

**Consultant Submittal Guidelines
for the**

***REPAIR/UPGRADE/IMPROVE BUILDING SYSTEMS UKHC
(ROACH AIR HANDLING UNIT: ROACH S-1)***

for the

***UNIVERSITY OF KENTUCKY
BEN F. ROACH CANCER CARE FACILITY***

PROJECT NO. 2449.0

The University of Kentucky is requesting the services of a consultant to provide design services for replacing the Roach Air Handling Unit S-1 located at University of Kentucky, Ben F Roach Cancer Care Facility. This AHU is 32 years old and in poor mechanical condition. It supports the 2nd floor of the building which is a clinical area. Replacement of the unit is necessary to ensure air quality, meet regulatory requirements, and to maintain the interior environment without temperature fluctuation.

Design firms responding to this request must be experienced in HVAC system design and should propose a complete team with all disciplines required for a successful 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 schematic design (Phase 1) 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 an 8 1/2" x 11" bound 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 1 page) 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.

The University of Kentucky is dedicated to promoting minority participation in University work. To that end, and where appropriate, consultants are encouraged to consider using the services of minority sub-consulting firms where the demands of the project will permit.

I. PRIMARY FIRM'S QUALIFICATIONS (40 Points)

Relative experience coordinating and managing a design team for a project within an operating medical clinic. The firm shall demonstrate an ability to coordinate design team members and detail methods that will be used to insure that the design schedule is met, including milestone and productivity monitoring. The submittal shall outline proven procedures for monitoring construction and resolving issues in the field as well as the organizational structure of the firm and the background of any individuals that will be assigned to this project. Special consideration will be given to experience during construction within an operating medical center.

II. TEAM'S RELEVANT EXPERIENCE (30 Points)

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 (30 Points)

The submittal should indicate the Project Manager's experience with planning, managing and coordinating all aspects of a project of this scale and complexity, including administering a construction contract within a medical clinic and the management of sub-consultants in a professionally competent manner. Project Manager should have recent experience with other medical clinic projects of a similar scale and complexity; 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.) Project Manager should show 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 to.

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 THE SUBMITTALS 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 Scotty Bowles, Project Manager, at (859) 963-8230 or Scott.Bowles@uky.edu.

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 3:00 PM EST, ON January 21, 2016. Submittals received after this time will not be reviewed.

PLEASE PROVIDE FIVE (5) COPIES OF THE SUBMITTAL INFORMATION FOR REVIEW.

Submit to:

**Capital Project Management Division
222 Peterson Building
411 South Limestone Street
Lexington, KY 40506-0005**

Executive Summary
for the

Repair/ Upgrade/Improve Building Systems UKHC - (Roach Air Handling Unit: Roach S-1)

for the

UNIVERSITY OF KENTUCKY
Ben F. Roach Cancer Care Facility

PROJECT NO. 2449.0

A. INTRODUCTION

This program presents in summary, the requirements for the preparation of design and construction documents and estimates for the replacement of the S-1 Air Handling Unit within Ben F Roach Cancer Care Facility at the University of Kentucky, Medical Center. 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 Repair/Upgrade/Improve Building Systems UKHC (Roach Air Handling Unit: Roach S-1 project).

B. PROJECT DESCRIPTION

This project will replace air handling unit S-1 in the Ben F. Roach Cancer Care Facility. This AHU is 32 years old and in poor mechanical condition. It supports the 2nd floor of the building which is a clinical area. Replacement of the unit is necessary to ensure air quality, meet regulatory requirements, and to maintain the interior environment without temperature fluctuation.

The design will consist of preparation of Phase 1, 2 (if required), and 3 documents in accordance with University and Medical Center standards and procedures.

C. **PRELIMINARY PROJECT BUDGET**

TOTAL CONSTRUCTION BUDGET* \$ 950,000.00

TOTAL PROJECT SCOPE \$1,200,000.00

* 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:

1/7/16	Project Advertised for Engineers
1/21/16	Consultants' Submittals Due
1/26/16	Selection Committee Meeting
2/9/16	Consultant selected and notified
2/16/16	Fees negotiated
3/22/15	Program Review Meeting
4/15/16	Phase 1 Documents submitted to CPMD
4/25/16	Phase 1 Review Meeting
5/20/16	Phase 2 documents submitted to CPMD
6/1/16	Phase 2 Review Meeting
6/29/16	Phase 3 documents submitted to CPMD
7/13/16	Phase 3 Review Meeting
7/20/16	Final Documents presented to CPMD
7/25/16	Advertise
8/10/16	Pre-Bid Conference
8/24/16	Bid Opening Date
8/31/16	Contract Awarded (187 calendar days)
9/7/16	Construction Begins
3/6/17	Substantial Completion
4/5/17	Final Completion