

**Consultant Submittal Guidelines
for the**

***Construct/Improve Athletic Facility 2 – Multi-Use
Facility - Predesign***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 3185.0

The University of Kentucky is requesting the services of a consultant to provide design services for the Construct/Improve Athletic Facility 2 – Multi-Use Facility - Predesign 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. 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.

The university reserves the right to make a selection from the written proposals without entering the interview phase. Proposals should provide complete information to allow the selection committee to have a full understanding of the Offeror's qualifications and experience.

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 that stakeholder engagement is prioritized. The submittal should outline proven procedures for programming efforts, for stakeholder engagement, and for achieving desired outcomes. Provide the organizational structure of the firm and the background of individuals that will be assigned to this project.

II. TEAM'S RELEVANT EXPERIENCE (40pts)

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 (25 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 Wayne Thomas, Capital Construction Director, at 859-257-5913 and/or wayne.thomas@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 seven (7) hard copies of your proposal sent to:
CPMD (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 EST,
ON OCTOBER 23, 2025.

Submittals received after this time will not be reviewed.

**Executive Summary
for the**

***Construct/Improve Athletic Facility 2 – Multi-Use
Facility - Predesign***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 3185.0

TOTAL PROJECT SCOPE: \$1,250,000

A. INTRODUCTION

This program presents in summary, the requirements for the predesign and programming services and estimates for the project.

B. PROJECT DESCRIPTION

This project will initiate the predesign and programming phases for a new multi-use facility which could potentially include a basketball practice facility, UK HealthCare Sports Medicine ambulatory space, sports-related research space, and other related areas. The location of this facility will be determined during the predesign phase, but it is expected to be integral to the Sports Adjacent District (i.e., fan experience district) being studied by the university under separate contract.

The predesign phase of the project will provide programmatic information for the various elements, including schematic floor plans with adjacencies, as well as conceptual renderings and a rough order of magnitude cost estimate for the project. Stakeholders from Athletics, UK HealthCare, and others will be involved in the process to ensure that the program aligns with the university's goals and mission.

The work effort will consist of preparation of predesign, programming, and schematic design phases in accordance with university standards and procedures.

C. PRELIMINARY PROJECT SCHEDULE

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

October 6, 2025	Project Advertised for Consultant
October 23, 2025	Consultants' Submittals Due
October 29, 2025	Selection Committee Short List Meeting
November 14, 2025	Consultant Interviews
November 14, 2025	Consultant selected and notified
December 5, 2025	Contract negotiated
December 8, 2025	Begin Programming
March 6, 2026	Final Program Review Meeting
March 9, 2026	Begin Schematic Design Phase
July 24, 2026	Schematic Design Documents submitted to CPM
July 30, 2026	Schematic Design Review Meeting