

**Consultant Submittal Guidelines
for the**

***Construct/Improve Innovation Complex
(Arts and Innovation Complex - Design Phase)***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 3355.0

The University of Kentucky is requesting the services of a consultant team to provide design services for the Construct/Improve Innovation Complex (Arts and Innovation Complex - Design Phase) project, which will be located at the University of 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 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 Wayne Thomas, Director of Capital Project Management, at (859) 257-5913 or wayne.thomas@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:
CPM (Sandy Redmon/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 January 12, 2026.

Submittals received after this time will not be reviewed.

**Executive Summary
for the**

***Construct/Improve Innovation Complex
(Arts and Innovation Complex - Design Phase)***

***for the
UNIVERSITY OF KENTUCKY***

PROJECT NO. 3355.0

TOTAL PROJECT SCOPE: \$21,000,000 (design phase)

A. INTRODUCTION

This program presents, in summary, the requirements for the preparation of design and construction documents and estimates for the 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

This project will initiate the design phase of an approximately 170,000 square foot Arts and Innovation Complex which will be central to the creation of a new Arts and Innovation District serving and enriching the University, the community, and the Commonwealth. The facility will house spaces for the College of Fine Arts and serve as a vibrant, interdisciplinary hub uniting creativity, technology, innovation, and collaboration, just west of the main central campus, adjacent to the new Gray Design Building and the School of Arts and Visual Studies.

The complex will bring together programs in music, theatre, and dance under one roof for the first time. This complex will also feature state-of-the-art performance venues, including a proscenium theatre, recital halls, and a black box theatre. This new Arts and Innovation District will create synergism with other arts activities, the College of Design, and a burgeoning city arts and entertainment district.

The design will consist of verification of the existing program and preparation of Phases 1, 2, and 3 documents in accordance with university standards and procedures.

C. PRELIMINARY PROJECT SCHEDULE

This is the tentative schedule presently proposed for this project:

December 19, 2025	Project advertised for consultant
January 12, 2026	Consultants' submittals due
January 22, 2026	Selection committee short list meeting
January 22, 2026	Short listed consultants notified (estimated)
February 12, 2026	Consultant interviews
February 13, 2026	Consultant selected and notified (estimated)
March 5, 2026	Contract negotiated
March 9, 2026	Begin program verification and design
August 16, 2027	Final documents presented to CPM