

**Consultant Submittal Guidelines
for the**

***Construct Support Services Building - New
Environmental Quality Management Center
Closure Report for Existing Facility***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 2874.0

The University of Kentucky is requesting the services of an environmental consultant to provide environmental testing and closure reporting for the existing Environmental Quality Management Center, which has been replaced by the new Construct Support Services Building - New Environmental Quality Management Center located at University of Kentucky, Lexington, KY. The 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 work. 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 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 on the issues and needs which are unique to the 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 (35 pts)

Indicate relative experience coordinating and managing a 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. 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 (30 pts)

Indicate the Project Manager's experience with planning, managing, and coordinating all aspects of a project of this scale and complexity. The Project Manager should have recent experience with other projects of a similar scale and complexity. The Project Manager should show the commitment necessary to adequately manage and coordinate the project, including any sub-consultants, through all phases of research, testing, and reporting, while maintaining the project schedule.

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, Capital Construction Project Manager, at joseph.kane@uky.edu.

Please use the "Submit Proposal" button next to the project listed on Construction Project Management's website to submit your documents electronically in pdf format.

Please provide five (5) hard copies of your proposal sent to:
CPM (Joe Kane / Megan Block)
222 Peterson Service Building
Lexington, KY 40506-0005

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EST,
ON DATE INDICATED IN FOLLOWING SCHEDULE.

Submittals received after this time will not be reviewed.

**Executive Summary
for the**

***Construct Support Services Building - New
Environmental Quality Management Center
Closure Report for Existing Facility***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 2874.0

PROJECT SCOPE: \$125,000

A. INTRODUCTION

This program presents, in summary, the requirements for the Closure Report for the existing Environmental Quality Management Center, which has been replaced by the new project titled, "Construct Support Services Building - New Environmental Quality Management Center" at the University of 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 Environmental Quality Management Center (EQMC) is the exclusive facility where all hazardous waste originating from on-campus locations (including all HealthCare, academic, research, athletic, and facility management sources) is accumulated and processed per regulatory requirements prior to off-site shipment. A recently completed project constructed a new facility. The existing facility is to be demolished. Prior to demolition, rinsate and soil sampling and testing must be conducted to determine whether any hazardous materials are present in accordance with the university's Closure Plan. Upon completion of testing, a closure report shall be provided to the university.

C. PRELIMINARY PROJECT BUDGET

TOTAL CLOSURE PLAN BUDGET \$115,000

TOTAL PROJECT SCOPE \$125,000

D. PRELIMINARY PROJECT SCHEDULE

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

Fri, Oct 16, 2026	Project Advertised for Consultant
Tues, Oct 27, 2026	Consultants' Submittals Due
Thurs, Oct 29, 2026	Selection Committee Short List Meeting
Thurs, Nov 12, 2026	Consultant Interviews
Thurs, Nov 12, 2026	Consultant selected and notified
Thurs, Nov 19, 2026	Contract negotiated
Mon, Nov 23, 2026	Begin Work
Mon, Jan 4, 2027	Report due to UK