Consultant Submittal Guidelines
for the

Construct/Improve Research Space (EduceLab Improvements)

for the
UNIVERSITY OF KENTUCKY

PROJECT NO. 3563.0

The University of Kentucky is requesting the services of a consultant to provide design services for the referenced project located at the Anthropology Research Building located at 1020 Export Street, 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 in the executive summary who will be the project manager.

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 (35pts)

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 Joe Kane, Project Manager, at joseph.kane@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:
CPMD (Joe Kane / 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 date submittals are due.

Submittals received after this time will not be reviewed.

Executive Summary
for the

Construct/Improve Research Space (EduceLab Improvements)

for the
UNIVERSITY OF KENTUCKY

Project number: 3563.0

A. INTRODUCTION

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for the referenced project within the Anthropology Research Building located at 1020 Export Street, Lexington, 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 facility at 1020 Export Street houses Educelab, Anthropology, and other University occupants. Continued growth in Educelab's research program has created a need for additional specialized laboratory space.

The project will evaluate and design an approximately 1,000 GSF addition primarily supporting Educelab and its need for additional wet and dry laboratory space. The addition may directly accommodate the new laboratory functions or allow existing Educelab functions to relocate into the addition, freeing space within the current Educelab area for construction of the new laboratories. The scope may also include modifications to existing Educelab space necessary to support the preferred solution and improve the overall functionality of the research program. The consultant will evaluate the most effective approach while coordinating with Arts & Sciences/Anthropology to maintain their existing operations and appropriately address any impacts to shared building systems or spaces. Space assigned to Anthropology is not anticipated to be modified as part of this project.

The adjacent MoveWell space is not currently included in the proposed project scope. However, the consultant will coordinate with MoveWell regarding any utility outages,

shutdowns, access restrictions, or other temporary impacts required during design and construction.

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 project scope:	$1,500,000
Total construction budget:*	$1,000,000

* The Consultant's Phase 1, 2, and 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:

Projected Date	Activity
11/13/2026	Project Advertised for Consultant
11/19/2026	Site Walk-Through with Design Teams
12/01/2026	Consultants' Submittals Due
12/04/2026	Selection Committee Short List Meeting
12/14/2026	Consultant Interviews
12/15/2026	Consultant selected and notified
1/29/2027	Contract negotiated
2/10/2026	Begin Design
8/20/2027	Final Documents presented to CPM
8/26/2027	Advertise
8/31/2027	Bid Date
9/06/2027	Construction Begins
9/05/2028	Substantial Completion
10/05/2028	Final Completion