

**Consultant Submittal Guidelines
for the**

Construct West End Zone Club Space – Design Only

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 3184.0

The University of Kentucky is requesting the services of a consultant to provide design services for the Construct West End Zone Club Space – Design Only 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 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 (35 pts)

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 Scotty Bowles, Project Manager, at (859) 257-5911 and/or scott.bowles@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:
Capital Projects Management (Scotty Bowles / Megan Block)
222 Peterson Service Building
411 S. Limestone
Lexington, KY 40506-0005

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EDT,
ON February 20th, 2026.

Submittals received after this time will not be reviewed.

**Executive Summary
for the**

Construct West End Zone Club Space – Design Only

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 3184.0

PROJECT SCOPE: \$3,000,000

A. INTRODUCTION

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for the **project** within Kroger Field 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 University of Kentucky will initiate the design for three enhancements to Kroger Field:

1. West end zone field club. This space is envisioned to be an approximately 3,000 square foot interior club space with adjacent, exterior patio space. Revisions to the seating bowl and aisles will be required. The interior space will include premium seating, restrooms, and limited food service.
2. Back of seating bowl overbuild. Addition of terrace seats in the lower, west end zone corners to provide an enhanced seating experience.
3. Scoreboard patio clubs. Patio improvements below the scoreboards to provide a new seating area for loge-style seating with new restrooms and food service.

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

D. PRELIMINARY PROJECT SCHEDULE

The following is the tentative schedule presently proposed for this project:

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| February 3, 2026 | Project Advertised for Consultant |
| February 20, 2026 | Consultants' Submittals Due |
| February 26, 2026 | Selection Committee Short List Meeting and Consultants Notified |
| March 09, 2026 | Consultant Interviews |
| March 10, 2026 | Consultant selected and notified |
| April 1, 2026 | Contract negotiated |
| April 10, 2026 | Begin Programming/Design |
| October 1, 2026 | Final Documents presented to CPM |
| December 7, 2026 | Construction Begins (if approved by Board of Trustees) |
| August 1, 2027 | Substantial Completion |