

**Consultant Submittal Guidelines  
for the**

***Asset Preservation Pool Capital Project (Multi-Disciplinary Science Building 5<sup>th</sup> floor Renovation)***

***for the  
UNIVERSITY OF KENTUCKY***

**PROJECT NO. 2590.1**

The University of Kentucky is requesting the services of a consultant to provide design services for the Asset Preservation Pool Capital Project (Multi-Disciplinary Science Building 5<sup>th</sup> floor Renovation) located at University of Kentucky, Multi-Disciplinary Science Building (MDS) at 725 Rose Street. 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. Please ensure that your submittal includes any initiatives related to meeting the university's goal of 10% minority/Disadvantaged business enterprise participation.

## **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 (35 points)**

Relative experience coordinating and managing a design team for a project within a healthcare teaching environment. 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. Special consideration will be given to experience during construction within an operating academic medical center.

**II. TEAM'S RELEVANT EXPERIENCE (35 points)**

Members of the consulting team should have a previously established working relationship including clinical renovation projects, classrooms and clinical simulation rooms. The team should demonstrate experience working together on similar projects. Include a list of projects highlighting this experience.

**III. PROJECT MANAGER'S QUALIFICATIONS (30 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. Project Manager should have recent experience with other academic medical center 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 to.

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 Powell, Project Manager, at (859) 218-3114

**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 six (6) hard copies to:**

**University of Kentucky  
ATTN: CPMD  
411 South Limestone  
222 Peterson Bldg.  
Lexington, KY 40506**

**SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EDT,  
ON Wednesday, July 20, 2022.**

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

**Executive Summary  
for the**

***Asset Preservation Pool Capital Project (Multi-  
Disciplinary Science Building 5<sup>th</sup> floor Renovation)***

***for the  
UNIVERSITY OF KENTUCKY***

**PROJECT NO. 2590.1**

**PROJECT SCOPE: \$10,000,000**

**A. INTRODUCTION**

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for a full renovation of the 5<sup>th</sup> floor within the Multi-Disciplinary Science Building (MDS) 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 MDS 5<sup>th</sup> Floor Renovation project.

**B. PROJECT DESCRIPTION**

The University of Kentucky plans to renovate approximately 15,800 GSF of vacant lab spaces on the 5<sup>th</sup> floor of the Multi-Disciplinary Science Building to accommodate new teaching spaces, faculty and advisor offices, a 150-seat +/- capacity classroom, and clinic exam simulation rooms for competency assessments. This floor will be shared by the College of Health Sciences and the College of Nursing. Renovations of associated Mechanical, Electrical and Plumbing systems is to be included in the scope of services as well as other required services related to communications and security systems.

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\***      \$7,300,000

**TOTAL PROJECT SCOPE**      \$10,000,000

\* 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:**

7/6/22	Project Advertised for Consultant
7/13/22	Site Walk-Through with Design Teams
7/20/22	Consultants' Submittals Due
7/25/22	Selection Committee Short List Meeting
8/8/22	Consultant Interviews
8/8/22	Consultant selected and notified
8/15/22	Contract negotiated
9/5/22	Begin Programming
9/26/22	Program Review Meeting
10/3/22	Begin Phase 1 Design
11/14/22	Phase 1 Documents submitted to CPMD
11/28/22	Phase 1 Review Meeting
1/4/23	Phase 2 documents submitted to CPMD
1/18/23	Phase 2 Review Meeting
2/17/23	Phase 3 documents submitted to CPMD
3/3/23	Phase 3 Review Meeting
4/4/23	Final Documents presented to CPMD
4/18/23	Advertise
4/25/23	Pre-Bid Conference
5/10/23	Bid Date
5/18/23	Contract Awarded
6/6/23	Construction Begins
4/1/24	Substantial Completion
5/1/24	Final Completion