Consultant Submittal Guidelines
for the

Improve UK King's Daughters Medical Campus (Various Projects – Main Campus) – Labor & Delivery

For:
UK King's Daughters Medical Center

PROJECT NO. 3427.0

KD-CC-0218-27

UK King's Daughters Medical Center is requesting the services of a consultant to provide design services for the listed project. 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 (35 pts)

Members of the consulting team should have a previously established working relationship including hospital renovation projects. 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 Amber Clark, Senior Capital Construction Project Manager, at 606.408.0497 and/or AmberClark@uky.edu.

Please provide six (6) hard copies and (1) electronic copy of your proposal sent to:
Angie Huston
Supply Chain Management
1000 Ashland Drive
Suite 202
Russell, KY 41169

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EST,
ON 11/13/2026.

Submittals received after this time will not be reviewed.

Executive Summary
for the

Improve UK King's Daughters Medical Campus (Various Projects – Main Campus) – Labor & Delivery

for
UK KDMC

PROJECT NO. 3427.0

PROJECT SCOPE: $4,974,322.00

A. INTRODUCTION

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for the listed project. The program is prepared as a basis for understanding and agreement within the Medical Center and as a definitive statement to the Consultant engaged in the design of the *Improve UK King's Daughters Medical Campus (Various Projects – Main Campus) Capital Project – Labor & Delivery.*

B. PROJECT DESCRIPTION

This project will be to design and renovate a portion of the existing Labor & Delivery Unit of 8,300 square feet to standardize design and flow with the Mother and Baby unit which has previously been renovated.

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*	$3,000,000.00
TOTAL PROJECT SCOPE	$4,974,322.00

* 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.

D. PRELIMINARY PROJECT SCHEDULE

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

10.23.26	Project Advertised for Consultant
10.30.26 @ 11:00AM *	Site Walk-Through with Design Teams
11.13.26 @ 3:00PM	Consultants' Submittals Due
11.16.26	Selection Committee Short List Meeting
11.30.26	Consultant Interviews
12.01.26	Consultant selected and notified
01.12.26	Contract negotiated
01.13.27	Begin Programming
01.20.27	Program Review Meeting
01.21.27	Begin Phase 1 Design
02.11.27	Phase 1 Documents submitted to UK KDMC
02.19.27	Phase 1 Review Meeting
03.12.27	Phase 2 documents submitted to UK KDMC
03.19.27	Phase 2 Review Meeting
04.02.27	Phase 3 documents submitted to UK KDMC
04.09.27	Phase 3 Review Meeting
04.16.27	Final Documents presented to UK KDMC
04.20.27	Advertise
05.04.27	Pre-Bid Conference
05.18.27	Bid Date
06.18.27	Contract Awarded
07.5.27	Construction Begins
12.31.27	Substantial Completion
01.31.28	Final Completion

**Site Walk Through will meet at 2201 Lexington Avenue Ashland KY 41101, in the Lexington Lobby Area.