

**Consultant Submittal Guidelines
for the**

Expand Arboretum Visitor Center - Design Only

for the
UNIVERSITY OF KENTUCKY

PROJECT NO. 3359.0

The University of Kentucky is requesting the services of a consultant to provide design services for Expand Arboretum Visitor Center - Design Only, located at University of Kentucky, the Arboretum, State Botanical Garden of Kentucky in Lexington, 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 (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 (35pts)

Members of the consulting team should have relevant experience. 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 Peter Fisher, Project Manager, at (859) 218-6807 and/or peter.fisher@uky.edu. There will be a walkthrough of the visitor center for design teams on Thursday, January 15th at 2 pm.

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

Peter Fisher / Tonya Ahmad
222 Peterson Service Building
411 S. Limestone
Lexington, KY 40506-0005

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EST,
ON January 22, 2026.

Submittals received after this time will not be reviewed.

**Executive Summary
for the**

Expand Arboretum Visitor Center - Design Only

for the

UNIVERSITY OF KENTUCKY

PROJECT NO. 3359.0

PROJECT SCOPE: \$3,000,000 – (Design Phase)

A. INTRODUCTION

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for the referenced project. 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 seeks the services of a full design team, including local Architect (AOR), and all applicable consultants.

This project will initiate the design phase of the expansion of the existing Dorothea Smith Oatts Visitor Center located at the Arboretum, State Botanical Garden of Kentucky for the Martin-Gatton College of Agriculture, Food and the Environment. This project will expand and renovate various components of the Visitor Center as well as site improvements adjacent to the existing building, all of which will enhance and improve the visitor experience.

The design phase will also address other improvements to the Arboretum, including but not limited to pedestrian access and safety enhancements, expanded parking areas, improved operations and maintenance facilities, an education center, and overall improvements to the Walk Across Kentucky trail system.

It is anticipated that the design will be constructed in phases, with the Visitor Center being constructed in Phase 1, followed by other phases to be determined. 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 ANTICIPATED CONSTRUCTION BUDGET*	\$22,500,000
TOTAL ANTICIPATED PROJECT SCOPE	\$30,000,000

* 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 (including design for all construction phases and construction completion dates for phase 1 Visitor Center):

January 8, 2026	Project Advertised for Consultant
January 15, 2026	Site Walk-Through with Design Teams
January 22, 2026	Consultants' Submittals Due
January 27, 2026	Selection Committee Short List Meeting
February 13, 2026	Consultant Interviews
February 16, 2026	Consultant selected and notified
February 26, 2026	Contract negotiated
February 27, 2026	Begin Programming- Visitor Center
March 12, 2026	Program Review Meeting- Visitor Center
March 13, 2026	Begin Phase 1 Design- Visitor Center
April, 2, 2026	Phase 1 Documents submitted to CPMD – Visitor Center
April 9, 2026	Phase 1 Review Meeting- Visitor Center
June 4, 2026	Phase 2 documents submitted to CPMD- Visitor Center
June 11, 2026	Phase 2 Review Meeting- Visitor Center
August 13, 2026	Phase 3 documents submitted to CPMD- Visitor Center
August 20, 2026	Phase 3 Review Meeting- Visitor Center
September 3, 2026	Final Documents presented to CPMD- Visitor Center
September 2026-February 2027	Subsequent Phases of Design
September 17, 2026	Advertise Phase 1 Construction- Visitor Center
September 24, 2026	Pre-Bid Conference- Visitor Center
October 8, 2026	Bid Date- Visitor Center
October 22, 2026	Contract Awarded- Visitor Center
October 23, 2026	Construction Begins- Visitor Center
December 4, 2027	Substantial Completion-Visitor Center
January 4, 2028	Final Completion- Visitor Center
TBD	Bid/Construction on Subsequent Phases