

**Consultant Submittal Guidelines  
for the**

***Construct Academic Building (Makerspace Building)  
Design Phase***

***for the  
UNIVERSITY OF KENTUCKY***

**PROJECT NO. 3161.0**

The University of Kentucky is requesting the services of a consultant to provide design services for the Construct Academic Building (Makerspace Building) Design Phase located at University of Kentucky, Stanley and Karen Pigman College of Engineering quad. 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 including makerspace projects. 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 or sredmon@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 (Sandy Redmon / Megan Block)  
222 Peterson Service Building  
Lexington, KY 40506-0005

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EDT,  
ON May 16, 2025.

Submittals received after this time will not be reviewed.

**Executive Summary  
for the**

***Construct Academic Building (Makerspace Building)  
Design Phase***

***for the  
UNIVERSITY OF KENTUCKY***

**PROJECT NO. 3161.0**

**PROJECT SCOPE: \$40,000,000 Full Project Scope; \$4,000,000 Design only**

**A. INTRODUCTION**

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for 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 Construct Academic Building (Makerspace Building) Design Phase project.

**B. PROJECT DESCRIPTION**

This project includes a 29,000 gsf 3-level new construction located in the Engineering Quad adjacent to the ASTeCC and Raymond Civil Engineering Building. The project will include a makerspace, competition team space, student organizations, and collaboration spaces. Renovations are planned for the first level of the Ralph G. Anderson Building, which will be approximately 5,000 sqft for the Capstone space.

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\***      \$30,422,500 (Contingent upon Board approval)

**TOTAL PROJECT SCOPE**      \$40,000,000 (Contingent upon Board approval)

\* 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:**

Friday, May 2, 2025	Project Advertised for Consultant
Friday, May 16	Consultants' Submittals Due
Wednesday, May 21, 2025	Selection Committee Short List Meeting
Tuesday, June 10, 2025	Consultant Interviews
Wednesday, June 11, 2025	Consultant selected and notified
Friday, June 20, 2025	Contract negotiated
Monday, July 7, 2025	Begin Programming
Monday, August 4, 2025	Program Review Meeting
Monday, August 4, 2025	Begin Phase 1 Design
Monday, October 13, 2025	Phase 1 Documents submitted to CPMD
Monday, October 27, 2025	Phase 1 Review Comments Due
Monday, February 16, 2026	Phase 2 documents submitted to CPMD
Monday, March 2, 2026	Phase 2 Review Comments Due
Friday, July 10, 2026	Phase 3 documents submitted to CPMD
Friday, July 24, 2026	Phase 3 Review Comments Due
Friday, August 14, 2026	Final Documents presented to CPMD
Monday, August 31, 2026	Advertise
Wednesday, September 9, 2026	Pre-Bid Conference
Tuesday, October 6, 2026	Bid Date
Friday, October 16, 2026	Contract Awarded
Monday, October 19, 2026	Construction Phase Begins
Saturday, June 10, 2028	Substantial Completion
Monday, July 10 2028	Final Completion