

**Consultant Submittal Guidelines  
for the**

***Center for Applied Energy Research Facilities  
Outreach and Education Center – Design Phase***

***for the  
UNIVERSITY OF KENTUCKY***

**PROJECT NO. 2970.0**

The University of Kentucky is requesting the services of a consultant to provide design services for the CAER Outreach and Education Center located at University of Kentucky, 2520 Research Park Drive, Lexington, 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 programming (Phase 0) 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.

## **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 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 (30 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 Keith Ingram, Project Manager, at 859.218.3108 or kingram@uky.edu.

Consultant proposals are to be submitted **BOTH ELECTRONICALLY AND DELIVERED HARD COPIES BY 3:00 PM ON THE DATE NOTED BELOW.**

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 number of (5) hard copies of your proposal sent to:  
University of Kentucky  
Capital Project Management  
Attn. Sarah Nordine, Capital Construction Coordinator  
222 Peterson Service Building  
Lexington, KY 40506-0005

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EDT,  
ON January 13, 2025.

Submittals received after this time will not be reviewed.

**Executive Summary  
for the**

***Center for Applied Energy Research  
Outreach and Education Center – Design Phase***

*for the*

***UNIVERSITY OF KENTUCKY***

**PROJECT NO. 2970.0**

**PROJECT SCOPE: \$7,000,000**

**A. INTRODUCTION**

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for an Outreach and Education Center building at the University of Kentucky, Center for Applied Energy Research. 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 Outreach and Education Center project.

**B. PROJECT DESCRIPTION**

The University of Kentucky Center for Applied Energy Research is a multi-building campus in northern Fayette County Kentucky. All existing buildings are largely used for research purposes, with minimal available space for large groups to meet in conjunction with Center's conferences and educational outreach opportunities. The new facility of approximately 5,600 square feet will be a standalone structure, incorporating a large multi-use room of approximately 2,100+/- sq ft, allowing different furniture layouts. This room could be used for lectures, seminars, and banquet seating. Adjacent rooms would allow furniture storage and food service catering (no cooking onsite). Support spaces would accommodate office and ancillary space near the multi-use room. Ideally, the building would have covered patios for meeting breakout areas as well as outdoor catering events.

The design will consist of preparation of Phase 0, 1, 2 (if required), and 3 documents in accordance with university standards and procedures.

**C. PRELIMINARY PROJECT BUDGET**

<b>TOTAL CONSTRUCTION BUDGET*</b>	\$4,200,000
<b>TOTAL PROJECT SCOPE</b>	\$7,000,000

\* 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:**

**Center for Applied Energy Research  
Outreach & Education Center  
Project 2970.0  
University of Kentucky  
Date: December 2024**

NO.	ACTIVITY BEGINS	ACTIVITY	DUR	
1	Thu, 19 Dec 2024	Advertise for Consultant Services	25	3 Weeks, 4 Days
2	Mon, 13 Jan 2025	Consultant Submittals Due	7	1 Weeks, 0 Days
3	Mon, 20 Jan 2025	Consultant Notified of Shortlist Selections	10	1 Weeks, 3 Days
4	Thu, 30 Jan 2025	Consultant Interviews	4	0 Weeks, 4 Days
5	Mon, 03 Feb 2025	Consultant Fee Negotiation Meeting	2	0 Weeks, 2 Days
6	Wed, 05 Feb 2025	Commence Programming & Design Phases	231	33 Weeks, 0 Days
7	Wed, 24 Sep 2025	Final Design Phase Review (Tentative)	7	1 Weeks, 0 Days
8	Wed, 01 Oct 2025	Bid Documents Submitted to CPM	42	6 Weeks, 0 Days
9	Wed, 12 Nov 2025	Receipt of Bids	7	1 Weeks, 0 Days
10	Wed, 19 Nov 2025	Award of Low Bidder Contractor	365	52 Weeks, 1 Days
11	Thu, 19 Nov 2026	Substantial Completion	28	4 Weeks, 0 Days
12	Thu, 17 Dec 2026	Final Completion	336	48 Weeks, 0 Days
13	Thu, 18 Nov 2027	One Year Warranty Completion		

\* This schedule will be vetted by the University and selected design team at the time of fee negotiation