

**Consultant Submittal Guidelines
for the**

***Asset Preservation Pool Margaret I. King Library
Renovation***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 3050.0

The University of Kentucky is requesting the services of a consultant to provide design services for the referenced project 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 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 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 five (5) hard copies of your proposal sent to:
CPMD (Sandy Redmon / Megan Block)
222 Peterson Service Building
Lexington, KY 40506-0005

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EDT,
ON August 1, 2025

Submittals received after this time will not be reviewed.

**Executive Summary
for the**

***Asset Preservation Pool Margaret I. King Library
Renovation***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 3050.0

PROJECT SCOPE: \$59,000,000

A. INTRODUCTION

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for the renovation of the Margaret I. King Library, at the University of Kentucky. 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

The focus of this project will be to create a student-centered renovation as the first phase of a holistic transformation of M.I. King Library. Improvements to accessibility, connectivity, and internal circulation will serve as the cornerstone of this initiative, acting as a unifying design element to reconnect the existing building to the addition. Modernization of building systems, including HVAC, electrical, and plumbing, will ensure the facility meets contemporary standards. Restroom facilities will be upgraded to enhance convenience, comfort, and access for all users. The first and second floors will be reimagined as a student-focused hub, featuring spaces which might include classrooms, tutoring centers, student success programs, student study spaces, offices, and library services to promote academic achievement. Minor improvements may occur on other floors to better support existing library departments and accommodate additional programs as needed. A recent study highlighted opportunities within King Library and informed this student-focused project. Close collaboration with the libraries and student success teams will ensure the design reflects the institution's goals and priorities.

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

C. PRELIMINARY PROJECT BUDGET

TOTAL CONSTRUCTION BUDGET* \$43,800,000

TOTAL PROJECT SCOPE \$59,000,000

* 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:

July 25, 2025	Project Advertised for Consultant
July 25, 2025	Site Walk-Through with Design Teams
August 1, 2025	Consultants' Submittals Due
August 5, 2025	Selection Committee Short List Meeting
August 22	Consultant Interviews
August 25, 2025	Consultant selected and notified
September 8	Contract negotiated
September 15, 2025	Begin Programming
October 13, 2025	Program Review Meeting
October 20, 2025	Begin Phase 1 Design
January 12, 2025	Phase 1 Documents submitted to CPMD
January 26, 2026	Phase 1 Review Comments Due
April 20, 2026	Phase 2 documents submitted to CPMD
May 4, 2026	Phase 2 Review Comments Due
August 10, 2026	Phase 3 documents submitted to CPMD
August 24, 2026	Phase 3 Review Comments Due
September 14, 2026	Final Documents presented to CPMD
September 28, 2026	Advertise
October 5, 2026	Pre-Bid Conference
October 27, 2026	Bid Date
November 5, 2026	Construction activities begins
June 2, 2028	Substantial completion