

The University of North Carolina at Charlotte
Capital Projects
Facilities Management
9201 University City Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-0615

PROJECT: **UNC Charlotte**
Information Technology Infrastructure Upgrades
Advance Planning, Design, & Construction Administration Services
Code 41826 Item 303

Thank you for your interest in the subject project. This information is being provided to all firms which express an interest in the design of the project. Limit the size of your submittal document to no greater than 12½ inches in height and 9½ inches in width, **maximum 40 pages, 20 pages when printing double sided – including standard forms, cover letters, University issued Submittal Cover and Designer’s Supplemental Information Form**, but excluding the cover, tabs, separators, clear covers, blank pages, or cardstock backs. **Actual page counts will be derived from the electronic pdf submittal.** Do not include covers, blank pages, tabs, separators, etc. in your electronic submittal. Submittals are due in my office **by 2:00 p.m., Tuesday, December 4, 2018.**

Do not transmit any submittal information via email.

Submittals **must** include the cover sheet, Sections I and II of the Standard Form 330, the Designer’s Supplemental Information Form, along with any additional information considered appropriate. Please deliver **five** copies of the submittal, along with **one** electronic copy in pdf format (CD, DVD, USB drive, etc. attached to a printed submittal) to my office at the address noted above. Each hard copy should be bound together as a document and the digital submission should be assembled into a single file.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be complete in **mid-December** and firms winnowed for interviews will be notified at that time. Interviews are tentatively scheduled to be held in early January.

There will be a **non-mandatory** pre-submittal conference for any interested parties held at **3:00 p.m. on Tuesday, November 13, 2018 in room 111B of the Cone University Center** (building #5 on the campus map <http://maps.uncc.edu/>) Visitor parking is available in the **Cone Deck**. There will not be a site visit as part of the pre-submittal conference.

Please deliver all submittals to me at the address written above. Any questions about the project should be directed to the Project Manager for the project, **Brian Kugler** at **bhkugler@uncc.edu**.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
Information Technology Infrastructure Upgrades
Advance Planning, Design, & Construction Administration Services
Code **41826** Item **303**

PROJECT DESCRIPTION:

The project is for the IT upgrade of three (3) existing facilities – Rowe, Storrs, and Reese - to ensure that the information technology infrastructure within them is upgraded to an environment consistent with their established goals and standards. The network wiring, electrical, and cooling for server rooms will be enhanced. New IT rooms will be created from existing spaces within the buildings, with the displaced functions relocated. The current network cabling is past its normal life expectancy and is not compatible with present-day network equipment. Additionally, the existing network and wireless equipment is 10 years old and is past its useful life. These upgrades will provide improved network connectivity for the students taking classes and faculty and staff who occupy these buildings. This project will be designed and constructed in accordance with provisions of SL 2007-546.

The design will be consistent with the Guiding Principles of the Campus Master Plan. The University's Design Manual and Campus Master Plan can be viewed at:

<http://facilities.uncc.edu/DCManual>

Some of the important design elements will be:

- Simplicity of design with an emphasis on economical construction and maintainability;
- Effective and efficient communication systems;
- Safety of visitors, students, and staff during construction;
- Protection of existing facilities throughout construction.

Location

The IT Infrastructure Upgrades locations include the following facilities:

- Rowe
- Storrs
- Reese

EXPECTATIONS OF THE DESIGNER:

The designer will assist in determining the exact upgrades necessary for the project and specific cable routing.

Throughout the Design the Designer may be required to provide three-dimensional views of the building interiors utilizing CAD/BIM software as the design evolves.

The Design team must include professionals who can demonstrate high standards of accomplishments and knowledge in the following areas:

- Programming, designing and administering construction of major projects within budgets and in a timely manner—proven track records;
- Experience with the General Contractor/hard-bid construction delivery.
- Working with multiple user groups and committees;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Building Information Modeling from design through construction.
- Success in working with multiple design disciplines.

The project team will include a certified RCDD located within a two hour radius of the Charlotte metro area per the Design Manual General Requirements, Section 02-27, Attachment 1 (Division 27).

SCOPE OF WORK:

The IT Infrastructure Upgrades project will provide information technology services to faculty, staff, and students at UNC Charlotte.

The Designer will review the facility requirements, pre-programming documents, schedules, and costs estimates provided by university planning staff.

With the aid of University planning & ITS staff update the pre-programming information to include the development and presentation of options for the most economical and effective equipment and cabling solutions.

The pre-program refinement deliverable shall include:

- A detailed breakdown of all required improvements by scope and by building. This description shall be in spreadsheet format and identify all spaces required for net useable space, plus necessary telecom equipment, wiring, cable routing, etc.
- Cost estimates of all improvements as established by the Consultants.
- Descriptive narratives for ITS support spaces and other required spaces not listed above.

The Designer shall schedule meetings with designated University representatives to review required data collection, technical, maintenance, budget, and schedule requirements.

The Designer shall develop a final design solution from the pre-program refinement that is approved by the University and develop SD/DD and CD documents for SCO submittal. The designer will provide construction administration and closeout services for the project.

DESIGNER SELECTION CRITERIA

As detailed in the North Carolina Administrative Code (01 NCAC 30D .0303), the University's Design Selection Committee will use the following in evaluating qualifications:

- (1) Specialized or appropriate expertise in the type of project.
- (2) Past performance on similar projects.
- (3) Adequate staff for the proposed project design team.
- (4) Current workload and State projects awarded.
- (5) Proposed design approach for the project.
- (6) Recent experience with project costs and schedules.
- (7) Construction administration capabilities.
- (8) Proximity to and familiarity with the area where project is located.
- (9) Record of successfully completed projects without major legal or technical problems.
- (10) Other factors that may be appropriate for the project.

Note:

The current workload and past performance of sub-consultants on the designer's team will also be considered when evaluating qualifications.

For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).

SUBMITTAL REQUIREMENTS

- Provide a brief overview of the teams' understanding of the project. Also, provide the team members' accomplishments and responsibilities from similar projects.
- Five (5) bound booklets no more than **40 pages (20 if printing double sided)** containing design consultants' team with resumes and related work experience. Page limit shall be inclusive of Standard Form 330 Parts I & II.
- Submit booklet in digital format on one (1) DVD, CD, or USB drive in pdf format.
- Provide Information in the following Order:
 - A. UNC Charlotte Required Submittal Cover Sheet
 - B. Designer's Supplemental Information Form
 - C. Cover Letter (Optional)
 - D. SF 330 Parts I & II
 - E. **Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.**

SCHEDULE:

The designer must be able to submit the Construction Documents for SCO review before June 2019. The University intends to start construction in Fall 2019.

BUDGET:

The total budget for this project is \$3,200,000 which must provide for design support services, design fees, furnishings, and construction of the elements described above.

This sheet is to be the cover sheet for the submittal. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

**SUBMITTAL
DECEMBER 4, 2018**

DESIGN

**UNC CHARLOTTE
INFORMATION TECHNOLOGY
INFRASTRUCTURE UPGRADES**

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Mechanical/Engineering/Plumbing Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, Geotechnical, etc)

Location (Headquarters & Office Serving this Project)

IT Infrastructure Upgrades
UNC CHARLOTTE

Design Firm _____
 Contact Name _____
 Phone: _____
 Email: _____

DESIGNER'S STAFFING INFORMATION (To follow cover sheet)

Instructions: Provide information listed below regarding personnel who will be assigned to this project. One person may be assigned to more than one responsibility. Add additional sheets as necessary. In addition to this form, design firms are encouraged to submit Standard Form 330s for all personnel who will work on the project.

PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DESIGN LEADER

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RCDD

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONSTRUCTION ADMINISTRATOR

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STRUCTURAL ENGINEER

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MECHANICAL ENGINEER

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ELECTRICAL ENGINEER

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Signature: _____