

**Consultant Submittal Guidelines  
for the**

***Improve Campus Parking and Transportation System  
(2023 Maintenance)***

*for the*

***UNIVERSITY OF KENTUCKY  
Main Campus***

**PROJECT NO. 2593.0**

The University of Kentucky is requesting the services of a consultant to provide detailed condition assessment, structural evaluation and development of a preventative maintenance and repair program of eight (8) campus parking structures for the Improve Campus Parking and Transportation System (2023 Maintenance) project located at University of Kentucky, main campus. The University intends select an engineering firm to prepare a parking structure master maintenance plan that will serve as the basis for prioritizing and budgeting repair projects over the next five fiscal years and for forecasting budgetary needs for years five through ten. 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. 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. Primary Firm's Qualifications

- a. (10 points) Firm's current experience with design, evaluation and maintenance of parking structures of similar scale and diversity.
- b. (15 points) Quality of recently completed planning programs of long term maintenance for parking facilities.
- c. (20 points) Firm's overall approach to the evaluation and planning processes and how those processes would apply task at hand. Describe the planning process your firm would develop in order to achieve comprehensive long range maintenance plan for the University's parking structures.
- d. (10 points) Firm's proposal for staffing this project (include only those personnel who would be employed during the project and their expertise.)

2. Project Manager's Qualifications

- a. (10 points) Individual's range of experience with parking structures similar scale and diversity.
- b. (15 points) Individual's ability to commitment time to the project given current work assignments.

3. Statement of Interest

- a. (20 points) Project Manager's and firm's demonstrated understanding of this project including why him/her and his/her's firm is the best choice for this project.

100 points possible.

The above criteria will be used to determine the firms that may be invited for an interview at a common location on the campus in Lexington. The interviews may occur within two weeks of the official notification of selected firms on date to be determined by the University. All interviews generally are conducted on the same day and take one hour or less, including set up.

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 Robert S. Williams, Project Manager, at (859) 218-3120 or (859) 509-0992.

**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 4:00 PM EST,  
ON July 13, 2022.**

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

**Executive Summary  
for the**

***Improve Campus Parking and Transportation System  
(2023 Maintenance)***

*for the*

***UNIVERSITY OF KENTUCKY  
Main Campus***

**PROJECT NO. 2593.0**

**PROJECT SCOPE: \$1,500,000**

**A. INTRODUCTION**

The University of Kentucky seeks professional engineering services in connection with the condition assessment, evaluation and development of a master maintenance plan for the referenced parking facilities consisting of a detailed preventative maintenance and repair program. The purpose of the services outlined herein is to assess the condition and develop a maintenance master plan that once implemented is designed to alleviate existing deterioration, provide long-term durability and extend the useful life of each parking facility. Final initiation of the project is subject to approval of the Board of Trustees.

The master maintenance plan will cover immediate (within one year), intermediate (after one year and up to five years) and long term (after five years and up to ten years) periods. For each program, the University seeks to develop estimates of probable construction costs that will enable the University to budget and allocate capital funds to cover anticipated construction costs for the repair programs to be implemented annually beginning in May 2023. It is anticipated that the University will conduct a similar condition assessment, structural evaluation and master maintenance plan development in five year increments, thus confirming and refining the previous long term plan and transitioning it into the immediate and intermediate plan as has been accomplished in the past.

**B. PROJECT DESCRIPTION**

The University seeks the following program of services to properly evaluate the parking structures in order to develop a prioritized list of cost-effective repair options. The consultant shall develop restoration options and associated estimates of probable construction costs and then recommend

a specific master maintenance plan to the University. Furthermore, the consultant may develop construction documents and be responsible for implementation of year one of the aforementioned master maintenance plan through project bidding and construction administration.

#### PHASE I- Structural Condition Survey/Repair Options Analysis/Report

Task I-1 Review available existing documents, i.e., drawings, specifications, concrete test reports, former condition survey reports, etc., to familiarize the consultant with the parking structures, prior to conducting the on-site survey of each facility. Prints of the existing drawings will be used to record deficiencies within the parking structures during the field condition survey (Task I -2).

Task I-2 Conduct an on-site observation survey of the parking structures at an appropriate time when the facilities are least occupied (typically during evening or night time hours). The objective is to gain further information on the configuration and degree of deterioration of the various structural and non-structural systems and components that comprise each parking facility. This will enable the consultant to develop recommendations for a cost-effective approach to the repairs and degree of preventive maintenance appropriate for each facility.

During the on-site survey, the consultant shall observe and record the physical condition of the following:

1. General composition and condition of the structural systems; including accessible concrete columns, floor slabs, curbs, beams and walls of the structurally framed levels of the parking structures.
2. Cracks:
  - a. Structural and/or nonstructural.
  - b. Leaking cracks.
3. Spalled and/or delaminated concrete, indicating deteriorated concrete or structural deficiencies that may require more immediate action. The consultant shall perform a limited mechanical sounding evaluation (chain drag), as applicable, on the floor slab surfaces to record locations of spalled and/or delaminated concrete. The chain drag procedure is typically limited to floor slab areas that have underlying reinforcement near the top surface of the concrete slab. A similar sounding evaluation shall be performed on selected areas of the floor soffits and vertical surfaces and include structural elements such as concrete slabs, joists, beams, columns, etc.
4. Leaks through each parking level especially at control, construction and expansion joints.
5. Joint sealants, expansion joint materials and waterproofing systems such as traffic bearing waterproofing membranes.

6. Plumbing piping and floor drains or locations in need of a floor drain if there is evidence of ponding water.
7. Architectural systems, components and hardware such as doors, handrails, stairways and enclosures, spandrel panels and connections, etc.

Task I-3 Conduct concrete testing during the on-site survey of the parking structures.

Task I-4 Prepare a comprehensive report for the parking structures surveyed, which evaluates and presents:

1. Existing conditions and type and extent of deterioration of each structural and non-structural system/element (as listed under Task I-2) that comprises the parking structures, including concrete testing report;
2. Recommended repair programs. Repairs will be detailed and prioritized in order of severity with time frames when specific repairs should be completed. Emphasis shall be placed upon those repairs recommended during the initial five year period following the report while also forecasting anticipated restoration needs and preventative maintenance requirements for years six through ten.
3. Opinions of probable construction costs for each repair program option as well as the associated expected life extensions for each option.
4. Development of a system-wide condition appraisal report, including findings of document reviews, surveys, testing and data analysis, discussion of the significance of findings and probable required restoration measures, proposed restoration options, cost estimates, and effective life extensions in narrative and spreadsheet format, and recommendations for restoration of the garages, including prioritization and possible phasing of efforts and proposed five year maintenance master plan for the restoration efforts.
5. Project deliverables to the University will include two copies of a report for each parking structure as well as an electronic file (.pdf format) for each parking structure. The report will include photo documentation and preliminary estimates of probable construction costs for recommended immediate, intermediate and long term repair programs.

#### PHASE II- Implementation of Maintenance Master Plan Year 1 Immediate Repair

Task II-1 Define and confirm budget and scope for Year 1 (2023) implementation of Phase I Maintenance Master Plan (the Project).

Task II-2 Develop construction documents for the Project, including bidding requirements (input provided by the University's Facilities Management division), general conditions and technical specifications, drawings, details and phasing requirements.

Task II-3 Assist the University in competitive bidding process for the Project that includes invitation of qualified area restoration contractors including local minority and women business enterprises, conducting pre-bid meetings, issuing agenda, reviewing proposals and recommending a contractor for award.

Task II-4 Construction administration of the Project, including review and approval of a schedule of values and submittals, conduct a preconstruction meeting on site, monitoring the contractor's work via weekly or bi-weekly on-site progress meetings plus regular telephone and email communications as needed, answering RFI's, issuing necessary change orders, review and approval of pay requests and warranties and development of a punch list at substantial completion.

Task II-5 Supplemental on site construction review of the Project on a bi-weekly basis, including all concrete placements, expansion joints, water repellent and traffic membrane installations and any other significant efforts.

Task II-6 The University reserves the right to alter the scope of work depending upon actual requirements and budget constraints, at the unit costs specified in the successful bidder's proposal.

**EXCLUSIONS:**

1. Observation, assessment and reporting of the condition of hardware such as lighting and electrical equipment; elevators, access/revenue control equipment, active safety/security systems, way finding graphics and signage, etc. are excluded from this proposal.
2. The selected consultant shall have no responsibility for the discovery, presence, handling, removal and disposal of, or exposure of persons to, hazardous materials in any form at the project site, including but not limited to, asbestos, asbestos products, lead, polychlorinated biphenyl (PCB) or other toxic substances.

**FACILITY DETAILS:**

The University of Kentucky has eight parking structures which will be included as part of this project. They are as follows:

**Parking Structure No. 1 -**

- Located at 1290 Veterans Drive at the northwest corner of Cooper and University Drives;
- Built in 1969;
- Approximately 804 parking spaces on grade and 4 structurally framed levels;

- Cast-in-place post-tensioned concrete beams and slabs utilizing a button-head type of post-tensioning system;

Parking Structure No. 2-

- Located at 538 Rose Street with an entrance on Hilltop Avenue;
- Built in 1969;
- Horizontally expanded and repaired in 2002.
- Approximately 1219 parking spaces on grade and 4 structurally supported levels;
- Cast-in-place post-tensioned concrete beams and slabs utilizing a button-head type of post-tensioning system;

Parking Structure No. 3 -

- Located at 140 Huguelet Drive northeast of the Kentucky Clinic with exits and entrances onto Huguelet Drive;
- Original 2 supported levels constructed using precast, pre-stressed structural members and completed in 1981;
- Structure vertically expanded in 1987 adding three additional levels constructed using steel frame, metal decks with conventionally reinforced concrete slab;
- Designed as a 3-bay structure with approximately 824 parking spaces;

Parking Structure No. 5-

- Located at 409 South Limestone Street with entrances on South Limestone and Upper Streets;
- Built in 1997;
- Vertically expanded by two levels in 2003;
- Approximately 1472 parking spaces on grade and 6 structured levels
- Cast-in-place post-tensioned concrete beams and slabs;

Parking Structure No. 6-

- Located at 721 Press Avenue, at the southwest corner of Virginia and Press Avenues;
- Built in 2006;
- Approximately 724 parking spaces on grade and 4 structurally supported levels;
- Cast-in-place post-tensioned concrete beams and slabs;

Parking Structure No. 7-

- Located at 721 Sports Center Drive, near the northwest corner of Cooper and Sport Center Drives.
- Built in 2006;
- Approximately 575 parking spaces on grade and 3 structurally supported levels;
- Cast-in-place post-tensioned concrete beams and slabs;

Parking Structure No. 8-

- Located at 110 Transcript Avenue across S. Limestone from the University of Kentucky Chandler Hospital Pavilion A with vehicular entrances on Transcript Avenue and exits on Conn Terrace;
- Completed in 2008;



- Consists of approximately 1615 parking spaces on 7 total floors, 6 of which are structurally supported.
- Cast-in-place post-tensioned concrete beams and slabs with conventionally reinforced concrete columns;
- Features a pedestrian bridge which connects the parking structure to the Hospital lobby. Also has a through-structure shuttle bus lane to transport passengers to and from the HealthCare facilities;

Good Samaritan Hospital Parking Structure -

- Located at 330 S. Limestone southwest of UK Good Samaritan Hospital;
- Built in 1982;
- Approximately 333 spaces on 4 floors;
- Precast concrete double tee construction with field topping;

**C. PRELIMINARY PROJECT BUDGET**

**TOTAL CONSTRUCTION BUDGET\***            \$1,200,000

**TOTAL PROJECT SCOPE\*\***                \$1,500,000

\* 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.

\*\*The successful proposer will be requested to enter into a lump sum agreement with the University of Kentucky for all services, expenses and other costs relative to this project thru Phase I. Upon successful completion of Phase I, the University may enter into negotiations for fee associated further development of the plan and resulting projects.

**D. PRELIMINARY PROJECT SCHEDULE**

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

6/23/22	Project Advertised for Consultant
7/13/22	Consultants' Submittals Due
7/15/22	Selection Committee Short List Meeting
8/1/22	Consultant Interviews
8/9/22	Contract negotiated
Aug./Sept 2022	Field observations/evaluations
September 2022	Report Compilations
10/5/22	Draft report presented to the University
10/26/22	Final report submitted to the University
2/6/23	Year 1 constructions documents due to the University
5/1/23	Year 1 construction begins
8/15/23	Substantial Completion of Year 1 construction