

## **Consultant Submittal Guidelines**

for the

### **Asset Preservation Pool Taylor Education Building and Dickey Hall Renovations**

for the

### **UNIVERSITY OF KENTUCKY**

**PROJECT NO. 3050.7 Dickey Hall Renovation**

**PROJECT NO. 3050.8 Taylor Education Building Renovation**

The University of Kentucky is requesting the services of a consultant to provide design services for the referenced project 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 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.

## **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. 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 Peter Fisher, Project Manager, at 859-218-6807 or [peter.fisher@uky.edu](mailto:peter.fisher@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 (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 EDT,  
On Wednesday, May 27, 2026

Submittals received after this time will not be reviewed.

## **Executive Summary**

for the

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#### **A. INTRODUCTION**

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for Asset Preservation Pool Taylor Education Building and Dickey Hall Renovations 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**

This project consists of the comprehensive renovation of two adjacent academic buildings serving the University of Kentucky College of Education, delivered through the university's Asset Preservation Program. The Consultant will provide full professional design services from programming through project completion for both facilities.

##### **Dickey Hall**

Constructed in 1964, Dickey Hall contains approximately 64,000 gross square feet and will receive a renovation focused on functional improvements and instructional upgrades.

The scope of work includes, but is not limited to:

- Code and ADA upgrades
- HVAC upgrades
- Electrical Services and Distribution upgrades
- Lighting upgrades
- Plumbing upgrades
- Interior finish replacement throughout
- Restroom upgrades
- Roof improvements

- Technology improvements for classrooms

While primarily functional in nature, opportunities exist to create meaningful architectural moments through thoughtful design within the established budget. It is anticipated that the design will include an early demolition/site package timed for construction starting the Summer of 2027.

### **Taylor Education Building**

Originally constructed in 1929, the Taylor Education Building contains approximately 78,000 gross square feet and will undergo significant renovations to extend its useful life while enhancing its role as a central, student-focused academic facility.

The scope of work includes, but is not limited to:

- Partial or full demolition of the existing gymnasium
- Code-required improvements, including life safety and accessibility
- Roof improvements
- HVAC upgrades
- Electrical services and distribution upgrades
- Lighting upgrades
- Plumbing upgrades
- Sprinkler system upgrades
- Controls upgrades
- Interior finish improvements throughout
- New and upgraded restrooms
- Installation of a new elevator
- Technology improvements for classrooms
- Creation of a student-focused area supporting recruitment, advising, collaboration, and study

A key design opportunity is the adaptive reuse of the double-height auditorium space to create a strong central axis connecting the College of Education to both the main campus and the emerging Arts District.

The design will consist of preparation of Phase 0, 1, 2, and 3 documents in accordance with university standards and procedures. It is anticipated that the design will include an early demolition/site package timed for construction starting the Summer of 2027.

Site tour for interested design teams will be available on Friday, May 19th at 10 am. The group will meet in front of the main entrance of Taylor Education building.

**C. PRELIMINARY PROJECT BUDGET**

**TOTAL PROJECT SCOPE:** \$67,400,000.00  
**CONSTRUCTION BUDGET – DICKEY HALL:** \$15,400,000.00  
**CONSTRUCTION BUDGET – TAYLOR EDUCATION:** \$36,100,000.00

\* 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
5/11/26	Project Advertised for Consultant
5/19/26	Site Walk-Through with Design Teams
5/27/26	Consultants' Submittals Due
6/4/26	Selection Committee Short List Meeting
6/23/26	Consultant Interviews
6/24/26	Consultant selected and notified
7/8/26	Contract negotiated
7/9/26	Begin Programming
8/26/26	Program Review Meeting
8/27/26	Begin Phase 1 Design
11/04/26	Phase 1 Documents submitted to CPM
11/11/26	Phase 1 Review Meeting
1/27/27	Phase 2 documents submitted to CPM
2/3/27	Phase 2 Review Meeting

4/30/27	Phase 3 documents submitted to CPM
5/07/27	Phase 3 Review Meeting
5/20/27	TBD – Construction Begins, Early Demo/Site Package
5/28/27	Final Documents presented to CPM
6/11/2027	Advertise
6/17/2027	Pre-Bid Conference
7/20/2027	Bid Date
8/3/2027	Contract Awarded
8/9/2027	Construction Begins, Building
6/6/2029	Substantial Completion
7/6/2029	Final Completion