

**Consultant Submittal Guidelines
for the**

***IMPROVE CLINICAL AMBULATORY SERVICES
FACILITIES***

for the

UNIVERSITY OF KENTUCKY

PROJECT NO. 3358.0

The University of Kentucky is requesting the services of a Medical Equipment consultant to provide equipment planning services for the referenced project located at University of Kentucky. The medical equipment services 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). The primary design firm selected as part of a separate RFPC for this project will be responsible for oversight of the medical equipment planner and coordination of all design and documents to support the demolition of existing equipment and installation of new or replacement equipment selected by the medical equipment planner during design.

The following list is the criteria, including the multiplication factors; by which each medical equipment services 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 of Kentucky reserves the right to select a firm based on submitted proposals, and interviews are not required to make this selection.

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. FIRM'S QUALIFICATIONS (50 pts)

Indicate relative experience with medical equipment planning, construction support, procurement assistance, and site readiness for equipment 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. PROJECT MANAGER'S QUALIFICATIONS (50 pts)

Indicate the Project Manager's experience with planning, managing, and coordinating medical equipment for all aspects of a project of this scale and complexity and ability to work with project design team members in a professional 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 throughout all phases of the project. (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 through all phases of, design, contract documents, construction administration, and equipment installation, 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 Angela Powell, Project Manager, at (859) 218-3114.

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 (Angela Powell/Tonya Ahmad)
222 Peterson Service Building
Lexington, KY 40506-0005

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EST,
ON March 10, 2026

Submittals received after this time will not be reviewed.

**Executive Summary
for the**

***IMPROVE CLINICAL AMBULATORY SERVICES
FACILITIES***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 3358.0

PROJECT SCOPE: \$6,424,000.00

A. INTRODUCTION

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for renovation of clinical space in the Warren Wright Medical Plaza at the University of Kentucky, Medical Center. 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

This project will renovate approximately 11,000 gross square feet of space on the third floor of the Warren Wright Medical Plaza to support the expansion of Pediatric Ear, Nose, and Throat (ENT) services. The intent of the project is to maximize reuse of existing rooms, infrastructure and building systems wherever feasible, while creating a cohesive, patient centered clinic environment that reflects a unified look and experience across the department. The renovation will include, but is not limited to, the design and construction of exam rooms, procedure rooms, audiology booths and associated support spaces in a space previously occupied by the adult ENT clinic. The scope of work may also include selective removal of outdated built-in medical equipment, installation of new medical equipment, and completion of necessary infrastructure upgrades and interior finishes necessary to meet current healthcare standards.

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

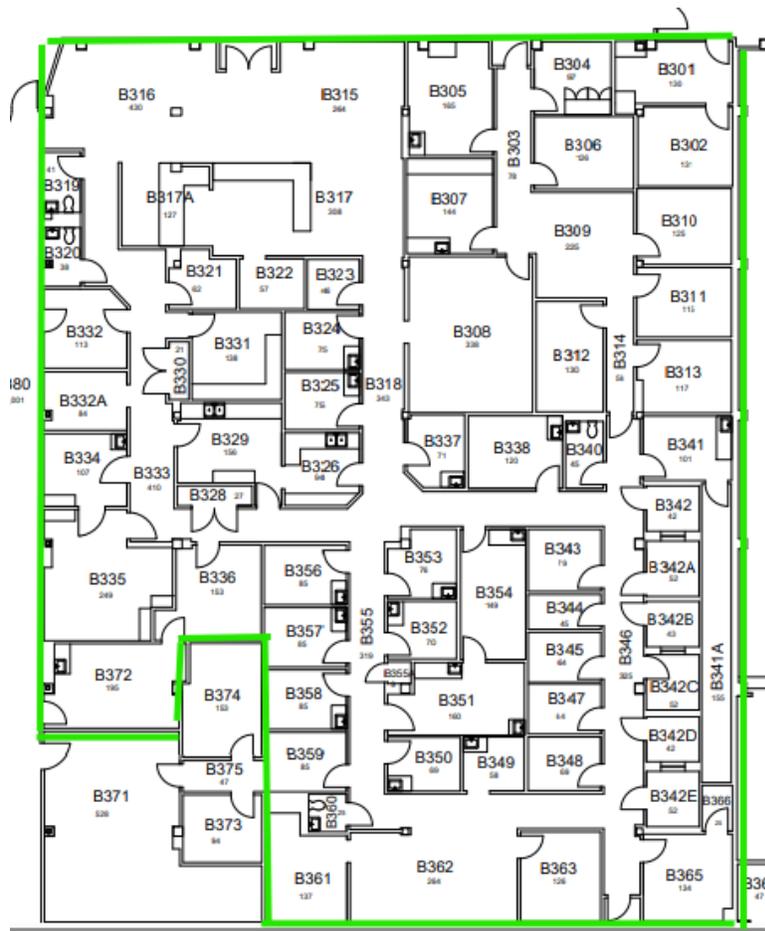
C. PRELIMINARY PROJECT BUDGET

TOTAL CONSTRUCTION BUDGET*	\$1,863,000.00
TOTAL PROJECT SCOPE	\$6,424,000.00

* 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.

C. ADDITIONAL PROJECT INFORMATION

This renovation project is located on the third floor of the Warren Wright Med Plaza Building and includes the following space.



D. PRELIMINARY PROJECT SCHEDULE

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

February 23, 2026	Project Advertised for Consultant
March 10, 2026	Consultants' Submittals Due
March 19, 2026	Selection Committee Short List Meeting
April 2, 2026	Consultant Interviews
April 2, 2026	Consultant selected and notified
April 9, 2026	Contract negotiated
April 9, 2026	Begin Programming
April 30, 2026	Program Review Meeting
May 14, 2026	Begin Phase 1 Design
June 15, 2026	Phase 1 Documents submitted to CPMD
June 29, 2026	Phase 1 Review Comments Due
Aug 7, 2026	Phase 2 documents submitted to CPMD
Aug 21, 2026	Phase 2 Review Comments Due
October 5, 2026	Phase 3 documents submitted to CPMD
October 19, 2026	Phase 3 Review Comments Due
November 9, 2026	Final Documents presented to CPMD
November 23, 2026	Advertise
November 30, 2026	Pre-Bid Conference
December 21, 2026	Bid Date
January 4, 2027	Construction activities begin
October 15, 2027	Substantial completion