

**Consultant Submittal Guidelines
for the**

***Construct/Improve Greek Housing
(Delta Gamma House)***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 2555.0

The University of Kentucky is requesting the services of a consultant to provide design services for the Construct/Improve Greek Housing (Delta Gamma House) located at University of Kentucky, 450 Pennsylvania Ave. Lexington, KY 40508. 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:

I. PRIMARY FIRM'S QUALIFICATIONS (25 points)

Relative experience coordinating and managing a design team for similar projects. Demonstrate the firm's capacity, accessibility and ability to become a productive and valuable member of a multi-disciplinary team of this complexity through all phases of the project. The firm shall demonstrate an ability to coordinate design team members and detail methods that will be used to ensure that the design schedule is met, including milestone and productivity monitoring. The submittal shall outline proven procedures for monitoring construction and resolving issues in the field as well as the organizational structure of the firm and the background of any individuals that will be assigned to this project.

II. TEAM'S RELEVANT EXPERIENCE (25 points)

Members of the consulting team should have a previously established working relationship including renovation projects. Present all higher education relative experience coordinating and managing a design team for a project within Student/Greek Housing focusing on projects your firm and your proposed design team has performed in the last ten years. Submit illustrations of projects that denote your firm and the design team portfolio of work. The team should demonstrate experience working together on similar projects. Include a list of projects highlighting this experience.

III. PROJECT MANAGER'S QUALIFICATIONS (25 points)

The submittal should indicate the Project Manager's experience with planning, managing and coordinating all aspects of a project of this scale and complexity, and the management of sub-consultants in a professionally competent manner. Discuss your views relative to the unique challenges of this project and outline the talents of the project manager enabling him or her to meet these challenges. Project Manager should have recent experience with other projects of a similar scale and complexity; submittal should explain the significance of each project listed. The Project Manager should demonstrate expertise in addressing and successfully solving problems in an efficient and architecturally creative manner. (Please include a maximum of three projects to demonstrate experience.) Project Manager should show commitment necessary to adequately manage and coordinate the project, including any sub-consultants, through all phases of research, design, contract documents and construction administration;

maximizing project funds, while maintaining an aggressive project schedule. The submittal shall also list the size and number of projects that the Project Manager is currently assigned.

IV. Team's Design Approach (25 points)

Describe proposed organizational structure for this project. Explain and illustrate design philosophy, techniques, design process, budget control and lines of communication which will be utilized for the Project. Provide your team's strategy to assure compliance with defined programmatic needs.

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 Angela Walton, Project Manager, at (859) 218-3119.

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 Wednesday, November 25.**

Submittals received after this time will not be reviewed.

Executive Summary

for the

Construct/Improve Greek Housing (Delta Gamma House)

for the

UNIVERSITY OF KENTUCKY

PROJECT NO. 2555.0

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 building addition and renovation within Delta Gamma House at the University of Kentucky. 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 Construct/Improve Greek Housing (Delta Gamma House) project.

B. PROJECT DESCRIPTION

The University of Kentucky Construct/Improve Greek Housing (Delta Gamma House) project consists of preparation of Phase 1, 2, and 3 documents and estimates in accordance with University standards and procedures. The current facility is 11,380 GSF (9,966 NSF) and includes basement, 1st floor, and 2nd floor. Current Key Drawings are attached for reference. This project includes renovating current space and a building addition.

Program includes complete renovation of all existing restrooms, providing ADA Accessibility, transforming all bedrooms from 4-person occupancy to 2-person occupancy, elevator addition; fire alarm panel upgrade and connectivity to Delta Room; add campus security system; add fiber; finishes upgrades; new furniture; and mechanical and electrical upgrades.

Renovate existing space in the basement for a +/- 2,100 SF Chapter Room/Dining Area, Craft Room, Breakfast Area and Storage. 1st floor renovations in existing space include Living Room, Study Area, adding Guest Men's Restroom, Laundry and foyer upgrades. 2nd floor renovations include Laundry Room addition.

Building addition includes elevator; kitchen, mechanical room, and restroom in basement; Sunroom/Lounge/TV Room; elevator and foyer expansion on 1st floor; and Sun Room/Study, custodial closet, and elevator on 2nd floor.

C. PRELIMINARY PROJECT BUDGET

TOTAL CONSTRUCTION BUDGET* \$4,400,000

TOTAL PROJECT SCOPE \$6,000,000

* The Consultant's Phase 1, 2 & 3 cost estimate submittals for the project are not to 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:

November 12, 2020	Project Advertised for Consultant
November 25, 2020	Consultants' Submittals Due
December 3, 2020	Selection Committee Short List Meeting
December 15, 2020	Consultant Interviews
December 16, 2020	Consultant selected and notified
December 18, 2020	Contract negotiated
January 4, 2021	Review Program
February 8, 2021	Phase 1 Documents submitted to CPMD
February 15, 2021	Phase 1 Review Meeting
March 22, 2021	Phase 2 documents submitted to CPMD
March 29, 2021	Phase 2 Review Meeting
May 10, 2021	Phase 3 documents submitted to CPMD
May 17, 2021	Phase 3 Review Meeting
May 26, 2021	Final Documents presented to CPMD
June 1, 2021	Advertise
June 10, 2021	Pre-Bid Conference
June 22, 2021	Bid Date
June 24, 2021	Contract Awarded
June 28, 2021	Construction Begins
July 11, 2022	Substantial Completion
August 1, 2022	Final Completion