digital controls compatible with the existing Building Automation System will be required. This project may require temporary measures to provide conditioning of served spaces to meet code requirements during the replacement process.

This project will be in operating hospital environments. Only those firms with demonstrated hospital experience need respond.

Required will be the production of a set of plans and specifications to allow the University to solicit bids for the construction required to implement this design. At this time the anticipated project delivery method for construction will be “Lump Sum General Contractor”. Bidding support and construction administration will be required.

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 contract administration (Phase 5). This is necessary for the primary design firm as well as for each technical consultant that the prime firm plans to use on the project.

The following list is the criteria, including the multiplication factors; by which each design team'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 .pdf format and **GIVE SPECIFIC PROJECT EXAMPLES**, including photographs, drawings, resumes, schedules, budget analyses, etc. to properly substantiate the firm as well as individual experience in all categories.

**The submittal should include a BRIEF EXECUTIVE SUMMARY (maximum of 2 pages) as a cover to the submittal, summarizing all evaluation criteria: BE SURE TO SPECIFY WHO THE PROJECT MANAGER WILL BE IN THE EXECUTIVE SUMMARY.**

The consultant should focus their presentation toward the issues and needs that are unique to this project. Firms expressing interest in this project should demonstrate what special experience or attributes the firm/team has that makes it the most qualified for this project.

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:

1. **DESIGN TEAM EXPERIENCE (1-40pts)**

Overall Design Team’s recent experience involving other significant projects of similar scale and complexity. Describe the teams experience with projects on a critical time schedule. Include a maximum of 3 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.

**II. CONSTRUCTION ADMINISTRATION (1-20pts)**

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

**III. PROJECT MANAGEMENT (1-40pts)**

## 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) 218-3107 or [raymond.haunsz@uky.edu](mailto:raymond.haunsz@email.uky.edu) .

**Please use the “Submit Proposal” button next to the project listed on CPMD’s website to submit your documents electronically in pdf format**

## SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EST,

## on December 3, 2020.

## Submittals received after this time will not be reviewed.

**Executive Summary**

**for the**

***Improve Building Systems – UK Healthcare***

***(Pavilion WH – Replace Air Handling Unit #4 & #5)***

***(Pavilion H – Replace Air Handling Unit #S1 & S1A)***

***for the***

***UNIVERSITY OF KENTUCKY***

**PROJECT NO. 2553.0 & 2554.0**

**PROJECT SCOPE: $6,000,000**

**A. INTRODUCTION**

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for the replacement of (4) air handling units within Pavilion WH and Pavilion H at the University of Kentucky, Medical Center. The program is prepared as a basis for understanding and agreement within the University and as a definitive statement to the Consultant engaged in the design of the Pav WH – Replace AHUs #4 & #5 and Pav H – Replace AHUs #S1 & #SA projects.

**B.** **PROJECT DESCRIPTION**

1. This project will be located at the University of Kentucky, Lexington, KY in Pavilion H and WH of the Chandler Hospital.
2. This project replaces (4) Air Handling Units which have reached the end of their useful service life. AHUs S1 & S1A serve the Chandler Hospital Patient Care Addition first and second floor. AHUs 4 & 5 serve the Whitney-Hendrickson building of the Markey Cancer Center.
3. These two projects will be combined into 1 design contract and one construction contract. The project will be bid with the understanding that the contractor will provide dual crews and work in each building simultaneously.
4. Consultant selection may be based solely on the responses to this solicitation without interviews.

The design will consist of preparation of Phase 1, 2 (if required), and 3 documents in accordance with University and Medical Center standards and procedures.

**C. PRELIMINARY PROJECT BUDGET**

**TOTAL CONSTRUCTION BUDGET\*** $4,500,000

**TOTAL PROJECT SCOPE** $6,000,000

\* The Consultant's Phase 1, 2 & 3 cost estimate submittals for the project are notto exceed this specified amount. Budget compatibility is the responsibility of the Consultant and design of the project beyond the available construction dollars listed above is unacceptable.

**D. PRELIMINARY PROJECT SCHEDULE**

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

|  |  |
| --- | --- |
| 11/09/20 | Project Advertised for Consultant |
| 12/03/20 | Consultants' Submittals Due |
| 12/07/20 | Selection Committee Short List Meeting |
| 12/17/20 | Consultant Interviews |
| 12/17/20 | Consultant selected and notified |
| 1/11/21 | Consultant Fee Finalized |
| 01/18/21 | Consultant Contract Routed for Approval |
| 01/25/21 | Consultant Contract sent to Frankfort |
| 01/13/21 | Initial Kick-Off Meeting |
| 02/10/21 | Phase 1 Documents submitted to CPMD |
| 02/17/21 | Phase 1 Review Meeting |
| 03/29/21 | Phase 2 documents submitted to CPMD |
| 04/06/21 | Phase 2 Review Meeting |
| 05/19/21 | Phase 3 documents submitted to CPMD |
| 05/25/21 | Phase 3 Review Meeting |
| 06/01/21 | Final Documents presented to CPMD |
| 06/09/21 | Advertise |
| 06/22/21 | Pre-Bid Conference |
| 07/06/21 | Bid Date |
| 07/12/21 | Contract Awarded |
| 07/19/21 | Construction Begins |
| 12/14/21 | Substantial Completion |
| 1/14/22 | Final Completion |
| 12/14/22 | Warranty Period Ends |