

Consultant Submittal Guidelines

for the

Asset Preservation and Modernization Pools Mandrell Hall Renovation

for the

UNIVERSITY OF KENTUCKY

PROJECT NO. 2590.35

The University of Kentucky is requesting the services of a consultant to provide design services for the renovation of Mandrell Hall, located at University of Kentucky. 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 combined SD/DD (Phase 1&2) 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 in the executive summary who will be the project manager.

The consultant should focus their proposal 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 reserves the right to select a consultant team from proposals without proceeding to presentations.

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 (30 pts)

Indicate relative experience coordinating and managing a design team for projects of similar size, type, and complexity as this one. The firm shall demonstrate detailed methods that will be used to ensure that the schedule is met, and the project budget is maintained during design and construction. The submittal should outline proven procedures for monitoring construction and resolving issues in the field. Provide the organizational structure of the firm and the background of individuals that will be assigned to this project.

II. TEAM'S RELEVANT EXPERIENCE (35pts)

Members of the consulting team should have a previously established working relationship. The team should demonstrate experience working together on similar projects. Include a list of projects highlighting this experience.

III. PROJECT MANAGER'S QUALIFICATIONS (35 pts)

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. The project Manager should have recent experience with other projects of a similar scale and complexity; the 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.) The Project Manager should show the 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.

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 your submittal 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 or angela.powell@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.

Please provide five (5) hard copies of your proposal sent to:
CPMD (Angela Powell / Tonya Ahmad)
222 Peterson Service Building
411 S. Limestone
Lexington, KY 40506-0005

Submittals must be received not later than 3:00 PM EDT,
ON July 24, 2026.

Executive Summary

for the

Asset Preservation and Modernization Pools Mandrell Hall Renovation

for the

UNIVERSITY OF KENTUCKY

Project number: 2590.35

A. INTRODUCTION

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for the project. 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 project.

B. PROJECT DESCRIPTION

This project will focus on implementing targeted improvements to support functional efficiency and long-term building performance. The selected Consultant will perform a review of the existing building and systems to identify current code, life-safety, and accessibility requirements, assess existing conditions, and prioritize improvements to building systems consistent with available funding and the intended use.

The Consultant will work with the university to verify the program (to be provided) and determine the most effective and efficient manner to utilize the west wing of Mandrell Hall, including the basement, first floor, and second floor, to accommodate the identified programmatic needs. The cafeteria/stage and kitchen areas have been identified as potential future space not included in this project scope.

In addition to building system upgrades, the scope of work may include:

- Selective reconfiguration of interior partitions to improve space efficiency and functionality
- Renovation/replacement of outdated restroom facilities
- Interior finish upgrades to support occupancy and institutional standards

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

C. PRELIMINARY PROJECT BUDGET

Total project scope:	\$7,000,000
Total construction budget:*	\$5,000,000

* The Consultant's Phase 1/2 and 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:

Projected Date	Activity
Jul 10, 2026	Project Advertised for Consultant
Jul 17, 2026	Site Walk-Through with Design Teams
Jul 24, 2026	Consultants' Submittals Due
Jul 29, 2026	Selection Committee Short List Meeting
Aug 6, 2026	Consultant Interviews
Aug 6, 2026	Consultant selected and notified
Aug 14, 2026	Contract negotiated
Aug 20, 2026	Begin Design Phase
Sep 11, 2026	Phase 1/2 Review Documents submitted to CPM
Oct 16, 2026	Phase 3 Review Documents submitted to CPM
Oct 30, 2026	Final Documents presented to CPM
Nov 12, 2026	Advertise
Dec 15, 2026	Bid Date
Dec 16, 2026	Contract Awarded
Jan 4, 2027	Construction Begins
Jun 25, 2027	Substantial Completion
Jul 25, 2027	Final Completion