

**Consultant Submittal Guidelines
for the**

Improve Sanders-Brown Center on Aging/Neuroscience Facilities

for the
UNIVERSITY OF KENTUCKY

PROJECT NO. 2571.0

PROJECT SCOPE: \$28,000,000

The University of Kentucky is requesting the services of an ARCHITECTURAL/ENGINEERING TEAM to provide design services for the Improve Sanders-Brown Center on Aging/Neuroscience Facilities, located in Lexington, Kentucky. This solicitation seeks a team that will provide and be responsible for architectural, M/E/P, landscape, civil, and structural design services as well as professional estimating during the design phases. The team will also be responsible for bidding and construction administration services required to complete the project. The award of this contract is contingent on the University of Kentucky Board of Trustees authorization to proceed with the project.

The team should be led by a local or regional architectural firm that will serve as prime architect having the responsibilities of the architect of record and bear the responsibility to schedule the design process; coordinate the early stages of the design; oversee the production of drawings and bid documents; provide bid phase services; obtain plan approvals from AHJ; provide construction administration and all other day to day management and oversight of the design and construction process.

The team should include a professional estimating firm with expertise in estimating construction on the scale of this project. Construction Management firms intending to pursue the project as a Construction Manager may not participate as the design team's estimator.

The team should include additional sub consultants that are required to produce comprehensive design and bidding documents, effective construction phase administration, and a final product of the highest standard.

A contract will be negotiated for the full design, bidding and construction services. In addition, an allowance will be negotiated as a reimbursable service to provide Independent Testing Services (to include special inspections). The consultant shall be responsible for review of all reports and for writing any final acceptance letters as may be required by authorities having jurisdiction.

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 for the duration of the project with the University's designated Project Manager to coordinate and manage design and construction administration services and/or activities.

The consultant should focus their submittal on 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 ten (10) 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 minority sub-consulting firms' participation in university work. Consultants are encouraged to consider using the services of minority sub-consulting firms where the demands of the project will permit.

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

EVALUATION CRITERIA

The following criteria will be used in the evaluation of the submittals using an overall 100-point scale:

I. PRIMARY FIRM (35 Points)

Primary firm's recent experience involving renovations and new façades on a project within an operating medical/research center. 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 firm's strategy to assure –

- Compliance with the defined programmatic needs.
- A well-designed and coordinated construction package.
- An effective construction administration process.
- An exceptional final product for a facility of this scale and complexity.

Special consideration will be given to experience during construction within an operating medical/research center.

II. OTHER DESIGN TEAM MEMBERS (20 Points)

Emphasis should be placed on indicating who the design team will be as well as their availability for 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.

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

III. PROJECT MANAGER'S QUALIFICATIONS (25 Points)

Identify who the Project Manager will be and indicate his/her experience with planning, managing and coordinating all aspects of a project of similar 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 additions to and renovations of existing university facilities and/or other projects of similar scale and complexity; submittal should explain the significance of each project listed. (Please include a maximum of 5 project examples.)

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.

IV CONSTRUCTION ADMINISTRATION (20 Points)

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

Design Team should be familiar with the CM delivery method and should have experience working with Construction Management firms for coordination and completion of projects using this delivery method.

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 Sandy Redmon, Project Manager, at (859) 218-3115.

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

**Please provide seven (7) bound copies of the submittal for review.
Submit to:**

**Capital Project Management Division
222 Peterson Building
411 South Limestone Street
Lexington, KY 40506-0005
ATTN: Sandy Redmon**

**SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EST,
ON MONDAY, SEPTEMBER 20, 2021.**

Submittals received after this time will not be reviewed.

There will be a tour of the building for interested design teams at 1PM on Monday, September 13, 2021. Meet at the front door on Rose Street.

Executive Summary

B. PROJECT DESCRIPTION

The goal for this project:

1. To completely reconfigure the first, second and third floors to better meet the current and future needs of the Sanders-Brown Center on Aging. Specific needs include:
 - a. An administrative suite that consolidates functions that are currently spread over several floors in the building.
 - b. Facilities that better supports SBCoA meetings, hosting conferences, etc.
 - c. Office space that matches the number of faculty and staff, as well as future growth.
 - d. New dry-bench research labs for computation focused research.
 - e. State-of-the-art wet-bench research labs that meet current standards and offer future flexibility for a variety of research lines.
2. To completely alter/replace the exterior of both the original 1976 building and the 1996 addition to create a new shared design language for both and establish a single unique identity for Sanders-Brown, while being respectful to the surrounding context.
3. To dramatically improve the well-being of the people working in the building through better daylighting and access to views, a healthier interior environment that better responds to the variable needs of the occupants, and spaces that are designed for contemporary work methods.
4. To create a more prominent main entrance to the entire complex that improves wayfinding and strengthens the identity of Sanders-Brown.
5. To use new construction materials and design strategies for both the interior and exterior so the building itself communicates the forward-thinking research being conducted in Sanders-Brown.
6. To significantly improve the performance of the exterior envelope for the greater occupant comfort, and to reduce energy consumption

When implemented, the proposed renovations will provide the Sanders-Browns Center on Aging with modern facilities that improve the overall experience for everyone who work in or visit the building.

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

A conceptual program and preliminary opinion of probable construction and project cost has been developed and will be released to the shortlisted teams.

C. PRELIMINARY PROJECT BUDGET

TOTAL CONSTRUCTION BUDGET*	\$19,460,000
TOTAL PROJECT SCOPE	\$28,000,000

* 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:

Friday, September 3, 2021	Project Advertised for Consultant
Monday, September 13, 2021	Site visit for interested design teams
Monday September 20, 2021	Consultants' Submittals Due
Monday, September 27, 2021	Selection Committee Short List Meeting
Tuesday, October 26, 2021	Consultant Interviews
Wednesday, October 27, 2021	Consultant selected and notified
Friday, November 5, 2021	Contract negotiated
Friday, November 12, 2021	Begin Programming
Friday, December 3, 2021	Program Review Meeting
Thursday, December 9, 2021	Begin Phase 1 Design
Thursday, February 17, 2022	Phase 1 Documents submitted to CPMD
Thursday, March 3, 2022	Phase 1 Review Meeting
Thursday, May 26, 2022	Phase 2 documents submitted to CPMD
Thursday, June 9, 2022	Phase 2 Review Meeting
Thursday September 22, 2022	Phase 3 documents submitted to CPMD
Thursday, October 6, 2021	Phase 3 Review Meeting
Thursday, October 20, 2022	Final Documents presented to CPMD
Thursday, November 3 2022	Advertise for bidding
Tuesday, November 15, 2022	Pre-Bid Conference
Monday, December 6, 2022	Bid Date
Friday, December 16, 2022	Contract Awarded
Monday, December 26, 2022	Construction Begins
Sunday, December 15, 2024	Substantial Completion
Tuesday, January 14, 2025	Final Completion